

How to Make a Registration Worksheet

Step 1:

Click Registration in Howdy



Step 2:

Click Registration Worksheet

Howdy

[Student](#) • [Registration](#)

Registration

What would you like to do?

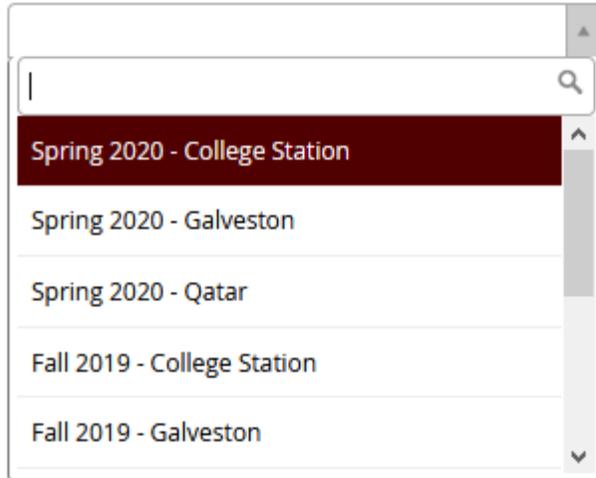
-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [Registration Worksheet](#)
Give yourself a head start by building your schedule for upcoming terms.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

How to Make a Registration Worksheet Continued

Step 3:

Select desired term

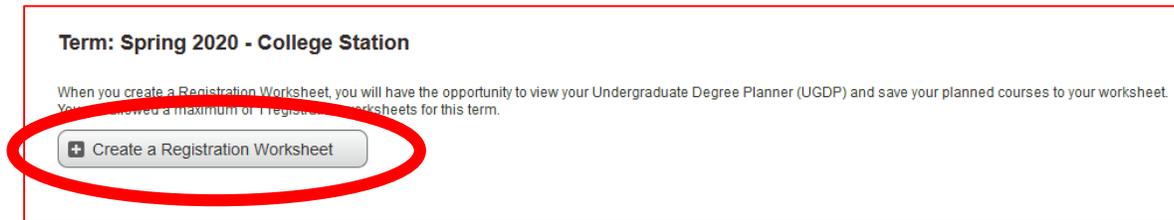
Terms Open for Registration Worksheet



A dropdown menu titled "Terms Open for Registration Worksheet" is shown. The menu is open, displaying a list of terms. The first option, "Spring 2020 - College Station", is highlighted with a dark red background. Other options include "Spring 2020 - Galveston", "Spring 2020 - Qatar", "Fall 2019 - College Station", and "Fall 2019 - Galveston". A search icon is visible in the top right corner of the dropdown.

Step 4:

Click Create a Registration Worksheet



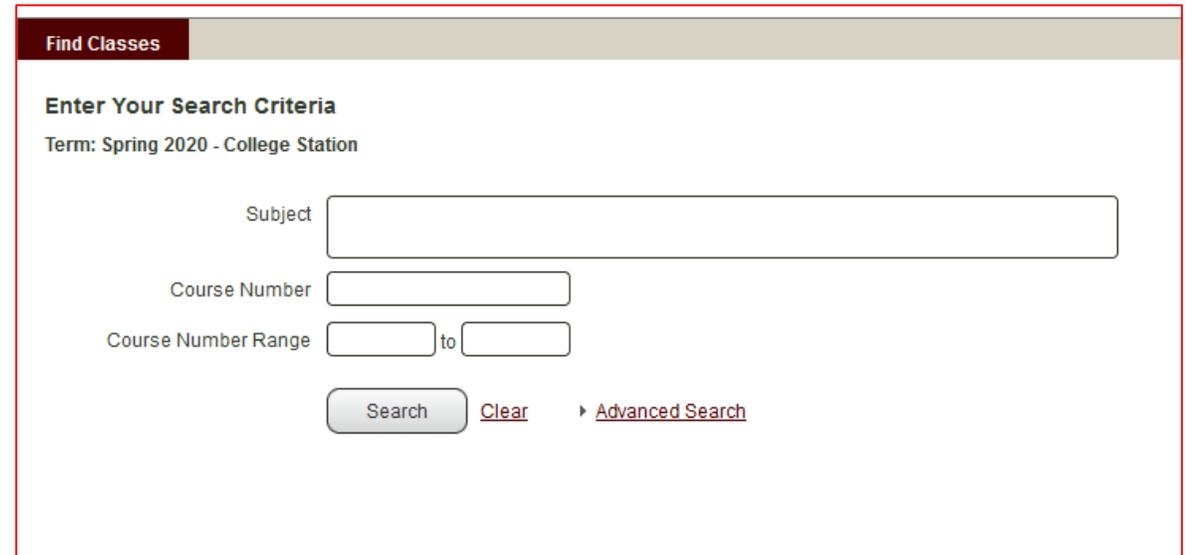
A screenshot of a web interface showing a section titled "Term: Spring 2020 - College Station". Below the title, there is a paragraph of text: "When you create a Registration Worksheet, you will have the opportunity to view your Undergraduate Degree Planner (UGDP) and save your planned courses to your worksheet. You are allowed a maximum of 1 Registration Worksheet for this term." Below this text is a button labeled "Create a Registration Worksheet" with a plus sign icon. The button is circled in red.

