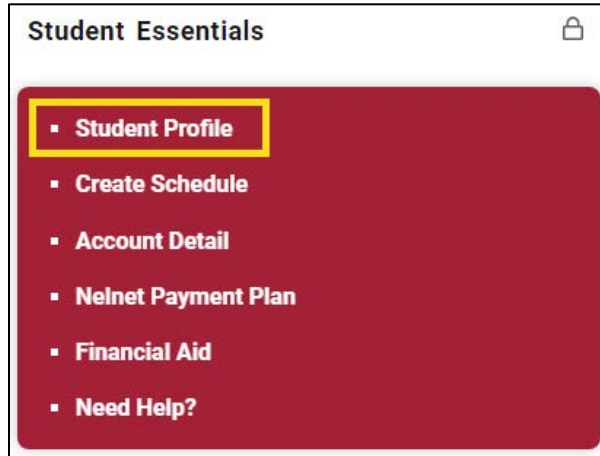


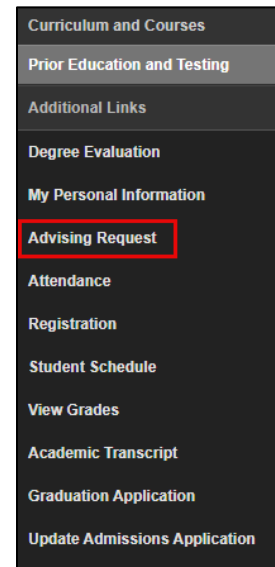


How to Request Advising/Alternate Pin

1. Log into the **MyHolmes** portal.
2. Click on **Student Profile** on the *Student Essentials* card.



3. Click on **Advising Request** under *Additional Links* in the left column of **Student Profile**.



4. **Select a Term** and click **Continue**.

A screenshot of the "ENROLL NOW" form in the MyHolmes portal. The form has a red header with the text "ENROLL NOW" in white. Below the header is a white area with a green lock icon and the text "THIS IS A SECURE SITE". Underneath is a label "Select a Term" followed by a dropdown menu showing "Spring 2020". At the bottom of the form is a blue button labeled "Continue".

5. Your **ENROLL NOW** page will be displayed.

ENROLL NOW

NAME: Test Test Account-Two	CAMPUS/TERM: Goodman Campus / Spring 2020
HOLMES ID: H00226758	PROGRAM: ENTN - Interior Design Technology
MyHolmes USER NAME: taccounttwo1	ADVISOR: Lilly Austin
STUDENT EMAIL: taccounttwo1@student.holmescc.edu	EMAIL: laustin@holmescc.edu
	PHONE: 662-472-9146
	OFFICE:

LEGEND: Complete Incomplete May Need Attention

6. Scroll down to Section 4 and click on [Advising Request Form](#).

4

ARE YOU READY TO BE ADVISED? YES

Step 1. For proper advising, students must complete their part.

- A. Verify documents in **Section 1** above.
- B. View specific major outline in [Career/Technical Programs](#).
- C. Run your Degree Evaluation. For directions, click on [How to Run My Degree Evaluation](#).
- D. View Class Schedules to look for specific class offerings in [Registration Information](#).

Step 2. Using the information obtained from the steps above, complete the [Advising Request Form](#).

7. Click the box next to the Term(s) you wish to be advised and click **Submit**.

Advising Request Form

Welcome, **Test Test Account-Two (H00226758)** to the advising request process.

Which semester(s) are you interested in attending? (Select all that apply)

NOTE: When selecting multiple terms, an application for each term selected may be needed in order for you to register.

- Summer 2023 - ☐
- Fall 2023 - ☐

[Submit](#)

8. Answer all the required questions, noted with * on the Advising Request Form.

* Please answer all required questions

1. What type of classes do you wish to take? (Select all that apply) * **REQUIRED**

☐ Face-to-Face (Traditional/On Campus)

☐ eLearning (Online)

☐ Hybrid (On Campus and Online)

2. When do you prefer to take On Campus classes?

Note: If you selected Face-to-Face or Hybrid in Question 1, this question is REQUIRED

☐ Day

☐ Evening

☐ Both

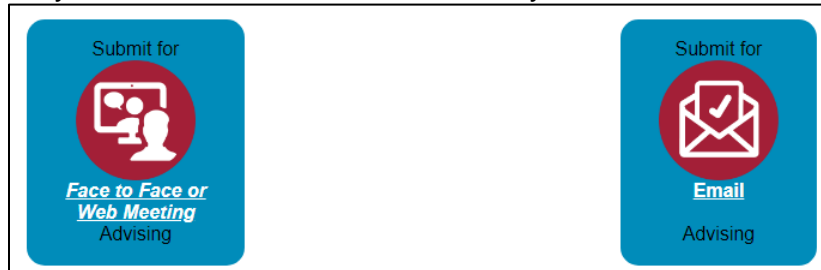
3. Do you plan to transfer to a 4-year college or university? * **REQUIRED** ☐ Yes ☐ No

Note for 5: For Web Meeting with your advisor, please provide at least three (3) available times you are able to meet (Monday – Friday, 8:00 am - 3:30 pm).

5. You may choose to be advised Face-to-Face (on campus), by Web Meeting, or by Email. Please list any specific courses you wish to take and include any comments or questions in the box(es) below. For Face-to-Face or Web meeting, please state your meeting preference *F2F* or *Web Meeting* and provide at least three (3) available times you are able to meet (Monday - Friday, 8:00 am - 3:30 pm).

Summer 2023 * **REQUIRED** (Please list all classes/comments/questions for Summer 2023)

9. Choose your option for Advising in number 6 and **Submit**. Note: Email Advising will allow you to receive your Alternate Pin within a few days. See additional information below.



