How to Create Your Class Schedule

1. Log in to My Doghouse.

2. Click on [My Holmes] tab and locate [Registration ~ Your Education. Your Way!]

3. Choose and click on type of class you want: [ON CAMPUS Classes (Face2Face)], [HYBRID Classes (HYBRID)], or [ONLINE Classes (eLEARNING)].

4. Select a Term and click [Submit].

5. Enter your Alternate PIN (from the Alternate Pin Report), then click [Submit].

6. Click on [Class Search], then click on [Advanced Search].
   - Choose Subject.
   - Enter Course Number.
   - Choose your Campus. Note: For eLearning (online) classes, select “Online” for Campus.
   - Click [Section Search].

7. Select the class you want by clicking on the box next to the class, then click [Register].
   - Note: Hybrid classes and 8-Week Short Term classes will be denoted in the title of the course.
     - To add another class, go back to Step 6 and repeat.
     - To drop a class, click on drop box under Action next to the class, choose Drop on Web, then click [Submit Changes].

8. When done, click on [Student Detail Schedule] (bottom right) to print your schedule.
   - 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 My Doghouse, click on the [My eLearning] tab.
     B. Click on CONFIRM Registration. Enter the required information and click [Log In].
     C. Print your Student Profile for your records.
     D. To order your textbooks from a Holmes’ Bookstore, email or print a copy of the Student Profile for the bookstore.

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