Step 5:

Search course subject and course number, as desired

Hint:

You can type in the Subject, but "tab" does not work. You must click the subject



A screenshot of a web interface titled "Find Classes". The page has a dark red header with the text "Find Classes". Below the header, there is a section titled "Enter Your Search Criteria" with the text "Term: Spring 2020 - College Station". There are three input fields: "Subject", "Course Number", and "Course Number Range" (with "to" between two boxes). Below the input fields are three buttons: "Search", "Clear", and "Advanced Search" (with a right-pointing arrow).

How to Make a Registration Worksheet Cont.

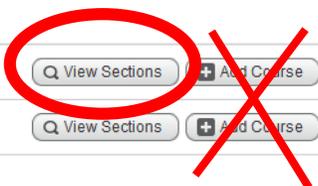
Step 6:
*Select View Sections
on desired course*

Hint:
Do NOT click Add Course

Find Classes

Search Results — 78 Courses
Term: Spring 2020 - College Station Subject: RPTS - Rec, Park & Tourism Sci Search Again

Title	Subject	Course Number	Hours	Description	
FOUND OF REC PARK & TOURSM	RPTS - Rec, Park & Tourism Sci	201	3	(PHED 1336) Foundations of Recreatio...	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>
PARK & TOUR OPERATIONS	RPTS - Rec, Park & Tourism Sci	209	3	Park and Tourism Operations. (2-2). Cr...	<input type="button" value="View Sections"/> <input type="button" value="Add Course"/>



How to Make a Registration Worksheet Cont.

Hint:

You may have to enlarge your screen to see all columns. You may even have to “zoom out.”

Find Classes

Catalog Search Results

Search Results — 3 Classes
Term: Spring 2020 - College Station Subject and Course Number: RPTS201 RPTS - Rec, Park & Tourism Sci

Title	CRN	Subject	Course	Section	Hours	Instructor	Attribute	Term Type	Meeting Times	Status	Instructional M	
FOUND OF REC PARK & TO... Lecture	11988	RPTS	201	500	3	Chad E. Nelson (Primary)	College Station NonTraditional Format Approved	STANDARD	S M T W T F S 04:10 PM - 05:25 PM Type: Lecture Building: KLCT Room: 117 Start Date: 01/13/2020 End Date: 05/05/2020	90 of 90 seats re... Actual: 0 Maximum: 90 Available: 90 Restriction!	Face-to-Face	Add
FOUND OF REC PARK & TO... Lecture	16822	RPTS	201	700	3	Kelly T. Kyle (Primary)	Distance Education NonTraditional Format Approved	STANDARD	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 01/13/2020 End Date: 05/05/2020	59 of 59 seats re... Actual: 0 Maximum: 59 Available: 59 Restriction!	Web Based	Add
FOUND OF REC PARK & TO... Lecture	17807	RPTS	201	701	3		Distance Education NonTraditional Format Approved	MINI-MESTER	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 12/23/2019 End Date: 01/10/2020	15 of 15 seats re... Actual: 0 Maximum: 15 Available: 15 Restriction!	Web Based	Add

Page 1 of 1 | 10 Per Page

Records: 3

Hint:

You may have to click to the next page to see the rest of the sections.

