Online Submission of Independent Study Titles

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, and then selecting ISIS For Faculty from the lower left corner.

3) Select Independent Study Title Submission.
4) Select the independent study you want by leaving the defaulted term or changing to the appropriate term for the course, or by deleting the term and entering start and end dates that span the independent study period. Click Submit.

5) You will then see the page below. In this example:

- Line one shows that a title has already been submitted for the first student’s independent study. You can change the title, if needed, by clicking on the title and editing the text.
- Line 2 shows what the display looks like for a student’s independent study when no title has yet been submitted. To submit a title for this student’s independent study course, click on the “Click here…” text.
6) Record the title in the text box provided and click Submit. The title will appear on the student’s transcript exactly as it is entered on the screen.

A confirmation email will be sent to you and to the student. It will look like this:

-------- Original Message --------
Subject: Independent Study Title Ms. Lilly E. Baguette
Date: Thu, 16 Aug 2007 10:14:15 -0400 (EDT)
From: Datatel Admin <datatel@MtHolyoke.edu>
To: lbaguette@MtHolyoke.edu
CC: tadvisor@mtholyoke.edu

Dear Ms. Lilly E. Baguette

Term: 2007/FA
Course: IR-395-01 Independent Study
Professor: Mr. T. Advisor

Your independent study title has been filed as:

The Effects of Global Climate
Change on the Food Sources of
North Korea

PLEASE DON'T FORGET TO LOG OUT OF ISIS WHEN YOU ARE FINISHED!

August 15, 2007