


How to Change My Schedule

(Use Mozilla Firefox or Google Chrome)



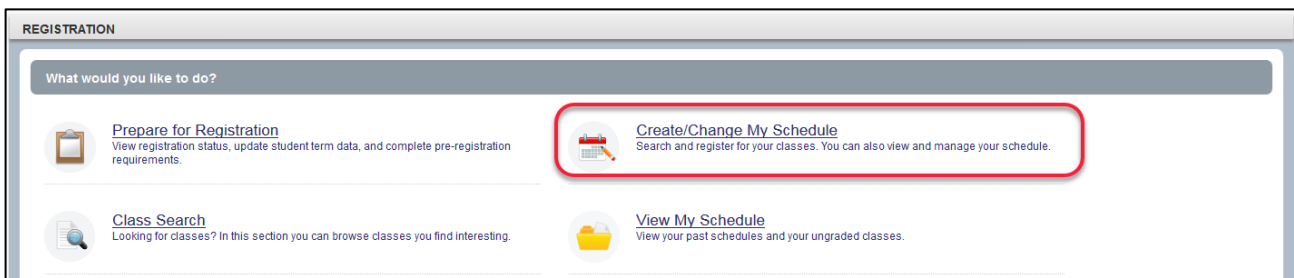
1. Log into  portal.

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**.

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.

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	Action
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...	Add
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...	Add
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...	Add
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...	Add
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...	Add
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...	Add
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!	Add

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

Note for Waitlisted Courses: Not all courses will have a **Waitlist**. However, for courses that are **Full** but do have a **Waitlist**, you will see it noted under the **Status**. To be added to **Waitlist**, click on the dropdown under **Action** in the **Summary** and select **Waitlist**. Click **Submit** to be added to the **Waitlist**.

Student | Registration | Select a Term | Register for Classes

BOA 1413 CRN 60407: Closed - 0 Waitlisted

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Summer 2020 | Subject: Business & Office Admin. (BOA) | Course Number: 1413

Title	Subject	Course	Section	Campus	CRN	Hours	Term	Meeting Times	Instructor	Status	Attribute	Action
Keyboarding / Test Course Lecture Only	BOA	1413	KAS	Attala...	60407	3	Su...	S M T W T F S 08:00 AM - 10:10 AM Tyi	Jones, Jenny (Pri...	FULL: 0 of 1 seats remain. 2 of 2 waitlist seats remain.	Academic Cours...	Add

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

Schedule | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	
9am							

Open and close bottom panels to display extra registration information.

Summary | Tuition and Fees

Title	Details	Hour	CRN	Status	Schedule	Action
Keyboarding / Test Co...	BOA 1413, ...	3	60407	Errors Preventing...	Lecture...	Remove Remove ***Web Registered** Waitlist

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

Submit

The **Status** will be changed to **Waitlisted**.

Schedule | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	Keyboarding / Test Course	
9am							

Summary | Tuition and Fees

Title	Details	Hour	CRN	Status	Schedule	Action
Keyboarding / Test Co...	BOA 1413, ...	0	60407	Waitlisted	Lecture...	None None Drop on Web

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

Submit

When a seat becomes available, you will be notified by email. You will have a limited amount of time to change the status of the course from **Waitlisted** to **Web Registered** under **Action** in the **Summary**. Otherwise, you will be removed from **Waitlist**, and will have to **Waitlist** again for the course when a seat is available.

8. The course added will be displayed as *Pending* under **Status** in the **Summary** panel (bottom right). To change your status from *Pending* to *Registered*, the drop down under **Action** should say “*Web Registered*”. You must click **Submit** to register for the course.

The screenshot shows the 'Class Schedule for Summer 2017' on the left and the 'Summary' panel on the right. In the Summary panel, the course 'Art Appreciation' (ART 1113, H...) is listed with a status of 'Pending'. A red arrow points to this status. Below the table, the 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18' is displayed. A red arrow points to the 'Submit' button at the bottom right.

