



# MOUNT HOLYOKE

Office of the Registrar

Internet Student Information System **ISIS**

## How to Apply for Graduation

- 1) Go to ISIS: <https://isis.mtholyoke.edu>
- 2) Log in by clicking "Log In" at the top of the ISIS Main Menu. Enter your MHC userID and password.
- 3) Select "ISIS for Students" in the lower left corner.

**Step 1: Click Log In tab, then enter your MHC userID and password.**

**Step 2: Click ISIS for Students.**

- 4) Select "Apply for Graduation", located under the Academic Planning heading.

**Academic Planning**

- Apply for Graduation

**Academic Profile**

- Enrollment Request Status
- Enrollment Verification Request
- Grades and GPA by Term
- Official Transcript Request
- Official Transcript Order Status
- Class Schedule
- Class Schedule Grid
- Unofficial Transcript

**Administrative Profile**

- On-line AR Account Activity
- Register for a Parking Decal
- Student Profile

**Registration**

- Approvals, Holds and Registration Access Time
- Search for Classes

5) Select your academic program (combination of major, minor or interdisciplinary major) by checking in the column titled "Choose One". Click Submit.

**Note:** All students should only have one academic program displayed here. If two academic programs are listed, please notify the Office of the Registrar ([registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu)) immediately.

**MOUNT HOLYOKE**  
 CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS

### Select a Program

Choose One	Eligible Programs	Degree	5 College Certificate	Majors	Minors	Date Applied
<input checked="" type="checkbox"/>	IR,BA Maj: International Relations	AB	None	IR		

This application is for seniors only. If you are not a senior, your application will not be processed.

**SUBMIT**

Note: If your academic program is blank on this page (see example below), it is because you do not have an academic program design that will allow you to graduate. You must have an academic program that includes a major & minor (displayed as major,minor), an interdisciplinary major, or a major/major combination. Without one of these, you will not be able to graduate nor will you be able to apply for graduation. If you do not know what your current academic program is, use ISIS to view your Student Profile or Degree Audit to find out. The [major/minor declaration](#) form can be found on the Office of the Registrar's website on the Forms page. Should you attempt to complete this graduation application without an appropriate academic program the application will not be processed.

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CURRENT STUDENTS

### Select a Program

Choose One	Eligible Programs	Degree	5 College Certificate	Majors	Minors	Date Applied
<input type="checkbox"/>						

This application is for seniors only. If you are not a senior, your application will not be processed.

If all columns are blank, you cannot apply at this time! Check your academic program on Student Profile. You must have a major.minor, major/major or interdisciplinary academic program to graduate.

6) Complete all fields on the next web page and click Submit.

- One of the reasons for this application is so that Mount Holyoke College can order your diploma with the name you want on it. It is important that you take the time to think about how you want your name to appear on your diploma and type it carefully, exactly as it should appear! Once your diploma has been ordered, it cannot be changed. To get a replacement, you'd have to pay a substantial fee and wait for it to arrive.
- We must have an address and phone number so that we can send your diploma to you, should you miss Commencement for any planned or unplanned reason.

CURRENT STUDENTS

## Application for Graduation

\* = Required

Selected Program	Degrees	5 College Certificate	Majors	Minors	Date Applied
IR.BA Maj: International Relations	AB	None	IR		

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Name on diploma\*

**Diploma Mailing Address**

City\*  State  Zip

Country

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Do you plan to attend Commencement exercises?\*

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What semester do you plan to complete your requirements?\*

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Notes:

1. Be sure that you submit the correct diploma name and that if you need to check with your parents about your diploma name you do so **before** you submit this application. There is a \$50.00 charge to change your diploma name once the order has been submitted.
2. If you have phonetic characters in your name, you must email the Office of the Registrar at registrar@mtholyoke.edu with the exact spelling/characters of your name that you would like on your diploma.

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After you click Submit, a confirmation screen will return to you:

**MOUNT HOLYOKE**

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 [LOG OUT](#) | 
 [MAIN MENU](#) | 
 [STUDENTS MENU](#) | 
 [HELP](#) | 
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CURRENT STUDENTS

## Confirmation Form

Thanks for using ISIS to apply for Graduation!!! Please email the Office of the Registrar at registrar@mtholyoke.edu if you have phonetic characters in your name that you would like printed on your diploma.