

# MOUNT HOLYOKE

Office of the Registrar

## Grant Student Course Permission

- 1) Go to ISIS: <https://isis.mtholyoke.edu>
- 2) Log in by clicking on the Log In tab at the top of the ISIS Main Menu page, entering your MHC userID and password.
- 3) Select ISIS For Faculty from the lower left corner.

Welcome to ISIS! - Netscape

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://isistest.mtholyoke.edu/WA3T/WebAdvisor?&TYPE=M&PID=COI> Search Print

Mail Home Radio Netscape Search Shop Bookmarks The Mozilla Orga... Latest Builds

MOUNT HOLYOKE

LOG IN MAIN MENU CONTACT US

Search for Classes

**Welcome Guest!**

Using ISIS

Academics

Campus Map

Course Catalogue

ella

First Year Seminars

Five-College Course Catalogue

Five-College Student Guest Accounts

Student Financial Services

Financial Aid Online

Guide for New Students

Office of the Registrar

ISIS For Prospective Students

ISIS For Students

ISIS For Faculty

ISIS For Employees

**ISIS Main Menu**

ISIS serves as a gateway, allowing many to reach key College academic and administrative records from "wherever, whenever" (well except 4-6am)!

Prospective students, newly admitted and current students, and faculty use ISIS to retrieve and update data in applicant, student, and course records, as appropriate to their roles. Anyone (with or without College affiliation) can use ISIS to retrieve and update data (class schedule) for the current term or a previous term, in which a class schedule has been prepared.

To begin using ISIS,

- If you are a prospective, new or current student or a faculty member, click on the "Log In" tab on top of the black bar above and then the appropriate link on the bottom left.
- Otherwise, click on "Search for Classes" in the black bar above to view the class schedule.

Links to related resources are at left, including a "Using ISIS" link to access "how to" instructions.

**Contact Us**

Please use the "Contact Us" tab to alert us of technical problems or to make enhancement requests.

**ISIS Downtime**

ISIS is unavailable every day from 4:00 AM to 6:00 AM local time for backups and maintenance.

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To contact the College, call 413-538-2000.  
This page maintained by LITS. Last modified on June 5, 2007.

Step 2: Select Log In tab, then enter MHC userID and password..

Step 3: Select ISIS For Faculty

January 24, 2008

4) Select Students' Course Permissions – Enter

The screenshot shows the Mount Holyoke website's Faculty - ISIS Menu. At the top, there is a navigation bar with links for LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. Below this is a search bar for classes. The main content area is titled 'FACULTY - ISIS MENU' and is divided into two columns. The left column contains a list of links: Using ISIS, Academics, Campus Map, Course Catalogue, ella, Financial Aid Online, First Year Seminars, Five-College Course Catalogue, Five-College Student Guest Accounts, New Students Guide, Office of the Registrar, Student Financial Services, and Ungraded Option. The right column is titled 'Faculty Information' and contains a list of links: Advisee Details, Advisee Summary, Advisor Registration Approval, Class Roster, Class Schedule, Grading, Independent Study Title Submission, Managing Waitlists, Request an Independent Study Section, Students' Course Permissions - Enter, Students' Course Permissions Granted, and Search for Classes. A blue arrow points to the 'Students' Course Permissions - Enter' link. To the right of the Faculty Information list is a photograph of a dining hall with a blue banner that says 'ANNOUNCEMENTS'. Below the banner is a section titled 'R18 Testing Account' with a sub-section 'ISIS Downtime' stating that ISIS is unavailable every day from 4:00 AM to 6:00 AM local time for backups and maintenance.

5) Select the needed Semester and click submit (current registration semester will default in)

The screenshot shows the Mount Holyoke website's 'Students' Course Permissions - Enter' form. At the top, there is a navigation bar with links for LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. Below this is a dark red header with the word 'FACULTY'. The main content area is titled 'Students' Course Permissions - Enter' and contains a sub-header 'Select a term or delete term and enter a start and end date (mm/dd/yyyy) to find a list of current or former classes'. Below this is a form with a 'Term' dropdown menu set to 'Spring Semester 2008', 'Start Date' and 'End Date' input fields, and a 'SUBMIT' button.

6) Select the course you would like to grant a permission for by clicking in the box in first column. Click Submit.

*Note:* if you do not see the course on this screen and it is a independent study you must request a section be created for you by following the instructions on the last page of this document. If the missing course is not an independent study course, you should contact the Office of the Registrar at [registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu).

