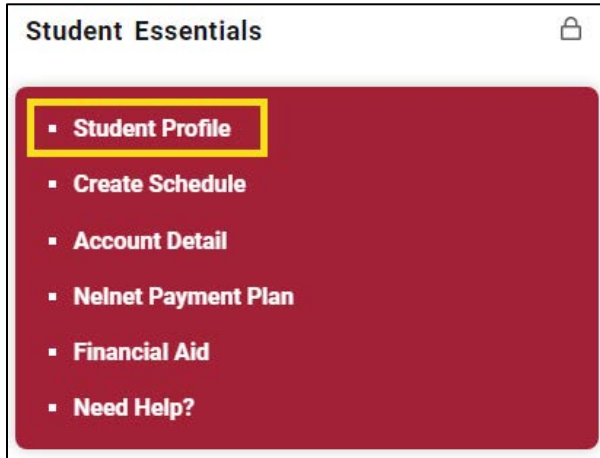
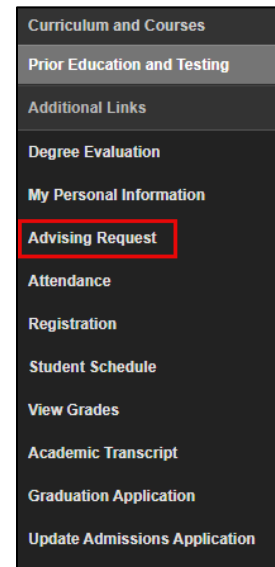


## How to Request Advising/Alternate Pin

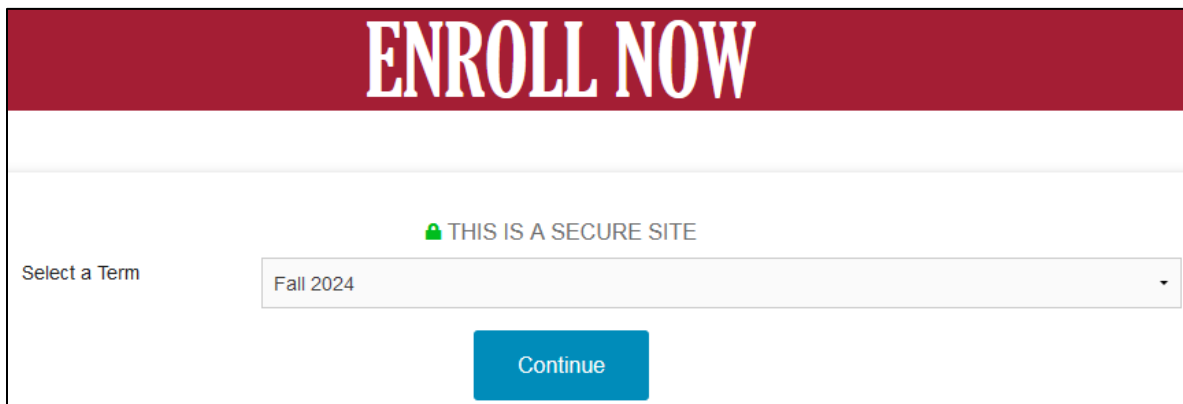
1. Log into the **MyHolmes** portal.
2. Click on **Student Profile** on the *Student Essentials* card.



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



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



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

# ENROLL NOW

<b>NAME:</b> Test Test Account-Two	<b>CAMPUS/TERM:</b> Goodman Campus / Fall 2024
<b>HOLMES ID:</b> H00226758	<b>PROGRAM:</b> ENTN - Interior Design Technology
<b>MyHolmes USER NAME:</b> taccounttwo1	<b>ADVISOR:</b> Lilly Austin
<b>STUDENT EMAIL:</b> 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

If you have not already accessed your Outlook email account taccounttwo1@student.holmescc.edu, please do so before proceeding with Step 1. To access your Outlook email, log in to [MyHolmes](#) and click on the Outlook icon in the Apps Card.

