Approvals, Holds, and Registration Access Times

1) Go to ISIS: [https://isis.mtholyoke.edu](https://isis.mtholyoke.edu) and login, using your MHC userID and password.
2) If you are not immediately taken to the ISIS for Students menu, then select it.
3) Select “Approvals, Holds, and Registration Access Time” from the Registration section of the menu.

The “Approvals, Holds and Registration Access Time” option provides you with current information about your readiness for registration. It will display:

- whether you have received approval from your advisor to register (or not),
- any holds on your record that would prevent you from being able to add or drop courses
- your individual start-time for the next April/November registration period
- any permissions you have been granted for specific upcoming courses if those courses have prerequisites you need to bypass.

The display looks like this:
Approvals

- If a November or April registration period is approaching, the first row will specify when your individual access time to register for classes begins:
  - Your access begins at the specified time. You may use the registration system any time thereafter until April/November registration ends.
  - During Add/Drop, there are no individualized start times. Everyone has the same full period for Add/Drop.
- There will also be a line specifying whether your advisor has recorded in ISIS his/her authorization for you to register:
  - During June registration for new students, no advisor approval is necessary.
  - If you have met with your advisor to discuss your schedule for the next semester and his/her approval isn’t yet showing here:
    - Make sure it’s been at least a few hours since your meeting.
    - If it has been and your registration start time is approaching, send your advisor an email reminding him/her that you still need to be cleared in ISIS via the faculty “Advisee Roster”.
- If a permission has been entered to qualify you to try to register for a specific MHC course, the course’s term, name, and title will be listed here. Permissions are only needed:
  - for courses which require all students to get instructor permission.
  - when ISIS thinks you haven’t taken the prerequisite courses for this course, but the instructor has decided you qualify so has recorded in ISIS a permission for his/her section of the course.

These permissions do not guarantee you a seat in the course, and they don’t mean you are registered. Like a fishing license, they merely mean you are qualified to register if you wish. You need to follow through by registering, before the registration deadline.

Most permissions result from the student emailing the professor to ask for permission to attend his/her course in a specific semester. Some others may be recorded as a result of your taking a placement test, like the online placement exams for French and Spanish language courses or the Chemistry placement exam. Most permissions are section-specific, but some – like those from placement tests like the FREN-201 entry below – apply to any section of the course in the term specified.

![Course Permissions](image)

- If you have received “overload” permission from your advisor and Class Advisor in the Academic Deans Office, the permission showing the total number of credits you may register for will be listed here.

![Overload Permission](image)
Holds

- **Holds** will prohibit you from registering for classes. You are responsible for clearing your holds prior to entering ISIS to register.

- The most frequent hold is the one that everyone has before Advising week in October and March/April. It is the hold that shows you do not yet have your advisor’s permission to register:

  You must to be cleared by your academic advisor prior to entering ISIS to register. There are two exceptions to this rule: 1) New incoming students entering the College for the first time can register before coming to campus without first securing advisor approval, and 2) Students who are returning from a leave can register without first securing advisor approval. **All NEW students will, however, be required to meet with their academic advisors at the beginning of their first semester when they arrive on campus.**

- Other holds may be applied at any time, for unmet obligations. These include but are not limited to unpaid bills, missing required immunizations or health records, a requirement to meet with an academic dean, failure to submit required information to your advisor, etc. To resolve the hold, use the information you see here to resolve the issue. This usually involves contacting an office to ask precisely what’s needed and then following their instructions to resolve it.