Additional Information

- **Face to Face or Web Meeting Advising** will be a scheduled appointment. **Web Meeting** will be via ZOOM. Be sure to provide three (3) available appointment times.

- Confirmation page with instructions.

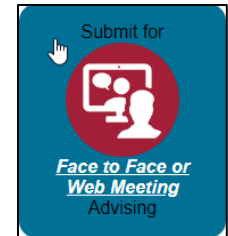
Welcome, **Test Test Account-Two (H00226758)** to the advising request process.

You have requested to meet Face-to-Face (on campus) or Web Meeting with your Advisor, Leslie Spell. Your advisor for summer may not be available for Face-to-Face (on-campus) advisement. Therefore, be prepared to meet by Web Meeting.

1. Advisor's Contact Information
 - Phone Number: 662-472-9098
 - Email: lsPELL@holmescc.edu
 - Office: M R Thorne Building
2. Please follow the steps below.
 - For Face-to-Face, check your Holmes email for any Advising Conversation from your advisor, which should include your appointment time.
 - For Web Meeting, check your Holmes email for your Zoom Meeting Invitation. **If you do not have the ZOOM app, click here to download.** <https://holmescc.zoom.us/> Five (5) minutes before your appointment time, click the link under Join the Zoom Meeting to access.
3. Please have access to or print your Degree Evaluation for your scheduled appointment. For instructions, click [How to Run My Degree Evaluation](#).

If you would like to be advised ByEmail instead of OnCampus, click on [Request Advising ByEmail](#).

We are proud to have you as a Holmes Bulldog!



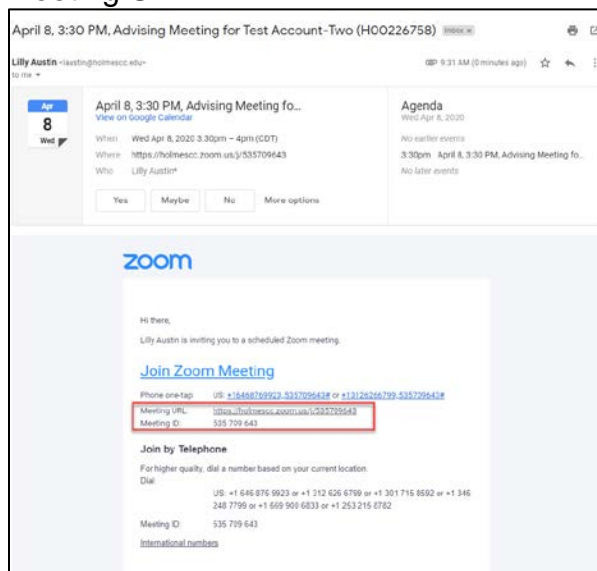
- For **Face to Face Advising**, check **My Holmes Email** for Advising Conversation from Advisor. Click the link in the message to access.

Advising Conversation - REPLY USING LINK IN MESSAGE Inbox x

AdvisingConversation@holmescc.edu Mon, Apr 6, 4:02 PM (1 day ago)
to me ▾

Your advisor has a message for you regarding your advising request. [CLICK HERE](#) to view and respond. (Reply goes to an unmonitored email box.)

- For **Web Meeting Advising**, check **My Holmes** Email for Zoom meeting invitation. Five minutes before your appointment, click on the **Join Zoom Meeting** link next to Meeting URL.



- **Email Advising** will enable you to receive your Alternate Pin via email. Please allow two (2) days for your advisor to respond.

- Confirmation page with instructions.

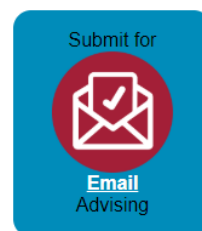
Welcome, **Test Test Account-Two (H00226758)** to the advising request process.

You have requested to be advised by Email. Please follow the steps below.

- Please allow (2) days for your advisor, Leslie Spell, to complete your advising request.
 - Phone Number: 662-472-9098
 - Email: lsPELL@holmescc.edu
 - Office: M R Thorne Building
- Your Advising Information/Alternate Pin will be sent to your MyHolmes email account and may be accessed from ENROLL NOW once your advisor has completed the form.

[View your Advising Request Form\(s\).](#)

We are proud to have you as a Holmes Bulldog!



- Check **My Holmes** Email for possible Advising Conversation from Advisor. Click the link in the message to access.

Advising Conversation - REPLY USING LINK IN MESSAGE Inbox x

AdvisingConversation@holmescc.edu Mon, Apr 6, 4:02 PM (1 day ago)

to me ▾

Your advisor has a message for you regarding your advising request. [CLICK HERE](#) to view and respond. (Reply goes to an unmonitored email box.)

- Check **My Holmes** Email for your **Alternate Pin Report**.

**Holmes Community College's
Alternate Pin Report**

H00226758 Test Account-Two

User name: taccounttwo1	Email: taccounttwo1@student.holmescc.edu	Advised Date: 08/06/2019
Degree Sought: AAS-DNTN	Major: Interior Design Technology	Student Campus: Goodman Campus
Advisor: Lilly Austin	Phone: 662-472-9146	Email: laustin@holmescc.edu
Advised By: Tonya Peoples	Phone: 662-472-9098	Email: apeoples@holmescc.edu

You must log in to MyHolmes to create your class schedule.

Alternate Pin: 847299 Registration Term: 201908 - Fall 2019

Below is a List of Suggested Courses.

Courses not required to meet graduation requirements may not be eligible for federal Title IV aid.

Subject	Course	Title	Course Comments