



Orientation to eLearning

Holmes Community College offers Internet-based courses in conjunction with the Mississippi Virtual Community College (MSVCC).

Additional information can be found on our website at:

<http://www.holmescc.edu/elearning/>

Updated July 7, 2020

Skills and Technology

Do you have...

- Computer with internet connection
 - eLearning students should be able to search the internet quickly and effectively.
- Holmes student email account
 - Being comfortable with the use of the Holmes student email is essential.
- Self-motivation and self-discipline
 - eLearning classes offer freedom and flexibility. Students should motivate themselves to complete the assignments in a timely manner.

How do I get started?

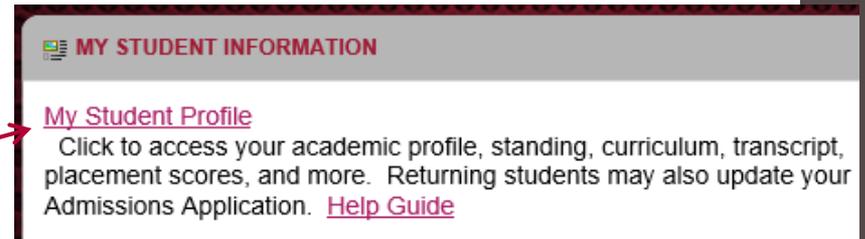
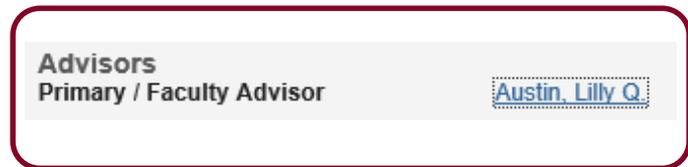
- Click on **Enroll Now!** 
- If you are a New Student, complete an **Admissions Application** 
- If you are a returning student or have already completed an admissions application, log in using your **MyHolmes** username and password or click on **Continue Process**. 
- If your advisor has not been assigned, wait 2 school days for Holmes CC to assign your advisor and continue checking **Enroll Now!**
- After your advisor has been assigned, complete the **Advising Request Form** under **Enroll Now!**
- Check your Holmes student email for your **Alternate Pin Report** from your advisor (could take up to 2 school days)
- After you receive your **Alternate Pin Report**, follow the instructions for “How to Create My Schedule” to register for your classes

Advisor Information

- To find your advisor's name, log in to **MyHolmes** and click on the **Academics/Career-Technical** icon.



- Locate the **My student Information** portlet.
- Select the **My Student Profile**
- Your advisor's name will be listed at the **bottom**.
- Your advisor's email address and phone number can be found by clicking on **advisor's name**.

A screenshot of the "MY STUDENT INFORMATION" portlet. The portlet has a grey header with the text "MY STUDENT INFORMATION" and a small icon. Below the header, there is a link for "My Student Profile" in red text. Underneath the link, there is a paragraph of text: "Click to access your academic profile, standing, curriculum, transcript, placement scores, and more. Returning students may also update your Admissions Application. [Help Guide](#)". Two red arrows point from the text in the list to the "My Student Profile" link and the "My Student Information" header.A screenshot of the "Advisors" section. It shows the text "Advisors" in bold, followed by "Primary / Faculty Advisor" in a smaller font. To the right of this text is a link for "Austin, Lilly Q" enclosed in a dashed rectangular border. The entire section is enclosed in a rounded rectangular border.

Registering for Classes

- Log into **MyHolmes**
- Click on the **Academics/Career-Technical** icon
- Several **How-To Guides** can be found by clicking **Need Help** in the **Registration** portlet.
- In the **Registration** portlet, click on **Create/Change My Schedule**
- Select a **Term** and click **Submit**
- Enter your **Alternate PIN** and click **Submit**
- Click on **Class Search**. Then click **Advanced Search** to access Campus selection option.
 - Choose a **Subject** (Example: English, History, Biology)
 - Enter **Course Number** (Example: 1113, 1123)
 - Choose **Online Campus** for eLearning courses
- Click **Section Search**
- Select the class you want by clicking on the box to the left. Then click **Register**.
- When you are done, click on **Student Detail Schedule** at the bottom right to print your schedule.



Viewing Schedule and Confirming Registration

- You can view your schedule at any time by logging into **MyHolmes** and clicking on the **Academics/Career-Technical** icon.
- Click **View My Schedule** in the Registration portlet and select the term.
- To Confirm Registration:
 - Log into **MyHolmes** and click on the **eLearning** icon. 
 - In the **eLearning Registration** portlet, click on **CONFIRM Registration**.
- Textbook information:
 - If your course uses an ebook, you will have instant access to the ebook once your class begins.
 - If your course requires a textbook, please use the following guide: [eLearning Textbook Guide](#)

Ordering Textbooks

- In **MyHolmes**, click on the **eLearning** icon.
- In the **eLearning Registration** portlet, click on **eLearning Textbook Guide** to view options for purchasing textbooks.
- Go to the Holmes CC Bookstore Website:
 - Goodman Campus: www.holmesccshop.com
 - Grenada Center: www.holmesgrenadashop.com
 - Ridgeland Campus: www.holmesridgelandshop.com
- Click **Books** and order your textbooks.
- You may select various forms of payment and choose in-store pick-up or have them shipped to your home.
- For additional registration information view the eLearning Registration portlet on the **eLearning** page of the **MyHolmes** portal.

