Orientation to eLearning

Holmes Community College offers Internet-based courses in conjunction with the Mississippi Virtual Community College (MSVCC).

Additional information can be found on our website at:
http://www.holmescc.edu/elearning/

Updated July 7, 2015

Skills and Technology

Do you have…

- Computer with internet connection
  - eLearning students should be able to search the internet quickly and effectively.
- Holmes student email account
  - Being comfortable with the use of the Holmes student email is essential.
- Self-motivation and self-discipline
  - eLearning classes offer freedom and flexibility. Students should motivate themselves to complete the assignments in a timely manner.

How do I get started?

- Click on **Enroll Now!**
- If you are a New Student, complete an **Admissions Application**
- If you are a returning student or have already completed an admissions application, log in using your **MyHolmes** username and password or click on **Continue Process**.
- If your advisor has not been assigned, wait 2 school days for Holmes CC to assign your advisor and continue checking **Enroll Now!**
- After your advisor has been assigned, complete the **Advising Request Form** under **Enroll Now!**
- Check your Holmes student email for your **Alternate Pin Report** from your advisor (could take up to 2 school days)
- After you receive your **Alternate Pin Report,** follow the instructions for "How to Create My Schedule" to register for your classes

Advisor Information

- To find your advisor's name, log in to **MyHolmes** and click on the **Academics/Career-Technical** icon.

- Locate the **My Academic Profile** portlet.

- Select the **term**.

- Your advisor's name will be listed at the bottom

- Your advisor's email address and phone number can be found by clicking on **Employee Directory** on the **Home** page of **MyHolmes.**

MY ACADEMIC PROFILE

Summer 2015   Select Another Term

Primary

Curriculum

Class Standing:	Sophomore
Degree:	Associate of Arts
Level:	Undergraduate
Program:	AA-Psychology
Admit Term:	Summer 2011
Catalog Term:	Summer 2011
College:	Academic
Campus:	Goodman Campus
Major:	Psychology

Advisors

Jacqueline B. Bell

Transcript   Holds

Registering for Classes

- Log into **MyHolmes**
- Click on the **Academics/Career-Technica**l icon
- Several **How-To Guides** can be found by clicking **Need Help** in the **Registration** portlet.
- In the **Registration** portlet, click on **Create/Change My Schedule**
- Select a **Term** and click **Submit**
- Enter your **Alternate PIN** and click **Submit**
- Click on **Class Search**. Then click **Advanced Search** to access Campus selection option.
    - Choose a **Subject** (Example: English, History, Biology)
    - Enter **Course Number** (Example: 1113, 1123)
    - Choose **Online Campus** for eLearning courses
- Click **Section Search**
- Select the class you want by clicking on the box to the left. Then click **Register**.
- When you are done, click on **Student Detail Schedule** at the bottom right to print your schedule.

Viewing Schedule and Confirming Registration

- You can view your schedule at any time by logging into **MyHolmes** and clicking on the **Academics/Career-Technical** icon. Click **View My Schedule** in the Registration portlet and select the term.

- Most registrations are processed within 24 hours, but it could take up to 3 business days to confirm your registration.

- To Confirm Registration:
  - Log into **MyHolmes** and click on the **eLearning** icon.
  - In the **eLearning Registration** portlet, click on **CONFIRM Registration**.
    - Choose a **Semester**
    - Choose **Holmes Community College** for the **College**
    - Enter your **Holmes student email address**
    - Enter your **Holmes Student ID** (H#)
  - Click **Access Profile**

- Textbook information can be found on your **Student Profile.**

Student Access

Semester: Summer 2015

College: Holmes Community College

Email: your_email@student.holmescc.edu

Student ID: H00001234

Access Profile

Ordering Textbooks

- In **MyHolmes**, click on the **eLearning** icon.
- In the **eLearning Registration** portlet, click on **eLearning Textbook Guide** to view options for purchasing textbooks.
- To order your textbooks from a Holmes' bookstore, view your textbooks on your **Student Profile.**

Student Profile — **Summer 2015**

To obtain login information please visit your host college's Distance Learning Website. — Print Page

Student Information — **Enroll Date: 4/9/2015 1:21:00 PM**
Name: — Student ID#
Telephone: — Emai
Campus: — Institute: Holmes Community College

