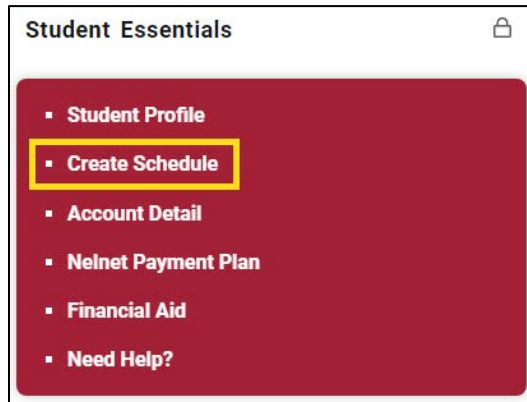


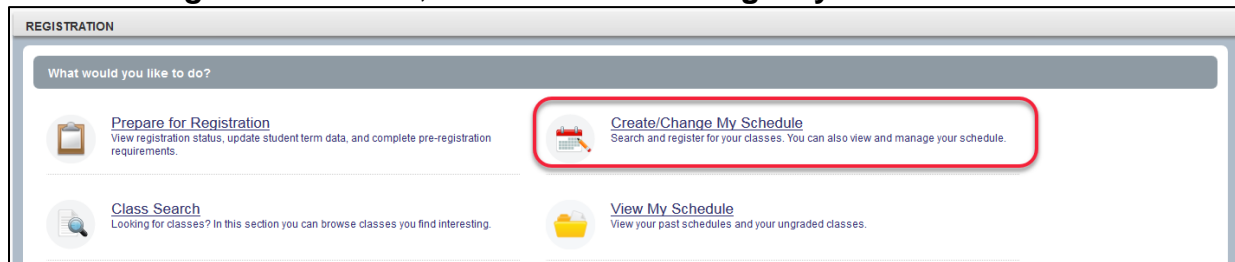


How to Create My Schedule

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



3. From the **Registration** menu, click on **Create/Change My Schedule**.



4. On the **Select a Term** page, select the term and enter your **Alternate PIN** (located on the *Alternate Pin Report* from student email or accessible from the *Enroll Now* page), then click **Continue**.

A screenshot of the "SELECT A TERM" form in the MyHolmes portal. The form has a light blue header with the text "SELECT A TERM". Below the header, there is a dropdown menu labeled "Terms Open for Registration" with "Summer 2017" selected. Below the dropdown, there is a text input field labeled "Alternate PIN*" with six dots indicating a masked password. At the bottom of the form, there is a "Continue" button.

5. On the **Find Classes** tab, in the **Enter Your Search Criteria** panel (top), type or select your **Subject**, enter your **Course Number**, type or select your **Campus** (for eLearning classes, select **Online Classes** for your campus), then click **Search**. **Note:** Blank fields will display all available selections for that field.

6. The **Search Results** will be displayed. To select a course, click **Add** (far right). Watch for **Time Conflict!** messages. **Note:** **ONLINE** classes and **TBA** classes that have no meet times may show the **Time Conflict!** message, but should allow you to register for the course.

Title	Subject	Course Num	Section	Campus	CRN	Hours	Term	Meeting Times	Instructor	Status	Action
Art Appreciation Lecture Only	ART	1113	HAS	Good...	60354	3	Sum...	S M T W T F S 10:20 AM - 12:30 PM Building:	Cheatham, John (Pri...	29 of 35 seats r...	Add
Art Appreciation Online-Provided	ART	1113	OO1	Onlin...	60003	3	Sum...	S M T W T F S - Building: Online/Canvas Ro	Shramek, Sheri (Prim...	5 of 15 seats re...	Add
Art Appreciation Online-Provided	ART	1113	OO2	Onlin...	60004	3	Sum...	S M T W T F S - Building: Online/Canvas Ro	Williams, Heather (Pri...	9 of 15 seats re...	Add
Art Appreciation-DE Online-Provided	ART	1113	OO7	Onlin...	60202	3	Sum...	S M T W T F S - Building: Online/Canvas Ro	Williams, Heather (Pri...	5 of 5 seats re...	Add
2nd 4wk Art Appreciation Online-Provided	ART	1113	OOC	Onlin...	60204	3	Sum...	S M T W T F S - Building: Online/Canvas Ro	McPeak, Tiffany (Prim...	13 of 15 seats r...	Add
1st 4wk Art Appreciation Online-Provided	ART	1113	OOL	Onlin...	60203	3	Sum...	S M T W T F S - Building: Online/Canvas Ro	McPeak, Tiffany (Prim...	8 of 15 seats re...	Add
Art Appreciation Lecture Only	ART	1113	RAR	Ridg...	60084	3	Sum...	S M T W T F S 10:20 AM - 12:30 PM Building:	Corbello, Jean (Primary)	37 of 40 seats r... Time Conflict!	Add

7. The course added will be displayed as **Pending** under **Status** in the **Summary** panel (bottom right). To change your status from **Pending** to **Registered**, the drop down under **Action** should say **"Web Registered"**. You must click **Submit** to register for the course.