Adding or Dropping Courses

- **Adding/Dropping courses during the registration period is accomplished through MyHolmes.**
 - Log into **MyHolmes** and click on the **Academics/Career-Technical** icon.
 - In the **Registration** portlet, click **Create/Change My Schedule**.
- To **ADD** a class, follow the same procedure as the initial registration.
- To **DROP** a class, click on the drop box under **Action** next to the class, choose **Drop on Web**, then click **Submit Changes**.

Attending Class

- eLearning courses are taught using Canvas Learning Management System.
- Students will use their **MyHolmes** username and create a personal password to access Canvas.
- A student must complete a **measurable assignment** for every attendance period.
 - **Attendance** will be monitored by timely submission of assignments, including tests, homework, projects, etc. A student is expected to complete all assignments by the appropriate due date.
 - Failure to complete such assignments by the due date will be recorded as a zero.

Attending Class

- To “attend” an eLearning class:
 - Click on course link.
 - Complete assignments within the course and interact with instructor and other students via email and tools within the course.
- Attendance guidelines for the various terms are listed below:

Term	Allowed Absences	Administratively Withdrawn On Absence
15 Week	2	*3
8 Week	1	*2
4 Week	1	*2 (attendance recorded twice per week)
* barring any extenuating circumstance		

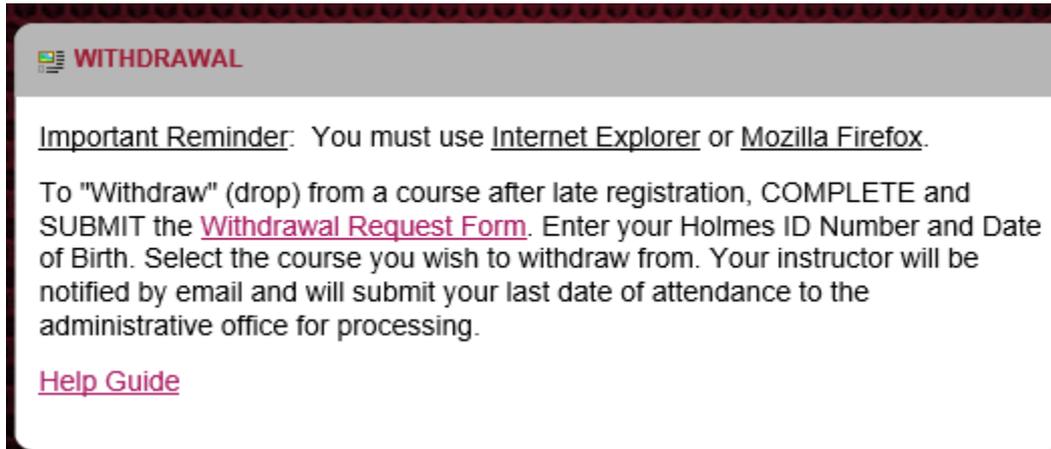
Withdrawals

- Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn.
- Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class.
- After completion of 75% of the term, a student is **no** longer able to withdraw from or cut-out of a class.

- Students who are administratively withdrawn from a course due to absences **before the 50%** mark of the course will **receive an "F"** for the course.
- Students who are administratively withdrawn from a course due to absences **between the 50% and 75% mark** of the course will **receive a "W"** for the course.
- Students who are administratively withdrawn from a course due to absences will be **charged a \$10 fee per course.**
 - There is a **\$10 fee for reinstatement** to a course.

Withdrawals

- To Withdraw from an eLearning course, the student must:
 - Log into **MyHolmes**
 - Click on the **Academics/Career-Technical** icon
 - In the **Withdrawal** portlet, click on the **Withdrawal Request Form**, complete the form, and submit it.



WITHDRAWAL

Important Reminder: You must use Internet Explorer or Mozilla Firefox.

To "Withdraw" (drop) from a course after late registration, COMPLETE and SUBMIT the [Withdrawal Request Form](#). Enter your Holmes ID Number and Date of Birth. Select the course you wish to withdraw from. Your instructor will be notified by email and will submit your last date of attendance to the administrative office for processing.

[Help Guide](#)

Proctored Exams

- Each eLearning course requires students to take a minimum of 2 proctored exams (a supervised exam that requires a photo ID at an approved testing location).
- To schedule a proctored exam at any MSVCC testing location:
 - Log into your Canvas course.
 - Click on the **SmarterProctoring** link in the menu on the left.
- A student who fails to take the proctored exams that are required by 75% of the term will be administratively withdrawn.
- Additional information about proctored exams can be found at: <http://www.holmescc.edu/elearning/proctor.aspx>

Student Services

- Student Support and Academic Support Services are offered to all Holmes Community College students.
- Links to these services can be found at:
 - Holmes eLearning website
<http://www.holmescc.edu/elearning/>
 - Student Support Services and Academic Support Services portlet on the eLearning icon of MyHolmes

Student Services Links

Student Support Services

- Admissions & Records
- Advising
- Business Office
- Financial Aid
- Tuition & Fees
- Counseling
- Housing
- Public Safety
- Student Support Services & Career Center
- Veterans' Educational Benefits
- Student Services – Policy & Regulations

Academic Support Services

- Campus Cafeteria, Student Center, & Bookstore
- Career Technical Offices
- Disability Support Services
- Information Technology
- Libraries
- NetTutor
- Testing Information
 - ABE/GED Classes
 - ACT Testing
 - CLEP Testing
 - COMPASS Placement
- Trek Center
- Writing Center

Helpful Links

- [Enroll Now!](#)
- [Holmes Registration Information & Class Schedule](#)
- [Need Help or Resources](#)
- [Example Holmes Canvas Online Course](#)
- [Getting to Know Canvas Holmes Style](#)
- [SmarterProctoring Student Guide](#)
- [Holmes Community College Bulletin](#)