
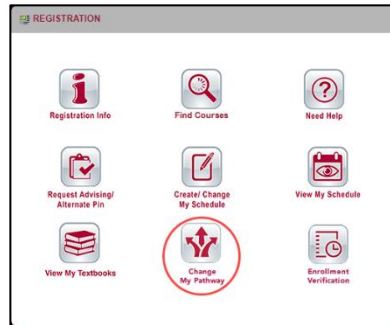


How to Change My Pathway

1. Log into the  Portal.

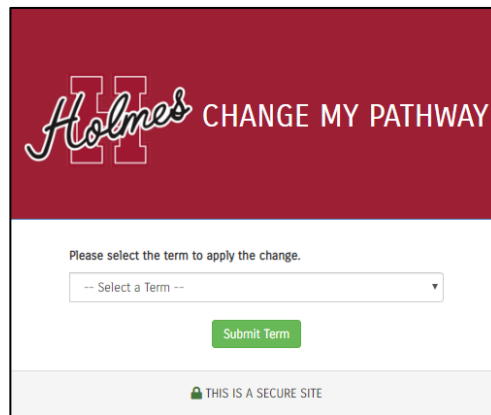
2. Click on the *Academics/Career-Technical* page icon .

3. Locate the *Registration* portlet.

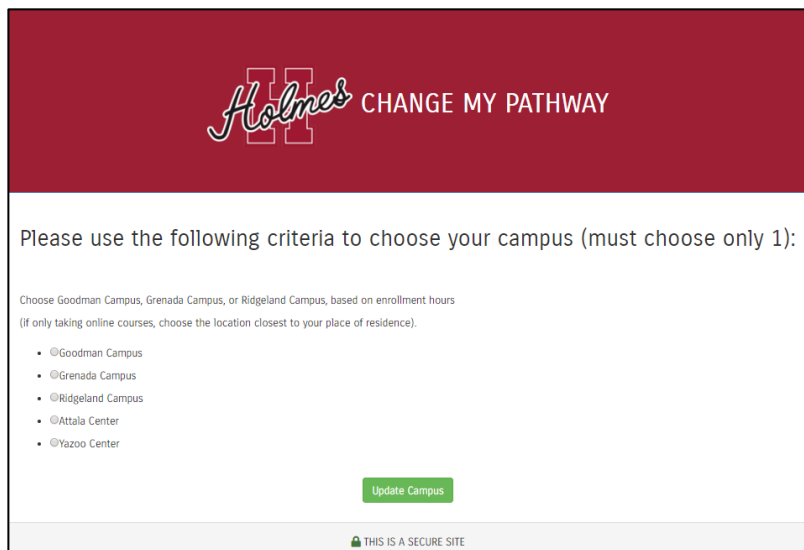


4. Click on  [Change My Pathway](#) in the *Registration* portlet.

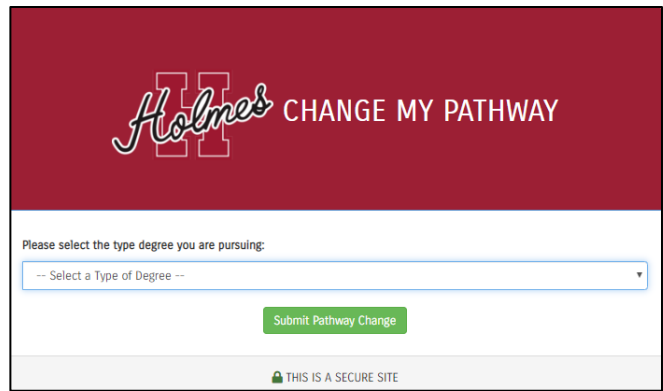
5. Select a term and **Submit Term**.



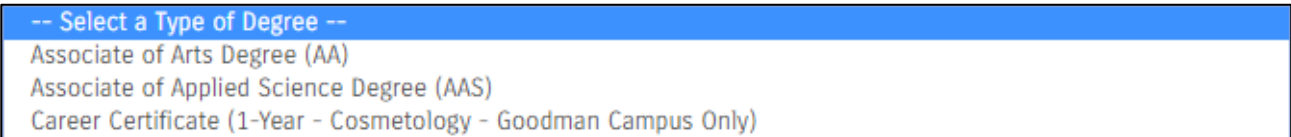
6. Select your campus and click **Update Campus**.