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.

The screenshot shows the 'Class Schedule for Summer 2017' on the left and the 'Summary' panel on the right. In the Summary panel, the course 'Art Appreciation' is now listed with a status of 'Registered' in green. A red arrow points to this status. Below the table, the 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18' is displayed. A red arrow points to the 'Submit' button at the bottom right.

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

The screenshot shows the 'Schedule Details' panel on the left and the 'Summary' panel on the right. The 'Schedule Details' panel shows information for 'Art (ART) 1113 Section 001', including the class begin/end dates (05/30/2017 - 07/21/2017), instructor (Shramek, Sheri), and location (Online Classes Building). A red arrow points to the 'Schedule Details' tab at the top left.

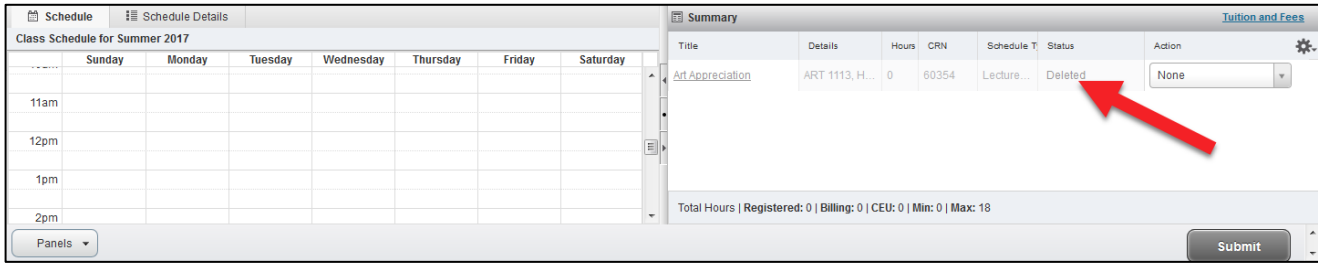
To **add** another class, click **Search Again** in the top panel and repeat process.

The screenshot shows the 'REGISTER FOR CLASSES' search results page. It displays 'Search Results — 7 Classes' for 'Term: Summer 2017', 'Subject: Art (ART)', and 'Course Number: 1113'. A red arrow points to the 'Search Again' button at the bottom right.

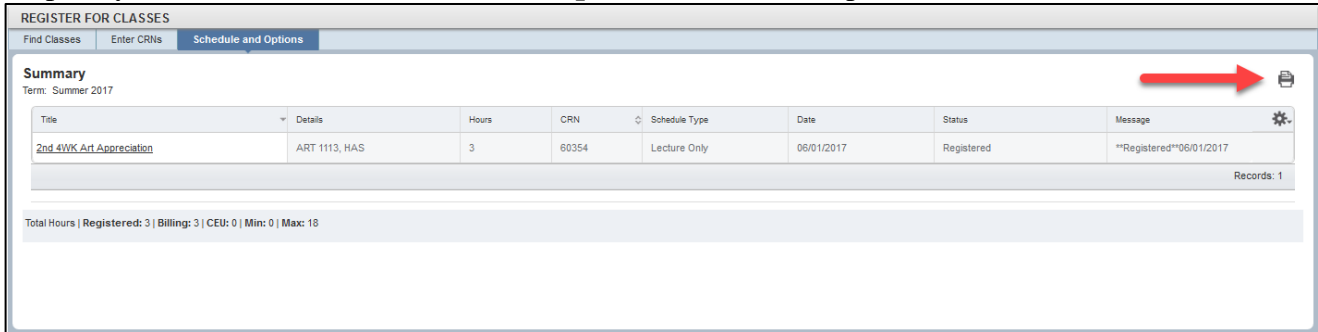
To **drop** a class, select **Drop on Web** from the **Action** box in the bottom right panel, then click **Submit**.

