Managing your waitlist

1) Go to ISIS:  [https://isis.mtholyoke.edu](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 Managing Waitlists.
4) Select the appropriate term. The current term will default in for you. Click Submit.

5) Select the appropriate course by clicking on the box located in the left hand column. Click Submit.
6) Select the students you would like moved from the waitlist to registered by clicking in the box located in the left hand column.  Click Submit.

6) Clicking submit will prompt an email to be sent to the Office of the Registrar with your requests. The office will process your request as quickly as they can.  Click OK to return to the Faculty Main Menu.