


Registration Checklist

1 To register for classes: Log into “MyHolmes”

2 Click on the  “Academics/Career-Technical” page icon 

Click on  **Request Advising/Alternate Pin** in request Alternate Pin and list of classes from

3 Click on  “Create/Change My Schedule”



the Registration portlet to advisor.

in the **Registration** portlet.

4 To find your classes:

- Select a **Term**.
- Enter your **Alternate Pin** which you received from your advisor
- Click “**Class Search**”
- Click “**Advanced Search**”
- Select a **Subject** (Category of Class such as English, History, etc)
- Select **Campus** and choose **Online** ~ Click “**Class Search**”

5 The list of classes will come up. Scroll down to find a class you want to take. **Check mark** the box to the left ~ Click **Submit**

6 To check your schedule: Go to Academics/Career-Technical ~ Registration ~  **View My Schedule**

7 Confirm your class schedule: Wait 3 business days. Go to www.holmescc.edu and log into **MyHolmes**

8 Click “eLearning” page icon and then “**Confirm Registration**”
Complete the information and click “**Submit**”. Print your student profile for your records



9 To order your books: From a Holmes’ bookstore, take or email your **Student Profile** to the bookstore.