Title	Details	Hours	CRN	Schedule T	Status	Action
Art Appreciation	ART 1113, H...	3	60354	Lecture...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

The **Status** of the course will be changed to **Registered** and will be displayed in color in the **Class Schedule** (bottom left). Watch for **Errors Preventing Registration** messages.

Title	Details	Hours	CRN	Schedule T	Status	Action
College Algebra	MAT 1313, ...	3	60334	Lecture...	Errors Preventin...	Remove
Art Appreciation	ART 1113, H...	3	60354	Lecture...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Note: Online classes will not be displayed on the schedule, but will be noted under **Schedule Details** (bottom left).

To add another class, click **Search Again** in the top panel and repeat process.

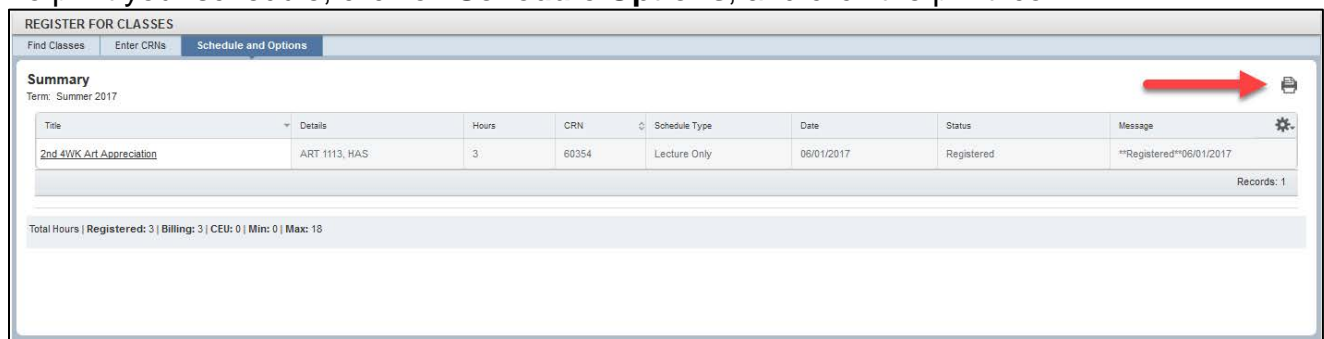
8. To drop a class, select **Drop on Web** from the **Action** box in the bottom right panel, then click **Submit**.

The **Status** of the course will be changed to **Deleted** and will be removed from the **Class Schedule**.

9. To add a class that was previously dropped as a No Show (NA), select **Web Registered** from the **Action** box in the bottom right panel then click **Submit**.

The **Status** of the course will be changed to **Registered**.

10. To print your schedule, click on **Schedule Options**, and click the print icon .



REGISTER FOR CLASSES

Find Classes | Enter CRNs | **Schedule and Options**

Summary
Term: Summer 2017

Title	Details	Hours	CRN	Schedule Type	Date	Status	Message
2nd 4WK Art Appreciation	ART 1113, HAS	3	60354	Lecture Only	06/01/2017	Registered	**Registered**06/01/2017

Records: 1

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

The following will be displayed.

Holmes Community College

Test T. Account-Two Summer 2017 Schedule

Classification: Freshman Level: Undergraduate
College: Technical Major: Interior Design Technology

Title	Course Details	Credit Hours	CRN	Meeting Times
Art Appreciation	ART 1113 HAS	3.0	60354	06/29/2017 - 07/28/2017 Monday, Tuesday, Wednesday, Thursday, Friday 10:20 AM - 12:30 PM Goodman Campus, Visual Arts Center-Goodman, STUDIO 1 Cheatham, John

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	
11am							
12pm							

NOTE: For eLearning (online) classes that end in OOH, OOA, OOB, OOF, OOJ, OOK:

After three (3) business days, log in to **MyHolmes** to check for **textbooks**.

- Click on *View My Schedule*
- Click on *Course*
- Click on *Bookstore link*
- Click on *Follett Bookstore*
- Log in to *Student Profile*

IMPORTANT: Be sure to note courses that have multiple meeting times, example combined lecture/lab courses. See below:

Holmes Community College

Account-Two, Test Fall 2021 Schedule

Classification: Freshman Level: Undergraduate
College: Technical Major: Interior Design Technology

Title	Course Details	Credit Hours	CRN	Meeting Times
American History I w/eBook	HIS 2213 RA	3.0	80270	08/16/2021 - 12/09/2021 Monday, Wednesday 08:00 AM - 09:15 AM Ridgeland Campus, Ridgeland Hall-Ridgeland, 108 Kelly, Amanda
Prin of Biology I w/eBook	BIO 1114 RA	4.0	80384	08/16/2021 - 12/09/2021 Tuesday 01:40 PM - 03:30 PM Ridgeland Campus, Science Bldg East-Ridgeland, 113 Wilson, Greg
				08/16/2021 - 12/09/2021 Tuesday, Thursday 09:25 AM - 10:40 AM Ridgeland Campus, Science Bldg East-Ridgeland, 117 Wilson, Greg

Be sure to note courses with multiple meeting times.
Lab time
Lecture time

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