Welcome to the Online Five College Interchange Request!
Please read the instructions below carefully and in its entirety before you attempt to use this system. An important additional resource for you is the Registrar's website, Five College Registration page. These pages state the Mount Holyoke interchange policies as they pertain to a Mount Holyoke student.

The request option is not a search for classes, you must search for classes using the Five College Course Catalog or go to the Amherst College, Hampshire College, Smith College or University of Massachusetts registrar's websites. All offer a search for classes option on their sites. Once you know what course you would like to submit a request for, you may return to the ISIS home page to submit your request.

1) **Go to the ISIS home page. Click on Interchange Request located under the Student Options.**

Need screen shot of isis home with five college option

2) **The screen below will be returned to you.** This page includes information that is important to your registration request and should be reviewed very carefully. The last paragraph of this page authorizes the Mount Holyoke College's Office of the Registrar to release biographical data about you to the host institution of your choosing. Choosing to proceed by clicking on the submit button is considered your authorization for the information to be released.

3) **Select a host institution by clicking on the down arrow. Click the Submit button.**

**Note:** If you select UMass**, you must follow the directions at the end of this documentation to complete a request.
4) Select a subject from your selected host institution’s subject list. Click the Submit button.

5) A list of courses offered at the host institution under the subject selected will be returned to you. Select the course you would like by clicking the box in the Select column. Click the submit button.

Be sure to check the Inst Perm column if a Y is recorded in this field permission of instructor is required. Once you have submitted your five college request, you must submit either an email from the professor or a completed Instructor Permission Form available on the registrar’s website under either Forms or Five College Registration. Your request will not be processed if you do not submit permission.

Click here to request the course you hope to register for. You will not be registered for the course until approval from the host institution is received by the MHC registrar’s office.

Instructor permission required
6) Your selection will be returned to you for confirmation. Click on the submit button to confirm. You may return at any time to this screen (titled Interchange Request Status under the ISIS Student options) to see if your request has been processed. If your request is rejected by the host institution, you will be notified as soon as the Mount Holyoke College registrar’s office is notified. We will include the reason for the refusal as well.

NOTE: You are not officially registered for the course until you have received an email indicating that the course has been added to your schedule for that term. We will not register you for the course until we have been notified by the host institution that they have honored your request. A sample of that notification is below.

Subject: Minnie Mouse – 2007 Registration Changes
Date: Tues, 14, Nov 2006 23:45:09 – 0500 (EST)
From: registrar@mtholyoke.edu
To: mmouse@mtholyoke.edu

Below is a list of the changes you made to your schedule on 11/13/06.

ADDED – H.HCU-100: Comic Book Drawing for term 2007/SP

7) The screen below will be returned to you once your complete your request. You should return to the ISIS home page to submit another request or registration of your selected Mount Holyoke College courses. Be sure to log out when you have completed your registration.
**UMass requests:**

1) If you would like to register for a UMass course, you should first go to their Search for Classes option through SPIRE. The address to that site is https://spire.umass.edu/psp/heproda/EMPLOYEE/HRMS/?cmd=login, click on the title “Search Schedule/Browse Catalog” located in the upper right hand corner of the screen. UMass requests must be completed by you, be prepared with the following information prior to entering ISIS. The required information is: Class Number (5 Digit number) Subject, Course Number, Section Number, Course Title and Credits.

2) When UMass is selected on the “Institution” screen on ISIS, the screen below will be returned to you. You must enter all information on this screen. All lines are required and your request will not be accepted if you do not fill in information on all lines. The required term information should be entered following the Mount Holyoke format which is the year, slash, semester. An example of this is 2007/SP.

3) Click Submit.