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.**

- **Fall 2024** -
- **Spring 2025** - Advising will be available on - November 11, 2024
- **Summer 2025** - Advising will be available on - April 07, 2025
- **Fall 2025** - Advising will be available on - April 07, 2025

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

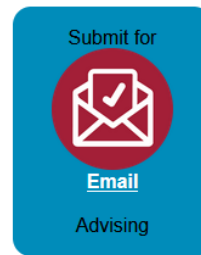
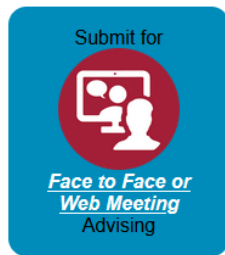
**Note:** For Web Meeting with your advisor, please provide at least three (3) available times you are able to meet (Monday – Friday, 8:00 am 3:30 pm).

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).

Fall 2024 \* **REQUIRED** (Please list all classes/comments/questions for Fall 2024)

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.

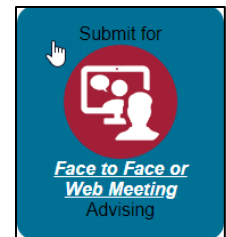
6. You MUST choose one of the following options to complete the advising request process.



### 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.



Congratulations Test Test Account-Two,

You have requested to meet Face-to-Face (on campus) or Web Meeting with your Advisor, Lilly Austin.

1. Advisor's Contact Information
  - o Phone Number: 662-472-9146
  - o Email: laustin@holmescc.edu
  - o Office:
2. Please follow the steps below.
  - o **For Face-to-Face**, check your Holmes email for any Advising Conversation from your advisor, which should include your appointment time.
  - o **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, click on Request Advising ByEmail.

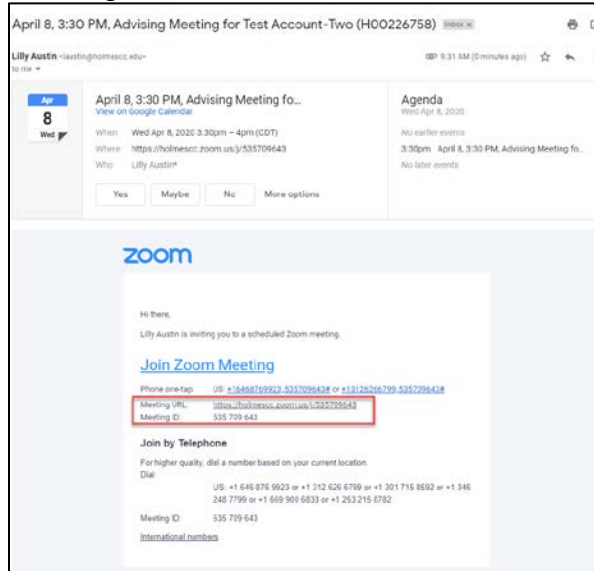
We are proud to have you as a Holmes Bulldog!

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

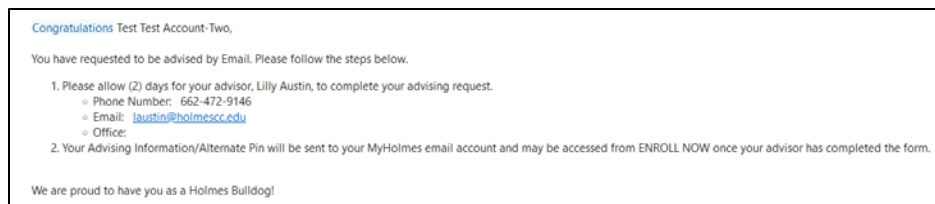
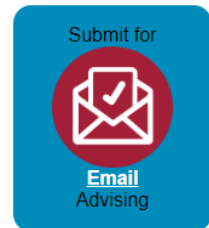
Your advisor has a message for you regarding your advising request. [CLICK HERE](#) to view and respond.(Reply goes to an unmonitored email box.)

[Reply](#) [Forward](#)

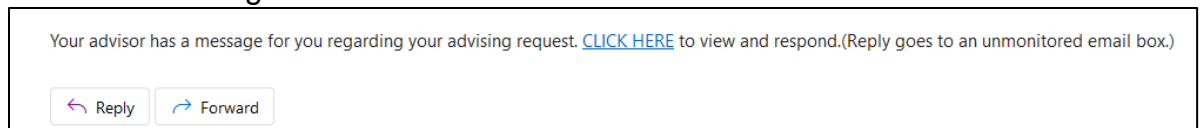
- For **Web Meeting Advising**, check **My Holmes** Email for Zoom meeting invitation. Five minutes before your appointment, click on the **Join Zoom Meeting** link next to Meeting URL.



- **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.



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



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

