Preparing for Registration

Prepare to register by completing the following steps.

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 ISIS 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 during Advising week in November for the Spring or April for the Fall.

2. **Check for holds & your registration start time**

   Use the ISIS “Approvals, Holds, and Registration Access Times” display to:
   - see your individual start time for registration. Before your access time, you can prepare registration requests for MHC courses (see below), but ISIS won’t let you successfully register for anything until your access time has begun. After your access time has started, you can register anytime 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 ISIS “Degree Audit” function 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 ISIS “Search for Classes” function to identify courses you’re interested in taking. If you have any difficulty using the search for classes, read the ISIS Instructions available via the “Using ISIS” link in ISIS.

Pay close attention to:

- **Course Pre-requisites** – ISIS will check automatically that you have met any course pre-requisites as you attempt to register or get onto a course’s waitlist. Pre-requisites 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 ISIS) to describe your interest in the course and qualifications and ask for permission.
  - In general ISIS assumes that any course you’re enrolled in currently will be successfully completed, so if you’re enrolled right now in the pre-requisite MHC course, ISIS will treat you as having met the pre-requisite. But ISIS has no authority to assume that 5College or most transferred courses count as equivalent to an MHC prerequisite course, so if you have or are taking the pre-requisite course at another institution, you will need to contact the instructor to get a permission to bypass the usual pre-requisite checking for the course.
  - If an instructor grants you permission, s/he will post the permission to ISIS where it will be visible to you in the ISIS “Approvals, Holds, and Registration Access Time” display. You must then register yourself 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 ISIS as having met all course pre-requisites including “instructor permission required”.
    - Exception: ISIS permissions can’t override eligibility restrictions like “juniors only” or the limit of one first-year seminar per student per term. It’s rare that exceptions to such criteria are granted. If so, the instructor will need to email the Registrar’s Office, so that the Registrar’s staff can register you.
○ **Course Co-requisites** – Some courses require a lab or are linked in other ways that mean that you must register for and take both simultaneously. These co-requisites are visible with other course details, if you click on the meeting times of the course in the ISIS Search for Classes.

○ **Time Conflicts** – ISIS 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.

You may also be interested in browsing five-college course offerings via the Five-College course schedule available through a link on the left menu of ISIS. Be sure to note carefully any course pre-requisites or co-requisites like required labs. During November and April registration periods, you will only be able to request a maximum of two 5College courses, but more can be added during Add/Drop (except at Amherst College which never allows MHC students more than 2 courses at their College per term.)

5. **Record your course ideas and create an online request list**

Print the schedule worksheet available with other ISIS instructions and use it to draft your potential Monday through Friday 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 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 ISIS 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 the "Registration" function, pick "Search and Register for courses", and search for and then click the Select box next to each course you want on your list. When your access time begins, all you'll then need to do is return to the "Registration" function, pick "Register for Previously Selected Courses", select the "Register" action for each course on your request list, and press the Submit button. Efficient registration without the last-minute searching!

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 8 semesters, for students admitted as first-years). Programs of fewer than 12 credits or more than 20 credits need the approval of the student’s advisor and her Class Advisor in the Academic Deans’ Office. 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 a disability accommodation to qualified individuals.

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

7. **Meet with your advisor & get cleared for registration**

After you meet with your advisor, she or he will record a clearance in ISIS to indicate that you have been approved to register. This clearance will be visible to you on the ISIS « Approvals, Holds, and Registration Access Time » display. Exceptions:

1. **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.**
2. **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 any questions you have about the mechanics of registration – such as how to interpret something confusing on your degree audit or ISIS.