

MOUNT HOLYOKE

Office of the Registrar

Managing your waitlist

- 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, and then selecting ISIS For Faculty from the lower left corner.
- 3) Select Managing Waitlists.

The screenshot shows the ISIS Faculty Menu interface. At the top, there is a navigation bar with tabs for LOG IN, MAIN MENU, FACULTY MENU, and CONTACT US. Below this is a search bar and a 'Welcome' message. The main content area is titled 'FACULTY - ISIS MENU' and contains a list of links. Three steps are highlighted with colored boxes and arrows:

- Step 1:** A red box highlights the 'LOG IN' tab in the top navigation bar, with an arrow pointing to it.
- Step 2:** An orange box highlights the 'ISIS For Faculty' link in the left sidebar, with an arrow pointing to it.
- Step 3:** A blue box highlights the 'Managing Waitlists' link in the 'Faculty Information' sub-menu, with an arrow pointing to it.

Additional elements on the page include a 'Contact Us' section with instructions and an 'ISIS Downtime' section. The footer contains copyright information for Mount Holyoke College, dated 2007.

4) Select the appropriate term. The current term will default in for you. Click Submit.

MOUNT HOLYOKE

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

FACULTY Welcome Vincent!

Managing Waitlists

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

Term:

Start Date: End Date:

5) Select the appropriate course by clicking on the box located in the left hand column. Click Submit.

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

FACULTY Welcome Vincent!

Managing Waitlists

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	HIST 283 02 Topic: American Foreign Policy	2008/SP	DWGT	101	01:15PM - 02:30PM	MW
<input type="checkbox"/>	IR 270 01 American Foreign Policy	2008/SP	DWGT	101	01:15PM - 02:30PM	MW
<input type="checkbox"/>	IR 295 02 Independent Study	2008/SP				
<input type="checkbox"/>	IR 395 02 Independent Study	2008/SP				
<input checked="" type="checkbox"/>	POLIT 116 01 World Politics	2008/SP	SKNR	216	11:00AM - 12:15PM	MW

6) Select the students you would like moved from the waitlist to registered by clicking in the box located the in the left hand column. Click Submit.

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FACULTY Welcome Vincent!

Managing Waitlists

Course Name and Title (Click to send an e-mail to all waitlisted students) Capacity/Enrolled/Available/Waitlist
 POLIT-116-01 World Politics 40 / 40 / 3

Instructors
 Vincent Ferraro

Choose the students you want registered

	ID	Student	E-mail address (Click to send an e-mail)	FP	Acad Program	Class	Advisor	Waitlisted date	Waitlisted time
1	9999999	Donah, Jelly L.	jdonah@mtholyoke.edu		GEOL.BIOL.BA	2009	M. Mc Menamin	04/24/2008	12:17PM
2	9999999	McDonagh, Jollie R.	jmcdonag@mtholyoke.edu		UNDC.MUSIC.BA	2010	C. Lee	04/24/2008	12:18PM
3	9999999	Doughnut, Jean S.	jdoughnu@mtholyoke.edu		UNDC.BA	2011	S. Barry	04/24/2008	12:20PM

SUBMIT

6) Clicking submit will prompt an email to be sent to the Office of the Registrar with your requests. The office will process your request as quickly as they can. Click OK to return to the Faculty Main Menu.

MOUNT HOLYOKE LOG OUT MAIN MENU FACULTY MENU HELP CONTACT Us

FACULTY Welcome Vincent!

E-mail Sent

An e-mail has been sent to the Registrar's Office with your request. These changes will be recorded in ISIS as soon as possible. Thank you.

OK