



MOUNT HOLYOKE

Office of the Registrar

Internet Student Information System **ISIS**

Recording Summer Activities through "Inform Your Advisor"

Each fall, all first-year students and upperclassmen (including Frances Perkins students) must submit information about their activities in the previous summer. An FAQ (Frequently Asked Questions list) about Inform Your Advisor is available for your reference here: <http://www.mtholyoke.edu/acad/deans/17216.shtml>

- 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. From the ISIS menu for Current Students, select Inform Your Advisor

Academic Planning

- Apply for Graduation
- Degree Audit

Academic Profile

- Class Schedule
- Class Schedule Grid
- Enrollment Request Status
- Enrollment Verification Request
- Grade Point Average by Term
- Inform Your Advisor**
- Official Transcript Order Status
- Official Transcript Request
- Unofficial Transcript

Administrative Profile

- On-line AR Account Activity and eBill
- Register for a Parking Pass

October 15, 2008

5. Inform Your Advisor will show you a page that looks like the following, with any summer information you've previously submitted filled in and a blank row like the one below for any summer for which summer experiences have not yet been recorded.

This information will be added to your educational records to assist you and your advisor in academic advising. Both you and your advisor will have access to the information through ISIS. You will also be able to refer to the information when completing applications and writing resumes.

[FAQ](#)

Summer Experiences

Summer	Primary Activity	Details of Primary Activity	Other Activities	Update?
2006	Paid Employment	<i>Number of weeks:</i> 4 <i>Hrs/week:</i> 25 <i>Title/Function:</i> Waitress <i>Company/Org:</i> Michael's Bistro <i>City:</i> Falmouth <i>State:</i> Massachusetts <i>Industry:</i> Restaurant Operations	U. S. Travel Volunteer Work	<input type="checkbox"/>
2007	Paid Internship/Research	<i>Number of weeks:</i> 6 <i>Hrs/week:</i> 40 <i>Title/Function:</i> Research <i>Company/Org:</i> University <i>City:</i> Riverside <i>State:</i> California Research Laboratory University of California, Riverside	Paid Employment Volunteer Work	<input type="checkbox"/>
2008				<input checked="" type="checkbox"/>

SUBMIT

- Please press the link at the top of the page (circled in green above), to read the FAQ if you have any questions.
- To submit new data or to update your previously-submitted data, check the appropriate year's "Update?" box on the right and then click Submit.
- The Summer Experiences Update page will appear (a sample is shown on the next page). At the top, any previous answers for the selected summer will display; those answers will also be pre-filled below for you to change or add to. If you've never submitted answers for this summer before, all the fields on this page will be blank. Answer the questions as appropriate, then click Submit.

Summer Experiences Update

Please take a minute to reflect upon your activities for the summer. Then provide the brief requested information about your summer to your academic advisor and to other offices that may help you and others with future summer or post-graduation plans, e.g., the Career Development Center and the McCulloch Center for Global Initiatives. If you have questions about why this information is required and how it will be used, please consult our [FAQ](#).

Summer 2006

Answers previously submitted:

Primary Activity	Details Of Primary Activity	Other Activities
Paid Employment	<i>Number of weeks:</i> 4 <i>Hrs/week:</i> 25 <i>Title/Function:</i> Waitress <i>Company/Org:</i> Michael's Bistro <i>City:</i> Falmouth <i>State:</i> Massachusetts <i>Industry:</i> Restaurant Operations	U. S. Travel Volunteer Work

Your previous answers for this summer, if any, display here and are filled into the appropriate questions below for you to revise or leave as is. If you haven't submitted answers for this summer previously, these display boxes will appear as just tiny empty blue rectangles and you should proceed to the questions below.

Select the experience that was your primary activity during this summer (pick one):*

Paid Employment	<input checked="" type="checkbox"/>
Volunteer Work	<input type="checkbox"/>
Internship or research experience paid by an organization	<input type="checkbox"/>
Internship or research experience supported by Mount Holyoke College	<input type="checkbox"/>
Internship, unpaid	<input type="checkbox"/>
Travel in the United States	<input type="checkbox"/>
Travel, International	<input type="checkbox"/>
Study/Course Work	<input type="checkbox"/>
Other	<input type="checkbox"/>
I choose not to provide information	<input type="checkbox"/>

1. Fill in/update your answers below this line. Required fields are marked with an asterisk; others are optional.

If you chose "Other" please specify:

Now supply us with some detail about the one activity you picked as your primary activity:

Number of weeks you engaged in your primary activity:

Over that period, the average number of hours per week you spent on this activity:

If you received funding from any external (non-MHC) source beyond your own or family resources to help fund this primary activity, please describe it (e.g. Rotary Club scholarship):

In addition to your primary activity, select any other things you did this summer (pick as many as apply):

Paid Employment	<input type="checkbox"/>
Volunteer Work	<input checked="" type="checkbox"/>
Internship or research experience paid by an organization	<input type="checkbox"/>
Internship or research experience supported by Mount Holyoke College	<input type="checkbox"/>
Internship, unpaid	<input type="checkbox"/>
Travel in the United States	<input checked="" type="checkbox"/>
Travel, International	<input type="checkbox"/>
Study/Course Work	<input type="checkbox"/>
Other	<input type="checkbox"/>
I choose not to provide information	<input type="checkbox"/>

If you chose "Other" please specify:

2. Click Submit.

SUBMIT

9. Depending on which primary activity you selected on the Summer Activities Update page, you may then see a follow-up page asking questions specific to the primary activity you selected. Just fill in your answers and click the Submit button one final time. Here is a sample of one of those follow-up pages:



[LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome Murphy!

Summer Experiences Detail

As the final step in this process, please enter some details about the one activity you picked as your *primary* activity:

Summer 2008
Primary activity selected: Paid Employment

Position title/job title/function:

Name of company/organization:

City:

U.S. State or Canadian Province/Territory (pick one):

Country (pick one):

Industry (pick one that best describes the industry of the company or organization for which you worked):

Press Submit to save the Details you've provided above. ***Thank you!!***

That's it. You've done it. If you had a registration hold because you hadn't yet submitted answers about your summer, the hold will be gone. You should be able to register immediately – at least, as long as you have no other holds, have met with your advisor as required, etc.

You may return to Inform Your Advisor, to update your previous answers for any summer, if needed.