For additional textbook information visit: http://msvcc.squarespace.com/textbooks/

Course Information
Term: June 8-Weeks
1   BIO 2414 VG01 - 2015SUV: BIO-2414-VG01 Zoology I & Lab   Enrolled: 06/08/2015   Student Status: Active
   Institute: East Mississippi Community College
   Instructor: Rye, Connie   Telephone: (662) 243-2619
   Email: crye@eastms.edu   Platform: Canvas   Course id#:204.20161.BIO2414VG01
   Comments:

   The following books are utilized:
   Type: Text   ISBN: 9780077993313   Author: ,
   Title: Integrated Principles of Zoology, 15h Ed. (Pkg w/ lab manual
   Publisher: McGraw
   Comments:

- Go to the Holmes CC Bookstore Website:
  - Goodman Campus: www.holmesccshop.com
  - Grenada Center: www.holmesgrenadashop.com
  - Ridgeland Campus: www.holmesridgelandshop.com
- Click **Books** and order your textbooks.
- You may select various forms of payment and choose in-store pick-up or have them shipped to your home for $7.50 using FedEx ground shipping which usually takes about 3 days.
- For additional registration information view the eLearning Registration portlet on the **eLearning** page of the **MyHolmes** portal.

Adding or Dropping Courses

- **Adding/Dropping courses during the registration period is accomplished through MyHolmes.**

- Log into **MyHolmes** and click on the **Academics/Career-Technical** icon.

- In the **Registration** portlet, click **Create/Change My Schedule**.

- To **ADD** a class, follow the same procedure as the initial registration.

- To **DROP** a class, click on the drop box under **Action** next to the class, choose **Drop on Web**, then click **Submit Changes**.

Attending Class

- eLearning courses are taught using Canvas Learning Management System.

- Students will use their **MyHolmes** username and create a personal password to access Canvas.

- A student must complete a measurable assignment for every attendance period.

- To "attend" an eLearning class:
  - Click on course link.
  - Complete assignments within the course and interact with instructor and other students via email and tools within the course.

Absences and Withdrawals

- Online students will be allowed 2 absences. On the 3rd absence, you will be withdrawn from the class.

- Failure to complete assignments for an entire week = 1 absence.

- To Withdraw from an eLearning course, the student must:
  - Log into **MyHolmes**
  - Click on the **Academics/Career-Technical** icon
  - In the **Withdrawal** portlet, click on the **Withdrawal Request Form**, complete the form, and submit it.

Proctored Exams

- Each eLearning course requires students to take a minimum of 2 proctored exams (a supervised exam that requires a photo ID at an approved testing location).

- To schedule a proctored exam at any MSVCC testing location:
  - Log into your Canvas course.
  - Click on the **SmarterProctoring** link in the menu on the left.

- A student who fails to take the proctored exams that are required by 75% of the term will be administratively withdrawn.

- Additional information about proctored exams can be found at: http://www.holmescc.edu/elearning/proctor.aspx

Student Services

- Student Support and Academic Support Services are offered to all Holmes Community College students.
- Links to these services can be found at:
  - Holmes eLearning website http://www.holmescc.edu/elearning/
  - Student Support Services and Academic Support Services portlet on the eLearning icon of MyHolmes

Student Services Links

Student Support Services

- Admissions & Records
- Advising
- Business Office
- Financial Aid
- Tuition & Fees
- Counseling
- Housing
- Public Safety
- Student Support Services & Career Center
- Veterans' Educational Benefits
- Student Services – Policy & Regulations

Academic Support Services

- Campus Cafeteria, Student Center, & Bookstore
- Career Technical Offices
- Disability Support Services
- Information Technology
- Libraries
- NetTutor
- Testing Information
  - ABE/GED Classes
  - ACT Testing
  - CLEP Testing
  - COMPASS Placement
- Trek Center
- Writing Center

Helpful Links

- [Enroll Now!](#)
- [Holmes Registration Information & Class Schedule](#)
- [Need Help or Resources](#)
- [Example Holmes Canvas Online Course](#)
- [Getting to Know Canvas Holmes Style](#)
- [SmarterProctoring Student Guide](#)
- [Holmes Community College Bulletin](#)