7. Select the type degree you are pursuing (see options below) and click **Submit Pathway Change**.

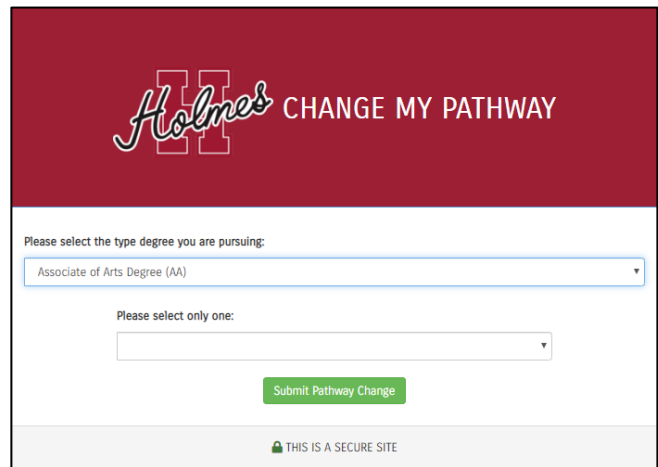


The screenshot shows the top of the 'CHANGE MY PATHWAY' form. The header is maroon with the Holmes logo and the text 'CHANGE MY PATHWAY'. Below the header, there is a label 'Please select the type degree you are pursuing:' followed by a dropdown menu. The dropdown menu is open, showing the placeholder text '-- Select a Type of Degree --'. Below the dropdown menu is a green button labeled 'Submit Pathway Change'. At the bottom of the form, there is a lock icon and the text 'THIS IS A SECURE SITE'.



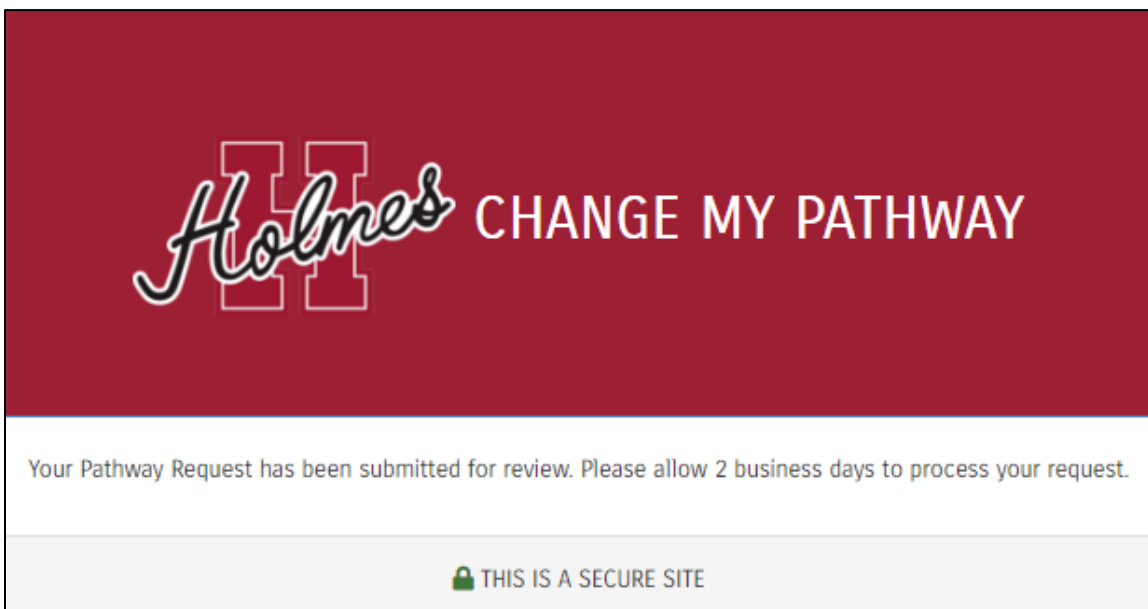
This is a close-up of the dropdown menu options. The options are: '-- Select a Type of Degree --', 'Associate of Arts Degree (AA)', 'Associate of Applied Science Degree (AAS)', and 'Career Certificate (1-Year - Cosmetology - Goodman Campus Only)'. The first option is highlighted in blue.

8. Select a pathway.
(Note: Only the pathways available for the campus you selected will be displayed.)
Click **Submit Pathway Change**.



