


# How to Create My Schedule

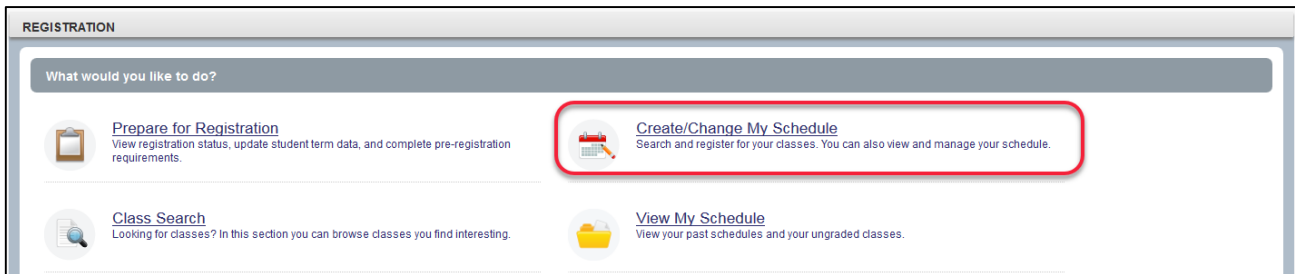
1. Log into  portal.

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

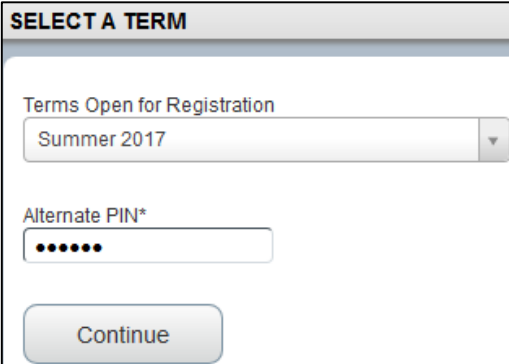
3. Click on  **Create/Change My Schedule** in the *Registration* portlet.



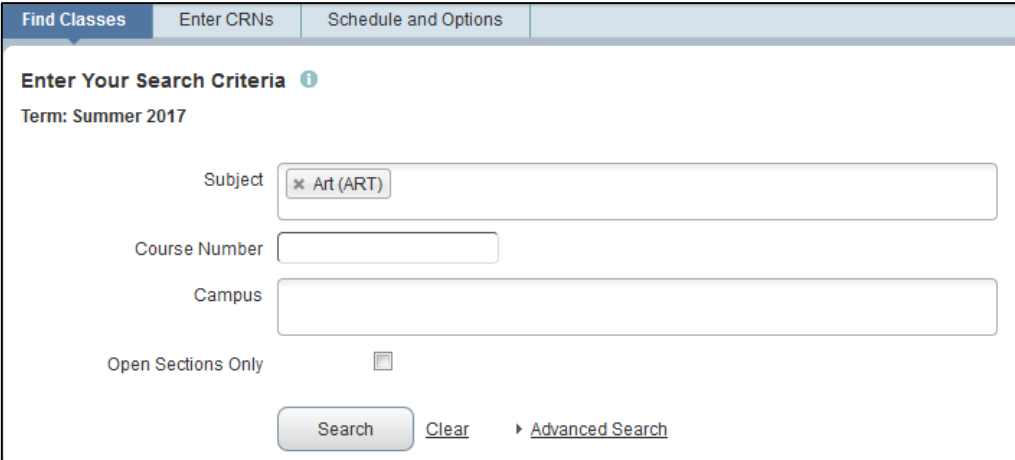
4. From the **Registration** menu, click on **Create/Change My Schedule**.



5. 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' page. It has a dropdown menu for 'Terms Open for Registration' with 'Summer 2017' selected. Below is a text field for 'Alternate PIN\*' with six dots. A 'Continue' button is at the bottom.

6. 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.*

A screenshot of the 'Find Classes' search criteria panel. It has tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Summer 2017'. There are input fields for 'Subject' (with 'Art (ART)' selected), 'Course Number', and 'Campus'. There is also a checkbox for 'Open Sections Only'. At the bottom are 'Search', 'Clear', and 'Advanced Search' buttons.

7. 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 will allow you to register for the course.

