Grant Student Course Permission

1) Go to ISIS:  https://isis.mtholyoke.edu

2) Log in by clicking on the Log In tab at the top of the ISIS Main Menu page, entering your MHC userID and password.

3) Select ISIS For Faculty from the lower left corner.
4) Select Students’ Course Permissions – Enter

5) Select the needed Semester and click submit (current registration semester will default in)
6) Select the course you would like to grant a permission for by clicking in the box in first column. Click Submit.

*Note:* if you do not see the course on this screen and it is an independent study you must request a section be created for you by following the instructions on the last page of this document. If the missing course is not an independent study course, you should contact the Office of the Registrar at registrar@mtholyoke.edu.
7) The next screen has three sections. The first section is informational. The second shows permissions already granted. And the third is the section used to grant new permissions. Enter the student’s email address minus the “@mtholyoke.edu”. You may enter more than one student at a time. If you do not know a student’s email address a link is available at the bottom of the screen to the Student Directory. Click Submit when done entering student email addresses.

![Students' Course Permissions](image)

Section 1) General Information about this screen.

Section 2) List of students that already have been granted permission for this course.

Section 3) Enter the email address of up to 5 students here.

a) Do not enter the extension “@mtholyoke.edu” as the first example shows.

b) Only the student’s email name is needed as in the second example.

Click here to go to Student Directory.
8) The screen below will be returned to you. This screen asks for confirmation that the correct student(s) were returned to you. In section 2, click on the confirm box located next to the student's name that you want a permission recorded for. If you leave this box blank, no permission will be recorded.

Section 3 shows a list of student’s email addresses that had errors and that permission cannot be recorded for. You will have to enter their email address again on the previous screen so that you can confirm their permission.

Section to confirm a permission for this student. Click on Confirm box and then submit. If you do not confirm student’s permission, it will not be recorded in the database.

Email name was not recognized by the system. You must reenter student’s email address on previous screen. In this case, no extension was needed, only the student’s email name “bagel20s”

9) The option titled “ ” will be returned to you with the list of students that you have granted permission for once you have confirmed the students above. Click OK.
Notes about Permissions:

- If your course is cross-listed under multiple subjects, when you enter a permission for a student, ISIS will automatically record permissions for the student to register under any of its aliases.
- Granting a student a permission will not allow her to register for the course if the course is already full or there's anyone on the waitlist. Permissions override PER-I and academic course pre-requisites only – not capacity limits nor waitlist processes.
- ISIS cannot be used to give permission to 5-College students. Their permissions, as always, must be submitted to the student's HOME campus registrar via whatever form is required by that school. (Most require your signature on a paper form. Some accept email. The student will guide you.)
- You can only enter permissions for courses for which you've been listed as an instructor. If you don't see the course you want listed after selecting the "Students' Course Permissions" function, contact the Registrar's Office at registrar@mtholyoke.edu.
- It is very rare that a faculty member needs to delete a permission once granted. If you do, please send an email request to registrar@mtholyoke.edu. You can't delete permissions through ISIS.
- Students can see for which courses they've received permissions by checking their ISIS "Approvals, Holds and Registration Access Time" display.
- Don't remember if you (or we) already entered a permission for this course? You can see all permissions already entered for your courses by selecting "Students' Course Permissions Granted" from the ISIS For Faculty menu.

How To Request an Independent Study Section

1) Select “Request an Independent Study Section” from the ISIS for Faculty Menu.
2) Select the semester you would like the independent study section for. The current registration semester will default in for you. Click Submit.

3) Select the appropriate department by clicking in the box. If one of your departments is missing, you should call the Office of the Registrar at extension 2025 to request that it be added for you. Select the course level (295 or 395) by clicking in the box.

Click Submit.

An email will be sent to the Office of the Registrar. They will reply back once your independent study section has been created so that you can record permissions for students. Once a permission is created the student must login to ISIS to self-register for the independent study.
Note: Students are responsible for recording the correct number of credits at the time they register themselves into your independent study section.

Sample of emails created

---------- Original Message ----------
Subject: [Fwd: Re: ISIS Request for Independent Study section to be created]
   Date: Wed, 02 Jan 2008 09:58:54 -0500
   From: registrar@mtholyoke.edu
   To: jdoe@mtholyoke.edu

   Hi Professor Doe,

   Indpt-295-01 has now been created for you for the spring semester. The online registration system will reopen for students on January 25th.
   Sincerely, Office of the Registrar

root@star.mtholyoke.edu wrote:
   Professor John Doe (7777777) requests a section for INDP-295 for term 2008/SP