The screenshot shows the 'CHANGE MY PATHWAY' form with the degree dropdown menu set to 'Associate of Arts Degree (AA)'. Below the dropdown menu, there is a label 'Please select only one:' followed by an empty dropdown menu. Below the empty dropdown menu is a green button labeled 'Submit Pathway Change'. At the bottom of the form, there is a lock icon and the text 'THIS IS A SECURE SITE'.

The following screen will be displayed. (Note: Please allow 2 business days for it to be processed.)

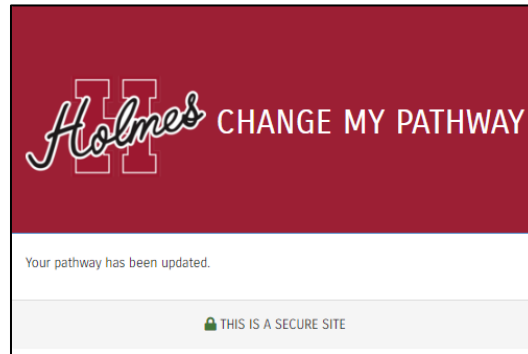


The screenshot shows a confirmation message on a maroon background. The Holmes logo and the text 'CHANGE MY PATHWAY' are at the top. Below the logo, there is a white box containing the text: 'Your Pathway Request has been submitted for review. Please allow 2 business days to process your request.' At the bottom of the white box, there is a lock icon and the text 'THIS IS A SECURE SITE'.

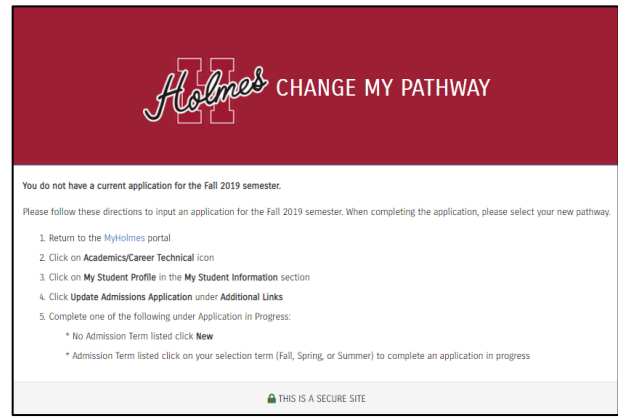
Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.

Screen Messages

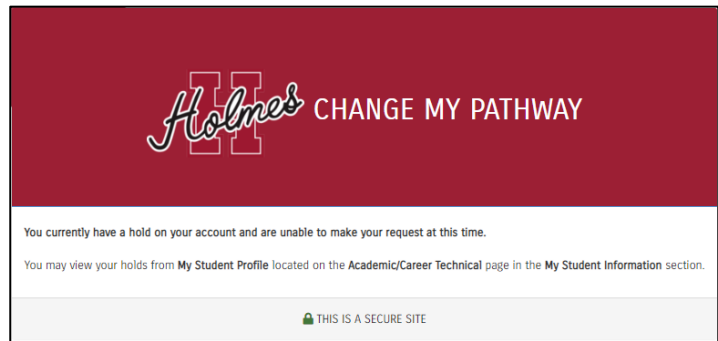
- Your request was processed.



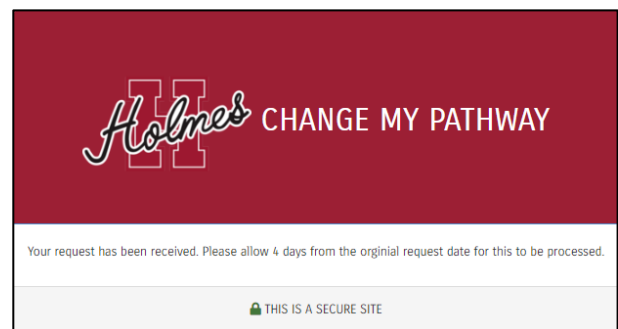
- Need updated application – Follow instructions to submit an updated application.



- Has a hold on account – Follow instructions to see what type of hold you have. If you have a question, please contact the appropriate office.



- Previously submitted a request. Please wait for it to be processed.



Note: Requests made on the same date of entering your Admissions Application will not be processed. You will need to wait a day to submit your request for change.