Preparing for Registration

Self-Service Instructions – Office of the Registrar

Prepare to register for courses using the following steps. Most of the steps below can be completed in MyMountHolyoke > For Students > Course Registration & Bill Payment.

1. **Make an appointment with your advisor.** Unless you’re on leave now or a brand new student registering in June, you’ll need to meet with your advisor and get his/her approval to register recorded in MyMountHolyoke before you’ll be allowed to register. If your advisor doesn’t contact you with other instructions, you should contact him/her the week before Advising Week to schedule an appointment for Advising Week in November for Spring registration or April for Fall registration.

2. **Check for holds and your registration start time.** Use the MyMountHolyoke Approvals, Holds, and Registration Access Times page to:
   - See your individual start time for registration. Before your access time, you can prepare registration requests for MHC courses (see below), but MyMountHolyoke won’t let you successfully register for anything until your access time has begun. After your access time has begun, you can register any time during the weeks registration is open, though course choices will diminish as courses fill.
   - Make sure you have no holds. Holds will prevent you from being able to register until they are cleared. Some holds take time to resolve with the initiating office, so it’s a good idea to check for holds early in Advising Week.

3. **Check your degree audit.** Use the MyMountHolyoke Degree Audit option to check your status towards College-wide requirements and any minor you have declared. Your status in your major(s) isn’t usually covered by the degree audit; you’ll review that with your advisor.

4. **Identify courses of interest.** Use the MyMountHolyoke Search for Classes option to identify courses you’re interested in taking. If you have any difficulty using the search for classes, read the instructions found on the MyMountHolyoke Help Site. Pay close attention to:
   - **Course prerequisites.** MyMountHolyoke will check automatically that you have met any course prerequisites as you attempt to register or get onto a course’s waitlist. Prerequisites may be specific courses that you will need to have passed, eligibility restrictions such as “juniors only” or “majors only,” or a requirement that all students interested in the course must get the instructor’s permission to register.
     - If the course is marked “instructor permission required” and your advisor agrees it would be a good choice for you, email the professor (or follow any alternate instructions in MyMountHolyoke) to describe your interest in the course and qualifications and ask for permission.
     - In general MyMountHolyoke assumes that any course you’re enrolled in currently will be successfully completed, so if you’re enrolled right now in the prerequisite MHC course, MyMountHolyoke will treat you as having met the prerequisite. But MyMountHolyoke cannot assume that Five College or most transferred courses count as equivalent to an MHC prerequisite course, so if you have or are taking the prerequisite course at another institution, you will need to contact the instructor to get a permission to bypass the usual prerequisite checking for the course.
   - If an instructor grants you permission, s/he will post the permission to MyMountHolyoke where it will be visible to you in the Approvals, Holds, and Registration Access Time display. You must then register.
you for the course before the registration deadline. A permission doesn't register you and it
doesn't guarantee you a seat in the course. It merely qualifies you to be seen by MyMountHolyoke as
having met all course prerequisites including "instructor permission required."

- **Course corequisites.** Some courses require a lab or are linked in other ways that mean that you must register
for and take both simultaneously. These corequisites are visible with other course details, if you click on the
meeting times of the course in the MyMountHolyoke Search for Classes.

- **Time conflicts.** MyMountHolyoke will not permit anyone to register for courses that are taught at the same
time or that have even a one minute overlap in meeting times. If you work out a special arrangement with
one of the instructors to accommodate the overlap, the instructors of both courses must send an email to
registrar@mtholyoke.edu before the Add deadline, explaining how the overlap will be accommodated and
that they approve of your overlapping registration. The Registrar's staff will register you in these rare cases.

- **Five College courses.** You may also be interested in browsing Five College course offerings via the Five College
course schedule available here: [https://www.fivecolleges.edu/academics/courses](https://www.fivecolleges.edu/academics/courses) Be sure to note carefully
any course prerequisites or corequisites like required labs. During November and April registration periods,
you will only be able to request a maximum of two Five College courses, but more can be added during
Add/Drop (except at Amherst College, which never allows MHC students more than two courses at their
College per term).

5. **Record your course ideas and create an online request list.** Print the schedule worksheet available with other
MyMountHolyoke instructions and use it to draft your potential schedule for next term. Be sure to note each
course's full name (subject+course number+section number, like ENGL-291-02). Write down alternate choices to
elect if courses fill. Bring this list when you meet with your advisor as a reference point in your discussion of
course options.

Although you cannot actually register for MHC courses before your assigned registration access date and time,
you can use MyMountHolyoke to compile an online list of the MHC courses you are interested during Advising
Week. This functions like an online shopping cart, enabling you to register much more efficiently when your
access time begins. To compile a request list, select "Search and Register for courses", and search for and select
each course you want on your list. When your access time begins, all you'll need to do is return to the
MyMountHolyoke, choose "Register for previously selected courses, " and select the Register action for each
course on your request list and click Submit.

6. **About overloads and underloads.** A schedule of 16 credits each semester is the expected full-time enrollment.
Sixteen credits each semester will keep you on pace to graduate (within eight semesters, for students admitted as
first-years). Semesters of fewer than 12 credits or more than 20 credits need the approval of the student's advisor
and the class dean. The overload request form is available online on the Academic Deans' Office website.

Exceptions:
- First-year students in the first semester need approval for more than 19 credits.
- The AccessAbility Services office may grant a reduced course load as an accommodation to qualified
  individuals.

The Registrar's Office will be notified of overload credit approvals by the academic deans and will record
approvals in MyMountHolyoke on the Approvals, Holds, and Registration Access Time display. You will then need
to return to MyMountHolyoke while registration is open, to register yourself for the additional approved

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7. **Meet with your advisor and get cleared for registration.** After you meet with your advisor, s/he will record a clearance in MyMountHolyoke to indicate that you have been approved to register. This clearance will be visible to you on the MyMountHolyoke Approvals, Holds, and Registration Access Time display. Exceptions:
   - Newly admitted students are not required to meet with their academic advisor before June registration, though they will be required to meet with their advisors during Orientation in the fall before they can add/drop.
   - All students currently on leave or study abroad are not required to meet with their advisors before registering.

8. **Questions?** Consult your advisor with questions about your academic plans. Ask the Registrar's Office staff ([registrar@mtholyoke.edu](mailto:registrar@mtholyoke.edu)) any questions you have about the mechanics of registration, such as how to interpret something confusing on your degree audit or MyMountHolyoke.