**MOUNT HOLYOKE**

LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

### Students' Course Permissions

Choose one course below to begin adding student petitions

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input checked="" type="checkbox"/>	COMSC 322 01 Operating Systems	2008/SP			10:00AM - 10:50AM	MWF
<input type="checkbox"/>	POLIT 116 01 World Politics	2008/SP			11:00AM - 12:15PM	MW

**SUBMIT**

7) The next screen has three sections. The first section is informational. The second shows permissions already granted. And the third is the section used to grant new permissions. Enter the student's email address minus the "@mtholyoke.edu". You may enter more than one student at a time. If you do not know a student's email address a link is available at the bottom of the screen to the Student Directory. Click Submit when done entering student email addresses.

**FACULTY**

## Students' Course Permissions

**COMSC-322-01 Operating Systems**

Please enter a student's email address to give that student permission to take this course

Listed below are the students who currently have permission

Section 1) General Information about this screen.

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**Students Already Granted Permission**

Student	Class	Acad Program	Add Date	Who Added
0385494 Ms. Jane Dough	2009	HIST.BA	12/11/2007	VFERRARO
0370977 Ms. Jelly M. Doughnut	2009	PSYCH.BIOL.BA	12/11/2007	VFERRARO
0391367 Ms. Poppy Bagel	2009	PSYCH.5CCHS.BA	12/11/2007	VFERRARO
0342627 Ms. Joy J. McDonough	2009	ECON.COMOR.BA	12/11/2007	VFERRARO
0403051 Ms. Janey A. Doughy	2009	IR.THEAT.BA	12/11/2007	VFERRARO

Section 2) List of students that already have been granted permission for this course.

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**Please enter a student's email address to give that student permission to take this course**

**Student Email Addresses**

Section 3) Enter the email address of up to 5 students here.

a) Do not enter the extension "@mtholyoke.edu" as the first example shows.

b) Only the student's email name is needed as in the second example.

To assist you in finding a students correct email address please use the Student Directory

Click here to go to Student Directory.

**SUBMIT**

8) The screen below will be returned to you. This screen asks for confirmation that the correct student(s) were returned to you. In section 2, click on the confirm box located next to the student's name that you want a permission recorded for. If you leave this box blank, no permission will be recorded.

Section 3 shows a list of student's email addresses that had errors and that permission cannot be recorded for. You will have to enter their email address again on the previous screen so that you can confirm their permission.

Home Radio Netscape Search Shop Bookmarks The Mozilla Orga... Latest Builds

**MOUNT HOLYOKE**

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

### Students' Course Permissions - Confirmation

COMSC-322-01 Operating Systems

Please confirm these students have permission to take this course.

Section to confirm a permission for this student. Click on Confirm box and then submit. If you do not confirm student's permission, it will not be recorded in the database.

Confirm?	Student	Class	Acad Program
<input checked="" type="checkbox"/>	0023456 Petal, Rose	2008	BIOL.BA

Students who were not recognized by ISIS

bagle20s@mtholyoke.edu

Email name was not recognized by the system. You must reenter student's email address on previous screen. In this case, no extension was needed, only the student's email name "bagel20s"

SUBMIT

9) The option titled " " will be returned to you with the list of students that you have granted permission for once you have confirmed the students above. Click OK.

**MOUNT HOLYOKE**

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

### Students' Course Permissions Granted

COMSC-322-01 Operating Systems

Students Already Granted Permission

Student	Class	Acad Program	Add Date	Who Added
0385494 Ms. Jane Dough	2009	HIST.BA	12/11/2007	VFERRARO
0370977 Ms. Jelly M. Doughnut	2009	PSYCH.BIOL.BA	12/11/2007	VFERRARO
0391367 Ms. Poppy Bagel	2009	PSYCH.5CCHS.BA	12/11/2007	VFERRARO
0342627 Ms. Joy J. McDonough	2009	ECON.COMOR.BA	12/11/2007	VFERRARO
0403051 Ms. Janey A. Doughy	2009	IR.THEAT.BA	12/11/2007	VFERRARO
0023456 Petal, Rose	2008	BIOL.BA	01/06/2008	VFERRARO

OK

## Notes about Permissions:

- If your course is cross-listed under multiple subjects, when you enter a permission for a student, ISIS will automatically record permissions for the student to register under any of its aliases.
- Granting a student a permission will not allow her to register for the course if the course is already full or there's anyone on the waitlist. Permissions override PER-I and academic course pre-requisites only – not capacity limits nor waitlist processes.
- ISIS cannot be used to give permission to 5-College students. Their permissions, as always, must be submitted to the student's HOME campus registrar via whatever form is required by that school. (Most require your signature on a paper form. Some accept email. The student will guide you.)
- You can only enter permissions for courses for which you've been listed as an instructor. If you don't see the course you want listed after selecting the "Students' Course Permissions" function, contact the Registrar's Office at [registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu).
- It is very rare that a faculty member needs to delete a permission once granted. If you do, please send an email request to [registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu). You can't delete permissions through ISIS.
- Students can see for which courses they've received permissions by checking their ISIS "Approvals, Holds and Registration Access Time" display.
- Don't remember if you (or we) already entered a permission for this course? You can see all permissions already entered for your courses by selecting "Students' Course Permissions Granted" from the ISIS For Faculty menu.

