


# Holmes Community College Registration Checklist

**1** To register for classes: Log into “MyHolmes”



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



**3** Click on  Request Advising/Alternate Pin in the Registration portlet to request Alternate Pin and list of classes from advisor.

**4** Click on  “Create/Change My Schedule” in the *Registration* portlet. [You can view detailed instructions here.](#)

**5** 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**”
- The list of classes will appear. Scroll down to find a class.
- **Check mark**  the box to the left ~
- Click **Submit**



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

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

[You can view detailed instructions here.](#)

Note: For eLearning (online) classes that end in OOH, OOA, OOB, OOF, OOJ, OOK:  
After three business days, log in to **MyHolmes** to check for **textbooks**.

- Click on View My Schedule
- Click on Course
- Click on Bookstore link
- Click on Follet Bookstore
- Log in to Student Profile