The screenshot shows the 'Class Schedule for Summer 2017' on the left and the 'Summary' panel on the right. In the Summary panel, the course 'Art Appreciation' is listed with a status of 'Registered' in green. A red arrow points to the 'Drop on Web' action in the 'Action' column. Below the table, the 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18' is displayed. A red arrow points to the 'Submit' button at the bottom right.

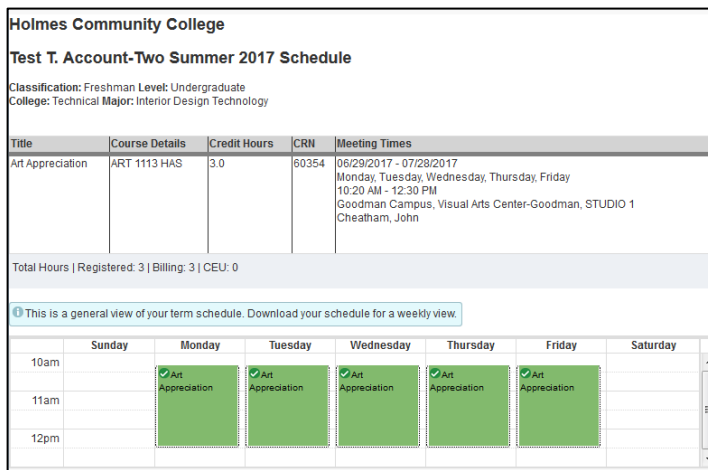
The **Status** of the course will be changed to **Deleted** and will be removed from the **Class Schedule**.



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



The following will be displayed.

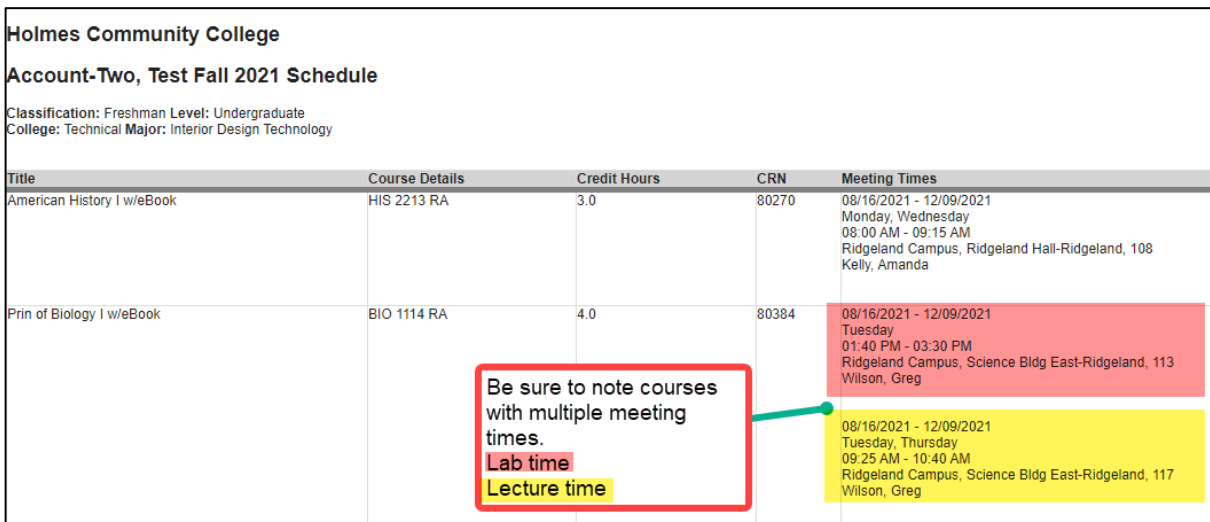


NOTE: For eLearning (online) classes that end in OOH, OOA, OOB, OOF, OOI, OOK:

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*

IMPORTANT: Be sure to note courses that have multiple meeting times, example combined lecture/lab courses. See below:



Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.

