Internet Student Information System

Requesting a Transfer Estimate

This function is used to ask the Registrar’s Office to estimate whether a particular college or university course taken elsewhere can be transferred to Mount Holyoke for credits toward the 128 required for graduation. If you completed this work before your 1st semester/matrículation at MHC, the Registrar’s Office may also be able to evaluate it to count towards distribution requirements. However, distribution credit in other situations and all evaluation of whether a course accepted for transfer credits by the Registrar may also count towards the requirements of a MHC major or minor must be completed by the Chair of the appropriate MHC academic department. So if you need to know whether a course taken elsewhere can be accepted towards your major or minor at MHC or, if taken after you entered Mount Holyoke, towards distribution requirements, you should first get an estimate from the Registrar’s Office that the course can be accepted for credits and then see the appropriate department chair to ask whether it can also be approved to count towards particular requirements.

To request a transfer estimate:

1) Go to ISIS:  https://isis.mtholyoke.edu
2) Log in by clicking “Log In” at the top of the ISIS Main Menu. Enter your MHC userID and password.
3) Select “ISIS for Students” in the lower left corner.

Step 1: Click Log In tab, then enter your MHC userID and password.

Step 2: Click ISIS for Students.
4) From the ISIS menu for Current Students, select Transfer Estimate Request(s).

5) A list of any transfer estimate requests you have had will appear in the blue table at the bottom. If you've never had any, the blue table will look like this:

6) Click on the “Select” box to the left of “Add a new request for transfer estimate” at the bottom and then click Submit.
7) The Basic Info page will appear. Fill in information about the College/University where the course you are interested in transferring was/will be taken. The required fields are marked with an asterisk.

![Image of the Basic Info page]

8) When you are finished with this page, it will look like this:

![Image of the Basic Info page filled out]

9) Press Submit to save this basic information.
10) You will then be taken to the Request Summary:

Request Summary

Below is a summary of this transfer estimate request. If your request has not already been evaluated by the Registrar's Office, you can add to it or change your request by selecting the appropriate choice below.

<table>
<thead>
<tr>
<th>College/University</th>
<th>Community College of South Bend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Their Calendar Type</td>
<td>Semester</td>
</tr>
<tr>
<td>City</td>
<td>South Bend</td>
</tr>
<tr>
<td>State</td>
<td>Indiana</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>School's catalog</td>
<td><a href="http://www.southbend.edu">http://www.southbend.edu</a></td>
</tr>
<tr>
<td>URL/Website</td>
<td></td>
</tr>
</tbody>
</table>

Request Comments, if any:

Select Course

- Proceed: Add a course to this request
- Go Back: Change institution information and/or update change request comments

11) At the bottom, you may select to return to the previous page if you wish, but usually you will want to click on the box to the left of “Proceed. Add a course to this request”

12) Then press Submit.
13) The “Course Specifics” page will appear:

Part II: Course Specifics

Complete the following to give specifics about the course you may want to transfer. The Registrar's Office will use this information to try to determine whether the course will be transferable to Mount Holyoke. Conclusive evaluations are not possible until an official transcript detailing the work is submitted to the Registrar's Office from the school offering this course. Required fields are marked with a red asterisk.

College/University: Community College of South Bend

Is this a course you already took, a course you are planning to take, or a course you are currently taking? *

Term Course was Taken *

Year Course was Taken *

Course Subject & Number *

(Example: Engl-100, Hist-245, or History 245)

Course Title *

(Example: Intro to English Composition)

Course Grade

Credit(s), as will be listed on your transcript from there. *

URL for Course Description, if any:

(Example: http://www.mtholyoke.edu/ftcitesreg/16554.shtml)

Generally, the information above is sufficient for transfer estimate. However, if you have additional comments, please note them.

If you want to delete this course from your request for a transfer estimate, please choose “Delete” here and press Submit.

SUBMIT
14) Fill in information about the course you would like to be evaluated for its transferability. Required fields are marked with an asterisk. When you are done, it will look like this:

![Course Evaluation Form](image)

**Part II: Course Specifics**

* = Required

Complete the following to give specifics about the course you may want to transfer. The Registrar’s Office will use this information to try to determine whether the course will be transferable to Mount Holyoke. Conclusive evaluations are not possible until an official transcript detailing this work is submitted to the Registrar’s Office from the school offering this course. Required fields are marked with a red asterisk.

