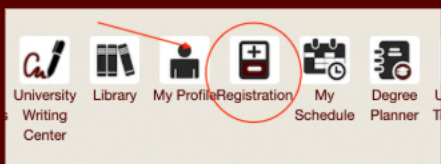




HOW TO CREATE A REGISTRATION WORKSHEET

1) LOG ONTO HOWDY AND SELECT THE REGISTRATION TAB



What would you like to do?



Prepare for Registration

View registration status, update student term data, and requirements.



Registration Worksheet

Give yourself a head start by building your schedule!

2) SELECT REGISTRATION WORKSHEET

4) CREATE A REGISTRATION WORKSHEET

Term: Spring 2020 - Galveston

When you view/edit your Registration Worksheet, you will have the opportunity to view your worksheet. You are allowed a maximum of 4 registration worksheets for this term.

Create a Registration Worksheet

Select a Term

Terms Open for Registration Worksheet

Spring 2020 - College Station

Spring 2020 - Galveston

3) CHOOSE TERM

5) SEARCH FOR CLASSES

Find Classes Undergraduate Degree Plan Courses

Enter Your Search Criteria

Term: Spring 2020 - Galveston

1 → **Subject**

Course Number

Course Number Range

2 → **Search** Clear

6) VIEW SECTIONS OF DESIRED COURSE

Subject	Action
ING IN SCIENCE	MARB - Marine Biology View Sections Add
STUDIES	MARB - Marine Biology View Sections Add
TOPICS	MARB - Marine Biology View Sections Add
C.METHODS	MARB - Marine Biology View Sections Add
1	MARB - Marine Biology View Sections Add
D EXPERIENCE	MARB - Marine Biology View Sections Add
ITCS	MARB - Marine Biology View Sections Add
CELL BIOLOGY	MARB - Marine Biology View Sections Add

Details	Hou	CRN	Schedule	Note	Status	Action
64RB 302...	3	30666	Lectur...		Pending	Add

4 Hours: 0

Save Registration Worksheet

7) ADD COURSE TO PLAN

Term	Type	Meeting Times	Status	Instructions
NON-S...	LECTURE	07:00 AM - 02:00 PM	Full	Face to...
NON-S...	LABORATORY	03:00 PM - 08:00 PM	Available	

Add

8) SAVE TO REGISTRATION WORKSHEET

MAKE THE DAY OF REGISTRATION EASY!

REMEMBER TO REMOVE ALL HOLDS BEFORE REGISTRATION

By creating a Registration Worksheet, you can have all of your desired courses ready for the day of registration!

You can check your holds under the My Profile tab! The Howdy Checklist also displays the steps that need to be taken to prepare for registration such as doing the Lab Safety Acknowledgement!

