How to Create My Schedule

1. Log in to 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.

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.
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.

![Image of the register for classes page]

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**.

![Image of the register for classes page with pending status]

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.

![Image of the register for classes page with registered status]

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

![Image of the register for classes page with schedule details]

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

![Image of the search again button]
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.
A. After three (3) business days, log in to the Portal, click on the eLearning page icon.
B. Click on CONFIRM Registration in the eLearning Registration portlet.
C. Enter the required information, and click Access Profile.
D. Print your Student Profile for your records.
E. 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.)