How to Make a Registration Worksheet Cont.

Step 7:

Click on the course title

The screenshot displays a course catalog interface. On the left, a search results table lists three courses. The first course, 'FOUND OF REC PARK & TO... Lecture', is circled in red. A red arrow points from this circle to a detailed class information popup window on the right. The popup window, titled 'Class Details for FOUND OF REC PARK & TOURSM RPTS - Rec, Park & Tourism Sci 2...', provides comprehensive information about the selected course, including its term, CRN, associated term, campus, schedule type, instructional method, section number, subject, course number, title, credit hours, and grade mode. Below the popup, a table shows the status and instructional method for three different sections of the course, each with an 'Add' button.

Title	CRN	Subject	Course	Section
FOUND OF REC PARK & TO... Lecture	11988	RPTS	201	500
FOUND OF REC PARK & TO... Lecture	16822	RPTS	201	700
FOUND OF REC PARK & TO... Lecture	17807	RPTS	201	701

Class Details for FOUND OF REC PARK & TOURSM RPTS - Rec, Park & Tourism Sci 2...

Term: 202011 | CRN: 11988

Class Details

Course Evaluation

Bookstore Links

Course Description

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment

Corequisites

Prerequisites

Cross Listed Courses

Linked Sections

Section Fees

Catalog

Associated Term: Spring 2020 - College Station
CRN: 11988
Campus: College Station
Schedule Type: Lecture
Instructional Method: Traditional, Face-to-Face
Section Number: 500
Subject: RPTS - Rec, Park & Tourism Sci
Course Number: 201
Title: FOUND OF REC PARK & TOURSM
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Status	Instructional M
90 of 90 seats re... Actual: 0 Maximum: 90 Available: 90 Restriction!	Face-to-Face Add
59 of 59 seats re... Actual: 0 Maximum: 59 Available: 59 Restriction!	Web Based Add
15 of 15 seats re... Actual: 0 Maximum: 15 Available: 15 Restriction!	Web Based Add

Page 1 of 1 | 10 Per Page | Records: 3

How to Make a Registration Worksheet Cont.

Step 7:

Click Restrictions

Class Details for PLAN IMPL EVENTS & PROGS RPTS - Rec, Park & Tourism Sci 311 501

Term: 202011 | CRN: 16824

Class Details

Course Evaluation

Bookstore Links

Course Description

Syllabus

Attributes

Restrictions

Not all restrictions are applicable.

Cannot be enrolled in one of the following Colleges:
English Language Institute (EL)

Cannot be enrolled in one of the following Majors:
Recreation
Park & Tourism Sc (RPTS)

Meeting Times

Enrollment

Corequisites

Prerequisites

Cross Listed Courses

Linked Sections

Section Fees

Catalog

Close

Hint:

This will show you if you have to be in a certain major or not for that specific section.

Click on every section of every class to see for which you are eligible to register

Step 8:

*Once you know the restrictions,
Click close*

How to Make a Registration Worksheet Cont.

Step 7:

Click Add on the section you want

Find Classes

Catalog Search Results

Search Results — 3 Classes
Term: Spring 2020 - College Station Subject and Course Number: RPTS201 RPTS - Rec, Park & Tourism Sci

