

How to Create Your Class Schedule

1. Log in to **My Doghouse**.
2. Click on **My Holmes** tab and locate **Registration ~ Your Education. Your Way!**
3. Choose and click on type of class you want:
ON CAMPUS Classes (Face2Face), **HYBRID Classes (HYBRID)**, or **ONLINE Classes (eLEARNING)**.
4. **Select a Term** and click **Submit**.
5. Enter your **Alternate PIN** (from the **Alternate Pin Report**), then click **Submit**.
6. Click on **Class Search**, then click on **Advanced Search**.

➤ Choose **Subject**.

Subject:	ADN Nursing (NUR)
	Accounting (ACC)
	Art (ART)
	Biology (BIO)
	Business & Office Admin. (BOA)
	Business & Office Tech (BOT)
	Business Administration (BAD)
	Chemistry (CHE)
	Computer Science (CSC)
	Cosmetology (COV)

➤ Enter **Course Number**.

Course Number:	<input type="text"/>
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➤ Choose your **Campus**. *Note: For eLearning (online) classes, select "Online" for Campus.*

Campus:	All
	Eupora
	Goodman

➤ Click **Section Search**.

7. Select the class you want by clicking on the box next to the class, then click **Register**.
Note: Hybrid classes and 8-Week Short Term classes will be denoted in the title of the course.

- To **add** another class, go back to Step 6 and repeat.
- To **drop** a class, click on drop box under **Action** next to the class, choose **Drop on Web**, then click **Submit Changes**.

8. When done, click on **Student Detail Schedule** (bottom right) to print your schedule.

*Note: For eLearning (online) classes only, please complete the following steps to **Confirm Registration** of the eLearning (online) classes.*

A. After three (3) business days, log in to **My Doghouse**, click on the **My eLearning** tab.

B. Click on **CONFIRM Registration**. Enter the required information and click **Log In**.

C. Print your **Student Profile** for your records.

D. To order your textbooks from a Holmes' Bookstore, email or print a copy of the **Student Profile** for the bookstore.