

# Before You Register



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Check your registration time

*If you miss your preregistration period, you must wait and register during the open enrollment period*

## Registration - Galveston

- Registration Time Assignment - GV
- Search Class Schedule
- Add or Drop Classes
- ⊕ Registration Status
- Distance Education Location Update
- Lab Safety Acknowledgment
- Math Placement Exams
- ⊕ Book Prices

2

Take care of any holds

*Check for holds prior to registration each semester; see reverse for more information*

## Grades and Transcripts

- Grades
- ⊕ Important Note About Grades
- ⊕ Duplicate Diplomas
- ⊕ Official Transcript
- Unofficial Transcript
- Unofficial Transcript (PDF)
- Holds
- Test Scores
- Credit By Examination
- TSI and Core Curriculum

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Complete pre-registration steps

*This must be done via your Howdy portal > My Records tab each semester*

## Registration - Galveston

- Search Class Schedule
- Add, Drop, or Create a Worksheet
- Registration History
- Accept Terms of Use
- Location Update
- Lab Safety Acknowledgment
- Math Placement Exams
- ⊕ Book Prices

# Taking Care of Holds



## How to read your holds

### Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Advising Required	Oct 14, 2015	Dec 31, 2099		Contact ACEN Advisor 740-43	3 Academic Enhancement	Registration

What type of hold it is

Why you have it & who to contact

Who can remove the hold

What the hold will effect

## Common Holds

**Advising Required** | See an advisor in the department noted for academic advising

**TSI** | Submit TSI documentation; see an advisor

**Past Due Acct Balance** | Your student billing account is overdue; see Student Financial Services

**Direct Deposit** | Provide a direct deposit account via Howdy; will not hinder registration

**Academic Deficiency** | You are not meeting academic requirements; see an advisor

**Other** | See an advisor for any other holds