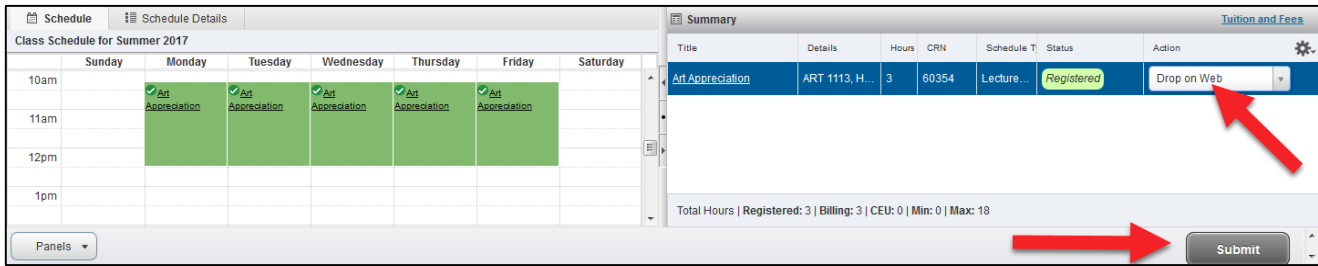
8. The course added will be displayed as **Pending** under **Status** in the **Summary** panel (bottom right). To register for the course, you must click **Submit**.

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.

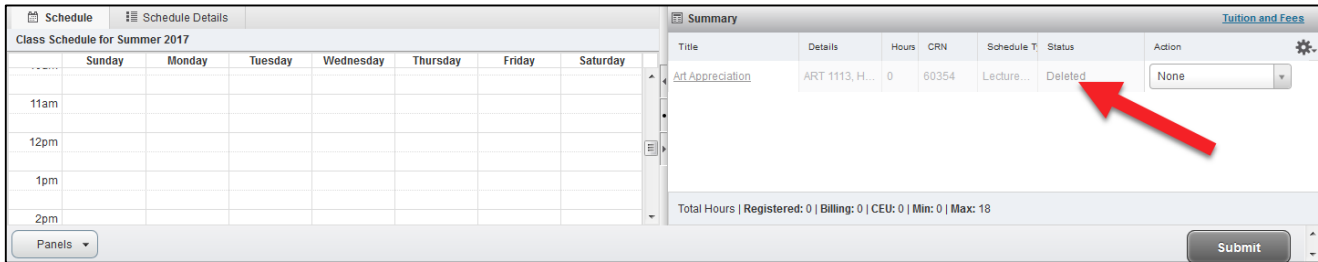
**Note:** Online classes will not be displayed on the schedule, but will be noted under **Schedule Details** (bottom left).

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

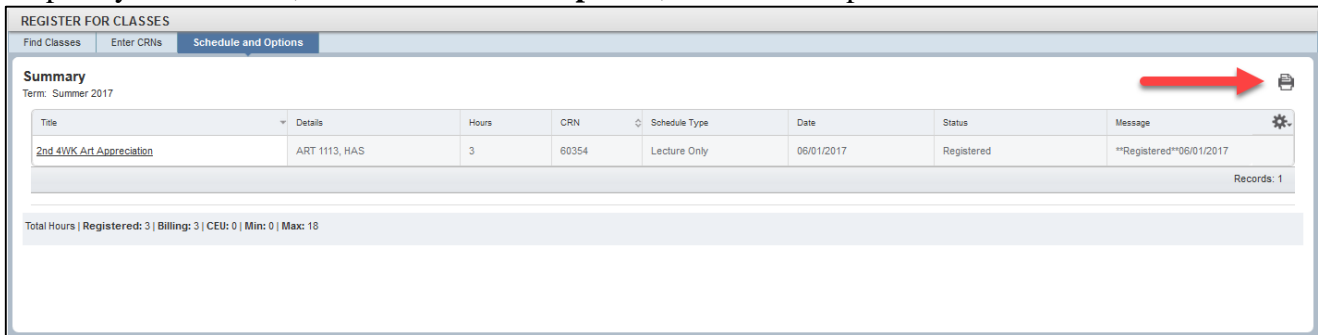
To **drop** a class, select **Drop on Web** from the **Action** box in the bottom right panel, then click **Submit**.



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



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



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<br>Monday, Tuesday, Wednesday, Thursday, Friday<br>10:20 AM - 12:30 PM<br>Goodman Campus, Visual Arts Center-Goodman, STUDIO 1<br>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, OOK, 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*