

MOUNT HOLYOKE



Internet Student Information System 

Preparing for Registration

Students must make an appointment to meet with their academic adviser and plan their upcoming registration of courses. **In order to use the Online Registration System, students must be cleared, electronically in ISIS, by their academic advisers during advising week.** Academic advisers will clear students using the “Adviser Registration Approval” option located on ISIS <https://isis.mtholyoke.edu>. (Instructions: http://www.mtholyoke.edu/offices/reg/assets/Registrar/adv_reg_app.pdf.) Students unsuccessful in contacting their academic adviser should contact their major department or academic dean.

*Students will not be required to meet with their academic adviser if they are **new and entering** the College for **the first time**, or if they are returning from a leave of absence. All **NEW** students will, however, be required to meet with their academic adviser to add and drop courses at the beginning of each semester.*

A schedule of 16 credits each semester is considered full-time enrollment in order to graduate within 8 semesters. Programs of fewer than 12 credits or more than 20 credits need the approval of the Dean of the College. *Exception: First-Year Students in the first semester need approval for 20 or more credits from the Dean of First-Year Studies.* Students who wish to register for more than 20 credits must meet with their academic dean for approval. The Office of the Registrar will be notified of overload credit approvals by the academic deans and will record the approvals accordingly. Students may check “Approvals and Holds” on ISIS for overload credit approvals.

Please review the Schedule of Classes (<https://isis.mtholyoke.edu>) with your academic adviser as you plan your course schedule. It is important to write down **subject, course number, section number** and **synonym**¹ information in anticipation of online registration. Having this information will be invaluable as you register for classes. To assist you in planning your schedule of classes, the following worksheet has been provided: <http://www.mtholyoke.edu/offices/reg/assets/Registrar/worksheet.pdf>. Be sure to write down alternate choices that might be needed if course sections begin to close.

When planning a schedule, please note the following:

- **Courses with Co-requisites** – Some courses have required labs. The online registration system requires that a student register for both the lecture and a lab.
- **Course Overloads** – Overloads will only be permitted if approved by an academic dean. Overload forms are available in the academic deans’ office. Students must have approvals before they will be allowed to register for overloads. Please check “Approvals and Holds” for recorded approvals.
- **Cross-Listed Courses** – A cross-listed course is a course that is offered by two (or more) departments. A course titled “Shakespeare” may be offered by both the English and the theatre arts departments.
- **Permission of Instructor** – Students must get approval for “PER I” courses before registering. Faculty can record a permission for students. Students can check their “Approvals and Holds” option on ISIS for recorded approvals. *It is then the student’s responsibility to then register for the course. The online system WILL NOT automatically register students for courses with a recorded permission.*
- **Possible Time Conflicts** – The online registration will not permit students to enroll in courses that are taught at the same time or that have even a one minute overlap of time.
- **Pre-requisites** – Pre-requisites will be checked automatically as courses are being requested. It is possible to avoid being denied access to a course because of not having the appropriate prerequisite. Faculty permission is required and must be recorded before students may register. The professor of the course can waive prerequisites for a student by recording a permission for them. Students can check their “Approvals and Holds” option on ISIS for recorded approvals. *It is the student’s responsibility to then register for the course. The online system WILL NOT automatically register students for courses.*

¹ A synonym is a unique link to a specific course section. Synonyms are located in the first column of the schedule of classes and clearly identifiable.