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/University</td>
<td>Community College of South Bend</td>
</tr>
<tr>
<td>Is this a course you already took, a course you are planning to take, or a course you are currently taking? *</td>
<td>Already Taken</td>
</tr>
<tr>
<td>Term Course was Taken; *</td>
<td>Fall</td>
</tr>
<tr>
<td>Year Course was Taken; *</td>
<td>2008</td>
</tr>
<tr>
<td>Course Subject &amp; Number; *</td>
<td>Economics 110</td>
</tr>
<tr>
<td>Course Title *</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Course Grade</td>
<td>B+</td>
</tr>
<tr>
<td>Credits, as will be listed on your transcript from there *</td>
<td>4</td>
</tr>
<tr>
<td>URL for Course Description, if any; *</td>
<td><a href="http://www.southbend.edu/Registrar/catalog/2008/12345.htm">http://www.southbend.edu/Registrar/catalog/2008/12345.htm</a></td>
</tr>
</tbody>
</table>

Generally, the information above is sufficient for transfer estimate. However, if you have additional comments, please note them.

If you want to delete this course from your request for a transfer estimate, please choose “Delete” here and press Submit.

[Submit]

January 2010
15) The Request Summary will appear to summarize the information you’ve submitted thusfar. If there are more courses to add, click to the left of “Proceed: Add a Course to this request” and then press Submit. If you have finished entering courses from this school for your request, just press Submit.

Request Summary

Below is a summary of this transfer estimate request. If your request has not already been evaluated by the Registrar’s Office, you can add to it or change your request by selecting the appropriate radio below.

College/University: Community College of South Bend
Their Calendar Type: Semester
City: South Bend
State: Indiana
Country:
School’s catalog URL/Website: http://www.southbend.edu

Request Comments, if any:

To add another course from this school, select “Proceed” and then press Submit.

Once you’ve entered all the courses you want evaluated from this school, just click Submit to save your completed request.

16) You’ll be returned to the ISIS For Students menu. If you need to modify your transfer estimate request or add something to it (e.g. another course), you may do so until the Registrar’s Office completes evaluation of your request. Just select the “Transfer Estimate Request(s)” function again and select the request you’ve submitted for this school:

Transfer Estimate Request(s)

If you would like to ask the Registrar’s Office to review college/university course work taken elsewhere to give you a preliminary estimate of its transferability, please select the “Add a new request” radio below and press Submit.

Please note that the estimate you receive is preliminary and may be different from the final formal evaluation of transfer credit, which can only be completed when you have completed the courses and have had the school send a paper official transcript to the Registrar’s Office for evaluation.

Select College/University: Community College of South Bend
Request Date: 01/15/10
Request Status: Enter, no further processing yet

SUBMIT

January 2010
17) When the Registrar’s Office completes evaluation of your request, if you are a new student, you will receive the results of their preliminary estimate at your first meeting with your academic advisor. If you are a continuing student, check the “Transfer Estimate Request(s)” function to see the estimate results. It may take up to a week to complete your estimate.

**NOTE**

Remember that what you have submitted is NOT a request to have credits officially posted to your Mount Holyoke transcript. This is a request for a preliminary estimate only. To have credits that you have completed elsewhere posted to your Mount Holyoke transcript, you will need to have the other school send a paper official transcript directly to the Registrar’s Office at Mount Holyoke. Your final evaluation may differ from the estimate.

Further information about the transferability of courses and transfer limits are available here on the Registrar’s site:

[http://www.mtholyoke.edu/offices/reg/15161.shtml](http://www.mtholyoke.edu/offices/reg/15161.shtml)

Some basics to remember are:

- Grades for transferred courses will not appear on the Mount Holyoke College transcript, nor will they affect the Mount Holyoke GPA.
- Academic credit is generally granted for liberal arts courses completed with grades of C- or better.
- Academic credit for non-liberal arts courses is strictly limited.
- Academic credit is never granted for:
  - internships
  - on-line courses
  - courses with a pass/fail grade
  - physical education courses
  - courses taken at U.S. schools without regional accreditation
  - CLEP or placement exams given by other institutions
  - courses not at college level (such as algebra, college skills)
  - skills, craft or trade courses (such as EMT training, career exploration).

- Academic credit is not usually granted for:
  - independent study coursework
  - computer science courses without written permission of the Mount Holyoke College computer science department
  - music courses without written permission of the Mount Holyoke College music department; no credit will be awarded for performance studies, including individual instrument study, choir, orchestra, or other ensemble study.