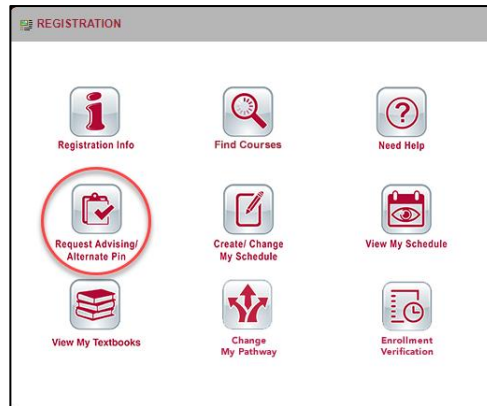


How to Request Advising/Alternate Pin

1. Log into the  Portal.

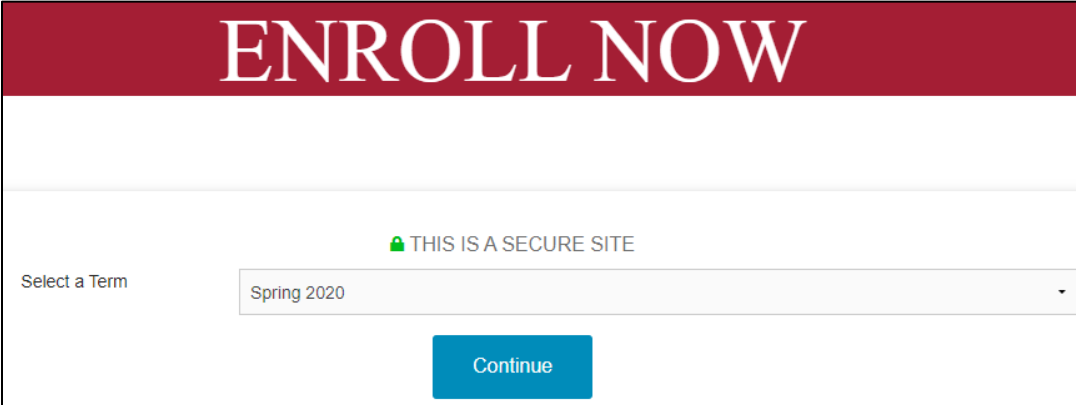
2. Click on the *Academics/Career-Technical* page icon .

3. Locate the *Registration* portlet.



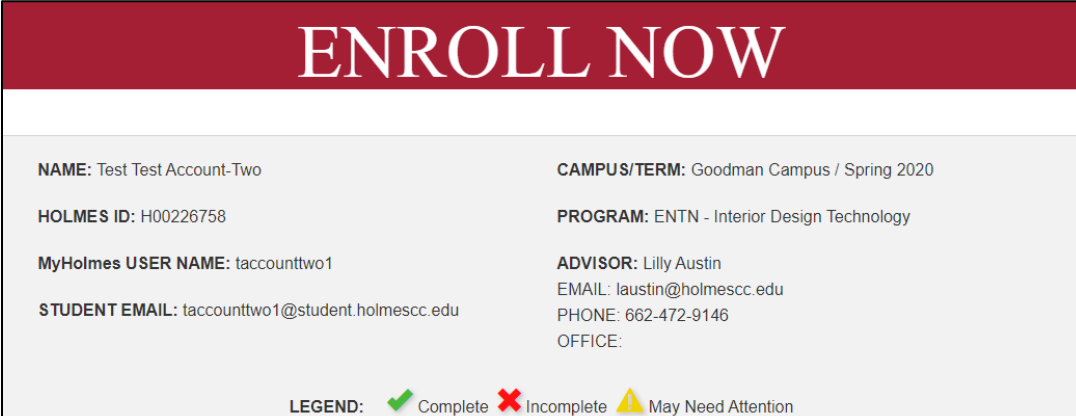
4. Click on  [Request Advising/Alternate Pin](#) in the *Registration* portlet.

5. Select a term and click Continue.




The screenshot shows the 'ENROLL NOW' page. It features a red header with the text 'ENROLL NOW'. Below the header, there is a green lock icon and the text 'THIS IS A SECURE SITE'. A dropdown menu labeled 'Select a Term' is set to 'Spring 2020'. A blue 'Continue' button is located below the dropdown menu.

6. Your ENROLL NOW page will be displayed.



The screenshot shows the 'ENROLL NOW' page with student and advisor information. The header is red with the text 'ENROLL NOW'. Below the header, there is a table of information:

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

7. 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**.

8. 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.

- Spring 2020 -
- Summer 2020 - Advising will be available on - April 14, 2020
- Fall 2020 - Advising will be available on - April 14, 2020

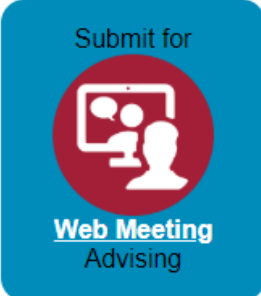
Submit

9. Answer all the required questions, numbers 1 – 5 on the Advising Request Form.

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).

