How to Create My Schedule

1. Log into MyHolmes portal.

2. Click on Create Schedule on the Student Essentials card.

3. Click on Create Your Student Schedule.

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 should allow you to register for the course.

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 **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).

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

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  

Updated May 24, 2023/la
The following will be displayed.

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

**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:

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