

# MOUNT HOLYOKE

Office of the Registrar



Internet Student Information System **ISIS**

## Ordering Official Transcripts or Enrollment Verifications Online and Following their Status

- 1) Log into ISIS by clicking on the Log In tab at top of screen.
- 2) Select ISIS for Students

Log In Tab located here.

The screenshot shows the ISIS Main Menu. At the top, there is a navigation bar with 'LOG IN', 'MAIN MENU', and 'CONTACT US' tabs. A blue arrow points to the 'LOG IN' tab with the text 'Log In Tab located here.'. Below the navigation bar is a search bar and a 'Welcome Guest!' section with a list of links. A green arrow points to the 'ISIS For Students' link in the left sidebar with the text 'ISIS for Students option located here.'. The main content area features the 'ISIS Main Menu' heading, a description of the system, and a list of links to related resources. On the right, there is an 'ANNOUNCEMENTS' section with 'Contact Us' and 'ISIS Downtime' information.

- 3) Select "Official Transcript Request" or "Enrollment Verification Request" under the Academic Profile options.

The screenshot shows the 'CURRENT STUDENTS - ISIS MENU'. The left sidebar contains a list of links. The main content area is divided into sections: 'Academic Planning', 'Academic Profile', 'Administrative Profile', and 'Registration'. In the 'Academic Profile' section, 'Enrollment Request Status' and 'Enrollment Verification Request' are circled in blue, and 'Official Transcript Request' and 'Official Transcript Order Status' are circled in yellow. The right sidebar contains 'ANNOUNCEMENTS', 'Contact Us', and 'ISIS Downtime' information.

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4) Complete the form (sample below) in its entirety and click submit. If there are additional documents that need to be sent, you must bring them to the Office of the Registrar prior to submitting your request. If the address you need to submit is more than 4 lines long, you must email the full address to the Office of the Registrar at [registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu).

**Note:** If you have a financial obligation, the availability of the Transcript Request form will be prohibited from you to use. You must contact the Office of Student Financial Services at 413-538-2291 to resolve any outstanding issues. Financial obligations do not effect the Enrollment Verification Request from.

## Official Transcript Request

\* = Required

Detailed instructions on how to order a transcript online are available under the "Using ISIS" option on the left-hand side of this web form.

A complete address is required in order to process your request.  
Recipient  
Address  
City  
State/Province or Country  
U.S. Zip code

Be sure to include appropriate postal codes when providing addresses that are not in the United States. If a transcript is returned to the College because of an insufficient address, it will be forwarded to the student's campus box.

Online requests for official transcripts are processed as quickly as is possible. Please allow 3-5 working days.

If a form is required to be attached to an official transcript, the student **MUST** submit the form to the Office of the Registrar **PRIOR** to submitting their online request for an official transcript.

Only request official transcripts when one is absolutely sure information such as grades, degree, prizes have been posted.

Should you have questions, please contact us at [registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu).

**\* Required Fields**

Transcript Type \*

Recipient

**Address \***

City \*

State \*

Zip \*

Country

Copies to be sent \*

- If you are an undergraduate student choose Undergraduate Official.
- If you are a graduate student choose Graduate Official.
- If you have attended as both an undergraduate and graduate student you will have to request the appropriate transcript type or submit two requests.

Be sure to enter the number of copies of your transcript you would like to request.

English (United States)

5) Once your request has been submitted, the screen below will be returned to you. The fees for an official transcript will be calculated once you submit your request. This screen will notify you of the charges calculated. To have your request processed you must click submit here which implies that you accept the charges and will submit payment. Charges are added to your bill at Mount Holyoke. You will see them listed on your Online AR Activity Account.

**NOTE: There are NO charges for Enrollment Verifications.**

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

CURRENT STUDENTS

### Display Charges For Request

Press submit to complete your request

Amount to be charged 4.00

**SUBMIT**

#### Request Status

You have the option to track your transcript request or enrollment verification status by choosing the option titled Official Transcript Order Status or Enrollment Verification Status. The screen below is returned to you that shows all requests submitted by you and their status

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

CURRENT STUDENTS

### Transcript Request Status

Recipient	Address	City, State Zip (Country)	Number of Copies	Date Requested	Date Produced
NYU Graduate Admissions	45873 N. Broadway	New York, NY 65498	1	08/16/07	
Butler University	Study Abroad Program 1653 Washington Blvd.	Dresden, OH 43875	1	07/15/06	07/21/06

**OK**