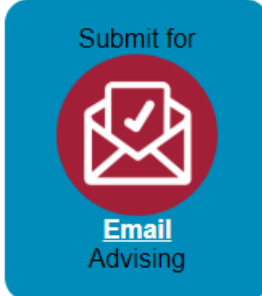
10. Choose your option for Advising in number 6 and click Submit. See additional information below.

Submit for



Web Meeting
Advising

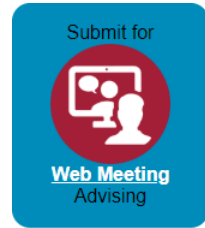
Submit for



Email
Advising

Additional Information

- **Web Meeting Advising will be a scheduled appointment via ZOOM.**
Be sure to provide three (3) available appointment times.
- **Confirmation page with instructions.**



Congratulations Test Test Account-Two,

You have requested a 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 Check your Holmes email for any Advising Conversation from your Advisor.
 - o Check your Holmes email for your Zoom Meeting Invitation.
 - o Five (5) minutes before your appointment time, click the link under Join the Zoom Meeting to access.
 - o Please have access to your Degree Evaluation. For instructions, click [How to Run My Degree Evaluation](#).

For further assistance, attend one of our On Campus Registration Sessions. [Click here for Registration Information](#).

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 Zoom meeting invitation. Five minutes before your appointment, click on the *Join Zoom Meeting* link next to Meeting URL.**

April 8, 3:30 PM, Advising Meeting for Test Account-Two (H00226758) Inbox x

Lilly Austin <laustin@holmescc.edu> 9:31 AM (0 minutes ago) ☆ ↶ ⋮

to me ▾

Apr 8 Wed

April 8, 3:30 PM, Advising Meeting fo...
[View on Google Calendar](#)

When Wed Apr 8, 2020 3:30pm – 4pm (CDT)
Where <https://holmescc.zoom.us/j/535709643>
Who Lilly Austin*

Yes Maybe No More options

Agenda
Wed Apr 8, 2020
No earlier events
3:30pm April 8, 3:30 PM, Advising Meeting fo...
No later events

zoom

Hi there,

Lilly Austin is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

Phone one-tap: US: +16468769923, 535709643# or +13126266799, 535709643#

Meeting URL: <https://holmescc.zoom.us/j/535709643>
Meeting ID: 535 709 643

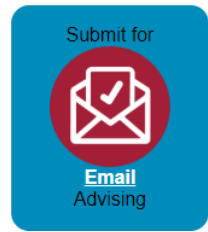
Join by Telephone

For higher quality, dial a number based on your current location.
Dial:

US: +1 646 876 9923 or +1 312 626 6799 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

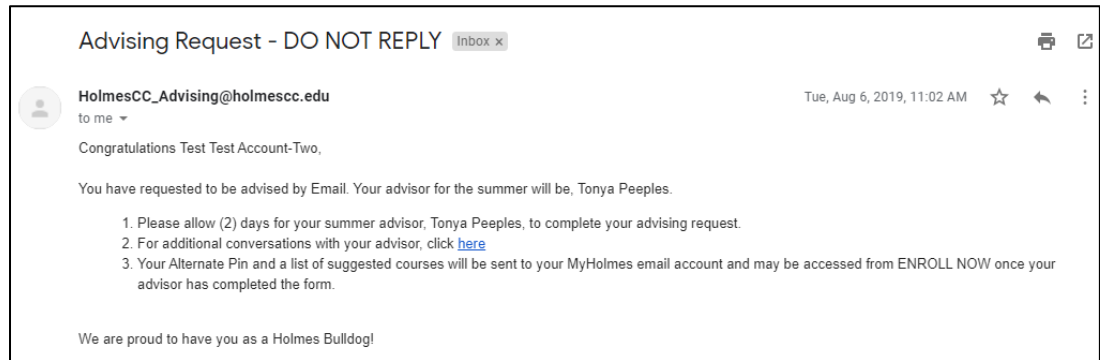
Meeting ID: 535 709 643

[International numbers](#)

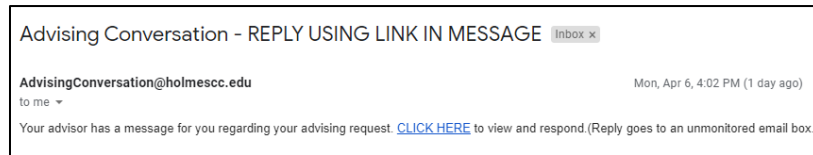


- **Email Advising will enable you to receive your Alternate Pin via email. Please allow two (2) days for your advisor to respond.**

➤ **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.**

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-ENTN	Major: Interior Design Technology	Student Campus: Goodman Campus
Advisor: Lilly Austin	Phone: 662-472-9146	Email: laustin@holmescc.edu
Advised By: Tonya Peeples	Phone: 662-472-9098	Email: wpeeples@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
---------	--------	-------	-----------------