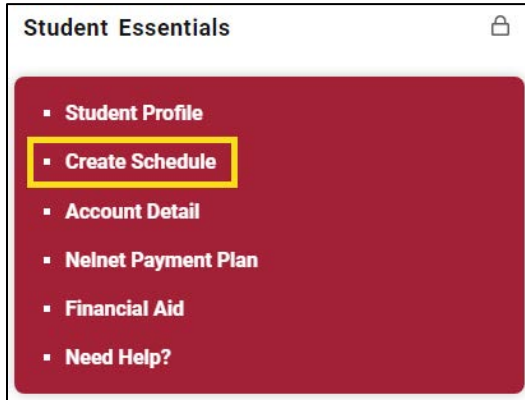
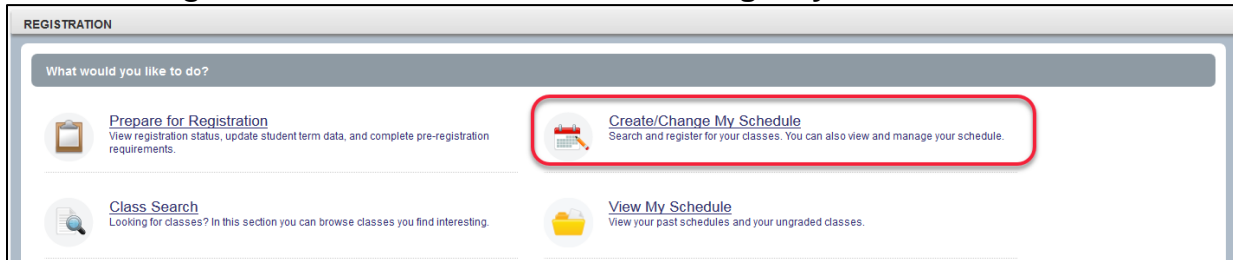


## How to Create My Schedule

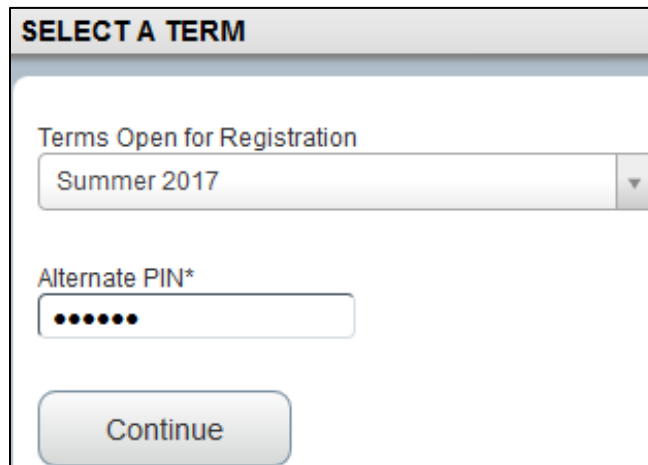
1. Log into **MyHolmes** portal.
2. Click on **Create Schedule** on the *Student Essentials* card.



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



4. 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. The page has a grey header with the text 'SELECT A TERM'. Below the header is a dropdown menu labeled 'Terms Open for Registration' with 'Summer 2017' selected. Below the dropdown is a text input field labeled 'Alternate PIN\*' with six black dots. At the bottom of the page is a 'Continue' button.

- 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.*

- 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 should allow you to register for the course.

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	OOO	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... <b>Time Conflict!</b>	Add

- 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 **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.

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

Class Schedule for Summer 2017

▼ Art Appreciation | Art (ART) 1113 Section 001 | 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

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

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**.

Class Schedule for Summer 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	
11am							
12pm							
1pm							

Title	Details	Hours	CRN	Schedule T	Status	Action
Art Appreciation	ART 1113, H...	3	60354	Lecture...	Registered	Drop on Web

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

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

Class Schedule for Summer 2017

Title	Details	Hours	CRN	Schedule T	Status	Action
Art Appreciation	ART 1113, H...	0	60354	Lecture...	Deleted	None

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

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

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Summary  
 Term: Summer 2017

Title	Details	Hours	CRN	Schedule Type	Date	Status	Message
2nd 4WK Art Appreciation	ART 1113, HAS	3	60354	Lecture Only	06/01/2017	Registered	**Registered**06/01/2017

Records: 1

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

The following will be displayed.

Holmes Community College

**Test T. Account-Two Summer 2017 Schedule**

Classification: Freshman Level: Undergraduate  
College: Technical Major: Interior Design Technology

Title	Course Details	Credit Hours	CRN	Meeting Times
Art Appreciation	ART 1113 HAS	3.0	60354	05/29/2017 - 07/28/2017 Monday, Tuesday, Wednesday, Thursday, Friday 10:20 AM - 12:30 PM Goodman Campus, Visual Arts Center-Goodman, STUDIO 1 Cheatham, John

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	Art Appreciation	
11am							
12pm							

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

Holmes Community College

**Account-Two, Test Fall 2021 Schedule**

Classification: Freshman Level: Undergraduate  
College: Technical Major: Interior Design Technology

Title	Course Details	Credit Hours	CRN	Meeting Times
American History I w/eBook	HIS 2213 RA	3.0	80270	08/16/2021 - 12/09/2021 Monday, Wednesday 08:00 AM - 09:15 AM Ridgeland Campus, Ridgeland Hall-Ridgeland, 108 Kelly, Amanda
Prin of Biology I w/eBook	BIO 1114 RA	4.0	80384	08/16/2021 - 12/09/2021 Tuesday 01:40 PM - 03:30 PM Ridgeland Campus, Science Bldg East-Ridgeland, 113 Wilson, Greg
				08/16/2021 - 12/09/2021 Tuesday, Thursday 09:25 AM - 10:40 AM Ridgeland Campus, Science Bldg East-Ridgeland, 117 Wilson, Greg

Be sure to note courses with multiple meeting times.  
Lab time  
Lecture time

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