


How to Create My Schedule

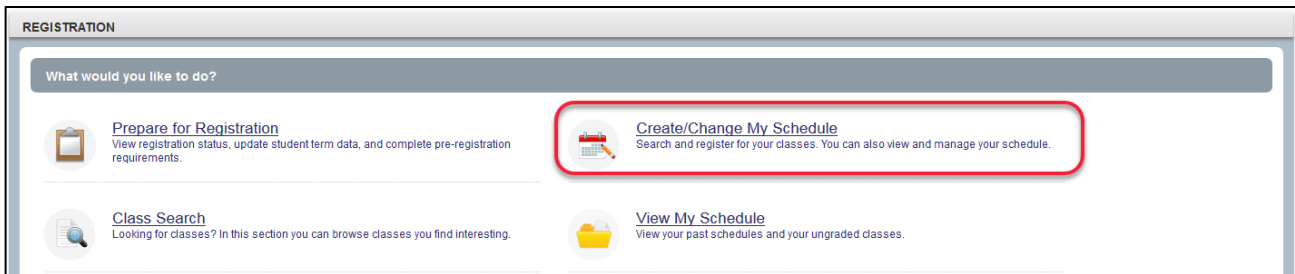
1. Log into  portal.

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

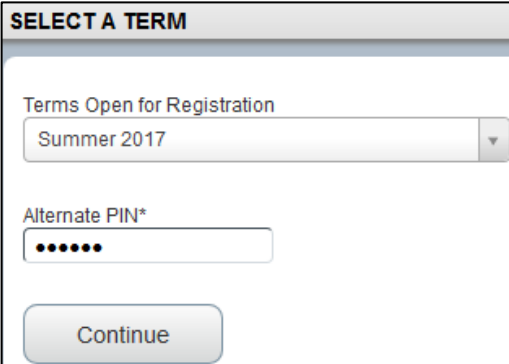
3. Click on  **Create/Change My Schedule** in the *Registration* portlet.



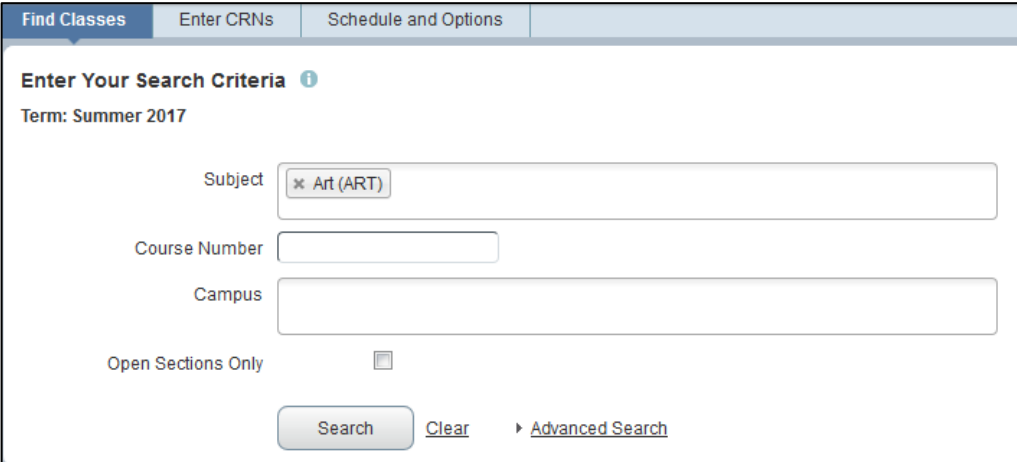
4. From the **Registration** menu, click on **Create/Change My Schedule**.



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' set to 'Summer 2017'. Below it 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. Below the tabs is the 'Enter Your Search Criteria' section with a 'Term: Summer 2017' label. There are three input fields: 'Subject' (with 'x Art (ART)' selected), 'Course Number', and 'Campus'. There is also an 'Open Sections Only' checkbox. 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.

REGISTER FOR CLASSES

Find Classes Enter CRNs Schedule and Options

Search Results — 7 Classes
Term: Summer 2017 Subject: Art (ART) Course Number: 1113

Title	Subject	Course Num	Section	Campus	CRN	Hours	Term	Meeting Times	Instructor	Status
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...
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...
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...
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...
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...
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...
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!

Page 1 of 1 | 10 Per Page | Records: 7

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**.

Schedule Schedule Details Tuition and Fees

Class Schedule for Summer 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	
12pm							
1pm							
2pm							

Summary

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

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.

Schedule Schedule Details Tuition and Fees

Class Schedule for Summer 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		College Algebra	College Algebra	College Algebra	College Algebra	College Algebra	
9am							
10am		Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	

Summary

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

Submit

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

Schedule Schedule Details Tuition and Fees

Class Schedule for Summer 2017

Art Appreciation | Art (ART) 1113 Section OO1 | Class Begin: 05/30/2017 | Class End: 07/21/2017 Registered

05/30/2017 - 07/21/2017 S M T W T F S - Location: Online Classes Building: Online/Canvas Room: None
Instructor: Shramek, Sheri (Primary)
CRN: 60003
Message: **Web Registered** | Hours: 3 | Level: Undergraduate | Campus: Online Classes | Schedule Type: Online-Provided | Instructional Method: NT | Grade Mode: Letter Grade | Waitlist Position: 0 | Notification Expires: None

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Art Appreciation	ART 1113, O...	3	60003	Online...	Registered	None

