



MOUNT HOLYOKE

Office of the Registrar

Internet Student Information System 

Preparing for Your Registration

To prepare for registration:

- **Make an appointment to meet with your academic advisor** during Advising week. Once you have made registration plans with your advisor, he or she will record in ISIS an authorization for you to register. ***Until your advisor's authorization is in your record, you will not be able to register though you will be able to submit registration requests.***
 - If you cannot reach your academic advisor, you should contact your major department or academic dean.
 - Note: If you are **new and entering the College for the first time**, or if you are returning from either a leave of absence or a semester away from campus, you will not be required to meet with your academic advisor before registration. However, all NEW students will be required to meet with their academic advisors before making any changes to their schedule during the "Add/Drop Period" at the beginning of each semester.
- **Find out when your specific registration access time will begin** by checking ISIS "Approvals, Holds, and Registration Access Times". You cannot finalize your requests before your assigned date and time.
- **Make sure there are no holds on your record** that will block you from being able to register after your start-time. These are visible on ISIS "Approvals, Holds, and Registration Access Times". If you have holds, the hold message will tell you who to contact and/or what to do to resolve the hold. Don't wait until the last minute to resolve your holds, as what you need to do may take longer to resolve than you expect.
- **Prepare for your appointment** with your academic advisor. He or she may have sent you some email about specific expectations and/or discussed this with you previously. If not, you should at least browse through ISIS "Search for Classes" to come equipped with some ideas about courses you might wish to take next semester (make sure to include some alternatives!). Use this worksheet to record your course interests: <http://www.mtholyoke.edu/offices/reg/assets/Registrar/worksheet.pdf>
- **When planning your schedule with your advisor, please note the following:**

- **Courses with Co-requisites** – Some courses have required labs. In these cases, ISIS will require you to register at the same time for both the lecture and a lab.
- **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. You choose which course department you want to register under -- usually the department of your intended major or minor.
- **Permission of Instructor** – Some courses are labeled "PER-I" in ISIS. This means that students must get the permission of the instructor before registering for the course. If you want to register for a "PER-I" course, contact its instructor to request permission. If the instructor grants permission, she or he will email the Office of the Registrar who will record that permission in your ISIS record. ***It is then your responsibility to register for the course. An approval from the professor WILL NOT automatically register you into the course.*** Any permissions recorded for you will be visible on ISIS "Approvals, Holds, and Registration Access Times"; check there if you need to know whether a permission has been recorded yet.
- **Possible Time Conflicts** – You may not enroll in courses that are taught at the same time or that have even a one minute overlap in meeting times. If you have special circumstances that would warrant exception, you need to ask both instructors to give you permission for the conflict. If both approve, they will send their approval to the Registrar's Office and we will register you for whichever course you haven't already added.

o **Pre-requisites** – Pre-requisites will be checked automatically as courses are being requested. If you haven't met the required pre-requisite or if ISIS is not recognizing that you have, you may contact the instructor to ask whether he or she is willing to give you permission to register for the course anyway. If the instructor approves, he or she will email the Office of the Registrar who will record the permission in ISIS. It is the student's responsibility to then register for the course. A permission from the professor WILL NOT automatically register you into the course. Please check ISIS "Approvals, Holds, and Registration Access Times" if you need to know whether a permission has been recorded yet.

- **Create a request list in ISIS for the courses you have selected**, at any time during your planning. To do this, select the "Registration" function in ISIS, pick "Search and Register for Courses", and search for and click the Select box next to the courses you want to register for. Then, when your registration access time begins, you will be able to register much more efficiently by simply returning to this list by selecting the "Register for Previously Selected Courses" option within "Registration" and selecting the "Register" action.
- **Petition your academic (class) dean if you plan to register for a course overload** (21 or more credits, except 1st-year students in their first semester need approval to register for 20 or more credits). You will need the dean's approval to register for an overload. Petition forms are available in the Academic Deans Office in Mary Lyon. If your overload request is approved, your dean will notify the Registrar's Office to record the approval in ISIS. This approval will show in ISIS "Approvals, Holds, and Registration Access Times".
- **Contact the Dean of Studies (x2855) if you plan to enroll in fewer than 12 credits.** You will need the Dean's approval. (A schedule of 16 credits per semester is the full-time enrollment required to graduate within eight semesters.)
- **As your start-time approaches, double-check the ISIS "Approvals, Holds, and Registration Access Times" function to see:**
 - o whether your advisor has entered your authorization to register (required for most students, see first paragraph for exceptions)
 - o whether you have any uncleared holds
 - o if you have been authorized by your dean for a credit overload, whether that permission has been recorded
 - o whether permissions have been recorded for any "PER-I" courses or pre-requisite exceptions you've asked instructors for
- **Register** after your start time and before registration ends! If you have any questions, come to the Registrar's Office in Mary Lyon. We would be happy to help you. Good luck with registration!

Other related ISIS Instruction sheets:

- o For advisors, about how to enter their registration authorizations for students:
http://www.mtholyoke.edu/offices/reg/assets/Registrar/adv_reg_app.pdf
- o For students, about the ISIS "Approvals, Holds, and Registration Access Times" display:
http://www.mtholyoke.edu/offices/reg/assets/Registrar/app_holds.pdf
- o For students, about all ISIS "Registration" functions:
http://www.mtholyoke.edu/offices/reg/assets/Registrar/add_drop.pdf