## How To Request an Independent Study Section

- 1) Select "Request an Independent Study Section" from the ISIS for Faculty Menu.

The screenshot shows the Mount Holyoke ISIS Faculty Menu. At the top, the Mount Holyoke logo is displayed. Below it are navigation links: LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT Us. A search bar for classes is present. The main content area is titled "FACULTY - ISIS MENU" and is divided into two columns. The left column lists various services like "Using ISIS", "Academics", "Campus Map", "Course Catalogue", "ella", "Financial Aid Online", "First Year Seminars", "Five-College Course Catalogue", "Five-College Student Guest Accounts", and "New Students Guide". The right column is titled "Faculty Information" and lists: "Advisee Details", "Advisee Summary", "Advisor Registration Approval", "Class Roster", "Class Schedule", "Grading", "Independent Study Title Submission", "Managing Waitlists", "Request an Independent Study Section", "Students' Course Permissions - Enter", "Students' Course Permissions Granted", and "Search for Classes". A green arrow points from the text "1) Select 'Request an Independent Study Section' from the ISIS for Faculty Menu." to the "Request an Independent Study Section" link in the Faculty Information list. On the right side of the menu, there is a photo of a dining hall and a section titled "ANNOUNCEMENTS" with a link for "R18 Testing Account".

2) Select the semester you would like the independent study section for. The current registration semester will default in for you. Click Submit.

The screenshot shows a web browser window with the Mount Holyoke website. The browser's address bar shows "Home", "Radio", "Netscape", "Search", "Shop", "Bookmarks", "The Mozilla Orga...", and "Latest Builds". The website header features the Mount Holyoke logo and navigation links: "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", and "CONTACT Us". Below the header is a dark red bar with the word "FACULTY" in white. The main content area is titled "Request an Independent Study Section". Below the title is a sub-header: "Select a term or delete term and enter a start and end date (mm/dd/yyyy) to find a list of current or former classes". The form includes a "Term" dropdown menu set to "Spring Semester 2008", "Start Date" and "End Date" input fields, and a "SUBMIT" button.

3) Select the appropriate department by clicking in the box. If one of your departments is missing, you should call the Office of the Registrar at extension 2025 to request that it be added for you.

Select the course level (295 or 395) by clicking in the box.

Click Submit.

An email will be sent to the Office of the Registrar. They will reply back once your independent study section has been created so that you can record permissions for students. Once a permission is created the student must login to ISIS to self-register for the independent study.

The screenshot shows the "I need a section" form on the Mount Holyoke website. The header and navigation are identical to the previous screenshot. The main content area is titled "I need a section". Below the title are two selection boxes. The first is labeled "Department Choose One" and contains two rows: "POLIT" with an unchecked checkbox and "IR" with a checked checkbox. A blue arrow points from a text box "Click the box of the department you need." to the "IR" checkbox. The second selection box is labeled "Course Number Choose One" and contains two rows: "295" with an unchecked checkbox and "395" with a checked checkbox. A red arrow points from a text box "Click the box of the course level you need." to the "395" checkbox. Below the form is a "SUBMIT" button.

PLEASE DON'T FORGET TO LOG OUT OF ISIS WHEN YOU ARE FINISHED!

**Note:** *Students are responsible for recording the correct number of credits at the time they register themselves into your independent study section.*

Sample of emails created

----- Original Message -----

**Subject:**[Fwd: Re: ISIS Request for Independent Study section to be created]

**Date:**Wed, 02 Jan 2008 09:58:54 -0500

**From:**registrar@mtholyoke.edu

**To:**jdoe@mtholyoke.edu

Hi Professor Doe,

Indpt-295-01 has now been created for you for the spring semester. The online registration system will reopen for students on January 25<sup>th</sup>.

Sincerely, Office of the Registrar

root@star.mtholyoke.edu wrote:

Professor John Doe(7777777) requests a section for INDPT-295 for term 2008/SP

January 24, 2008