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

Submit

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

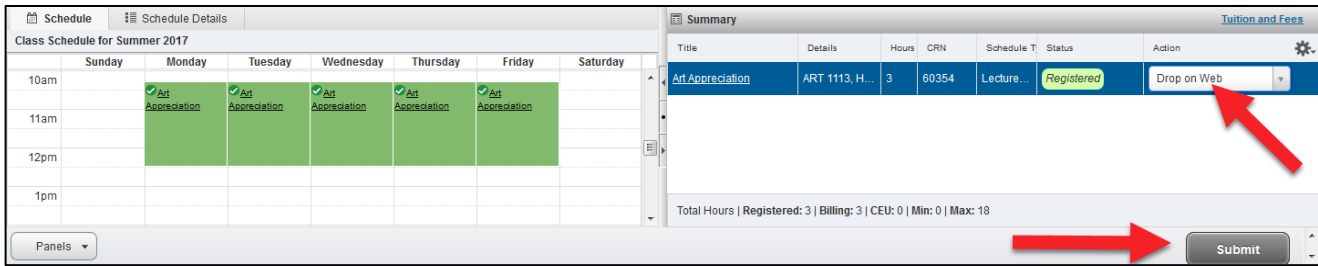
REGISTER FOR CLASSES

Find Classes Enter CRNs Schedule and Options

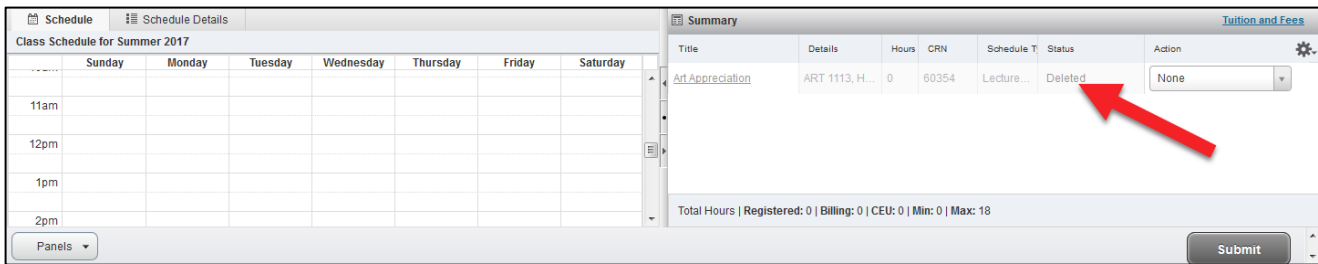
Search Results — 7 Classes
Term: Summer 2017 Subject: Art (ART) Course Number: 1113

Search Again

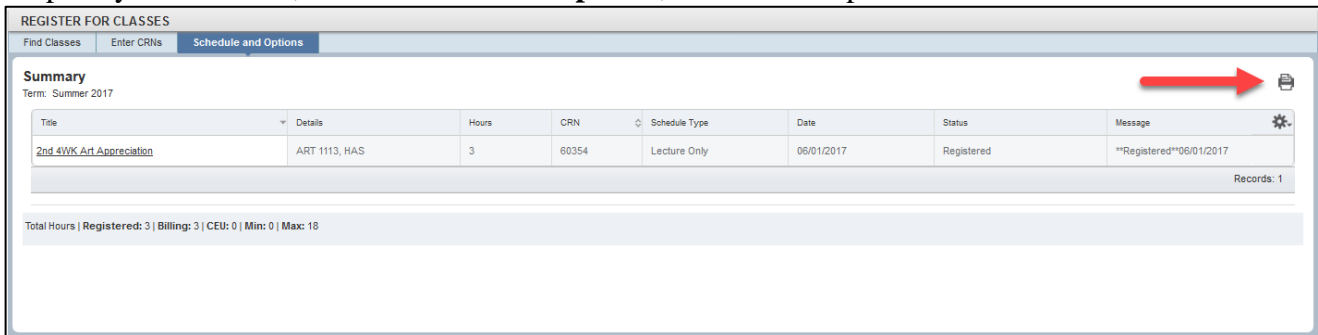
To **drop** a class, select **Drop on Web** from the **Action** box in the bottom right panel, then click **Submit**.



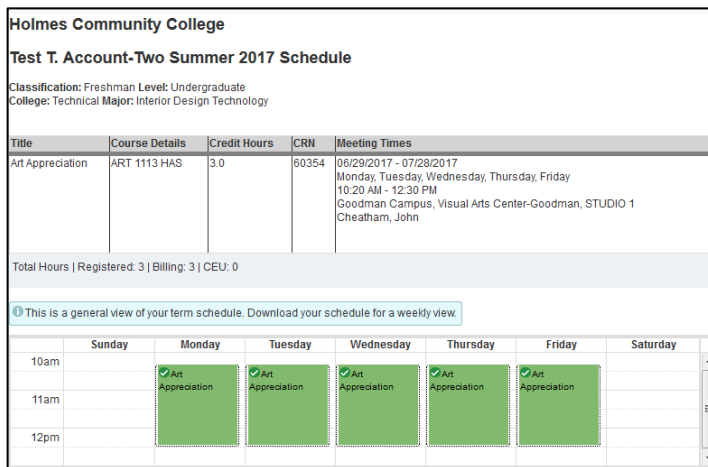
The **Status** of the course will be changed to **Deleted** and will be removed from the **Class Schedule**.




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



The following will be displayed.



- Note: For eLearning (online) classes only, please complete the following steps to Confirm Registration of the eLearning (online) classes.**
- After three (3) business days, log in to the **Portal**, click on the eLearning page icon. 
 - Click on **CONFIRM Registration** in the eLearning Registration portlet.
 - Enter the required information, and click **Access Profile**.
 - Print your **Student Profile** for your records.
 - To order your textbooks from a Holmes' Bookstore, email or print a copy of the **Student Profile** for the bookstore. (Note: Most online courses provide an eBook through Canvas. Check your profile.)