Title	CRN	Subject	Course	Section	Hours	Instructor	Attribute	Term Type	Meeting Times	Status	Instructional M	
FOUND OF REC PARK & TO... Lecture	11988	RPTS	201	500	3	Chad E. Nelson (Primary)	College Station NonTraditional Format Approved	STANDARD	S M T W T F S 04:10 PM - 05:25 PM Type: Lecture Building: KLCT Room: 117 Start Date: 01/13/2020 End Date: 05/05/2020	90 of 90 seats re... Actual: 0 Maximum: 90 Available: 90 Restriction!	Face-to-Face	
FOUND OF REC PARK & TO... Lecture	16822	RPTS	201	700	3	Kelly T. Kyle (Primary)	Distance Education NonTraditional Format Approved	STANDARD	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 01/13/2020 End Date: 05/05/2020	59 of 59 seats re... Actual: 0 Maximum: 59 Available: 59 Restriction!	Web Based	
FOUND OF REC PARK & TO... Lecture	17807	RPTS	201	701	3		Distance Education NonTraditional Format Approved	MINI-MESTER	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 12/23/2019 End Date: 01/10/2020	15 of 15 seats re... Actual: 0 Maximum: 15 Available: 15 Restriction!	Web Based	

Page 1 of 1 | 10 Per Page

Records: 3

How to Make a Registration Worksheet Cont.

Registration Worksheet

Find Classes

Catalog Search Results

Search Results — 3 Classes

Term: Spring 2020 - College Station Subject and Course Number: RPTS201 RPTS - Rec, Park & Tourism Sci

Title	CRN	Subject	Course	Section	Hours	Instructor	Attribute	Term Type	Meeting Times	Status	Instructional M
FOUND OF REC PARK & TO... Lecture	11988	RPTS	201	500	3	Chad E. Nelson (Primary)	College Station NonTraditional Format Approved	STANDARD	S M T W T F S 04:10 PM - 05:25 PM Type: Lecture Building: KLCT Room: 117 Start Date: 01/13/2020 End Date: 05/05/2020	90 of 90 seats re... Actual: 0 Maximum: 90 Available: 90 Restriction!	Face-to-Face Add
FOUND OF REC PARK & TO... Lecture	16822	RPTS	201	700	3	Kelly T. Kyle (Primary)	Distance Education NonTraditional Format Approved	STANDARD	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 01/13/2020 End Date: 05/05/2020	59 of 59 seats re... Actual: 0 Maximum: 59 Available: 59 Restriction!	Web Based Add

Schedule Schedule Details

Class Schedule for Spring 2020 - College Station [Show all buildings on map](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule	Note	Status	Action
3pm								FOUND OF REC PARK & T...	RPTS 201, 500	3	11988	Lecture		Pending	Add
4pm		RPTS-201-500		RPTS-201-500											
5pm															
6pm															
7pm															
8pm															

Total Registration Worksheet Hours: 0

Save Registration Worksheet

Hint:

You may have to scroll on the schedule to see the class.

Step 8:

Click Save Registration Worksheet

Hint:

Courses will appear "pending" until you click save

How to Make a Registration Worksheet Cont.

Step 9:

Click *Catalog Search Results* to find your next course. It will bring you back to your previous page.

Registration Worksheet

Find Classes

Catalog Search Results Search Results — 3 Classes
Term: Spring 2020 - College Station Subject and Course Number: RPTS201 RPTS - Rec, Park & Tourism Sci

Title	CRN	Subject	Course	Section	Hours	Instructor	Attribute	Term Type	Meeting Times	Status	Instructional M	
FOUND OF REC PARK & TO... Lecture	11988	RPTS	201	500	3	Chad E. Nelson (Primary)	College Station NonTraditional Format Approved	STANDARD	S M T W T F S 04:10 PM - 05:25 PM Type: Lecture Building: KLCT Room: 117 Start Date: 01/13/2020 End Date: 05/05/2020	90 of 90 seats re... Actual: 0 Maximum: 90 Available: 90 Restriction!	Face-to-Face	Add
FOUND OF REC PARK & TO... Lecture	16822	RPTS	201	700	3	Kelly T. Kyle (Primary)	Distance Education NonTraditional Format Approved	STANDARD	S M T W T F S - Type: Lecture Building: None Room: None Start Date: 01/13/2020 End Date: 05/05/2020	59 of 59 seats re... Actual: 0 Maximum: 59 Available: 59 Restriction!	Web Based	Add

Schedule

Schedule Details

Class Schedule for Spring 2020 - College Station [Show all buildings on map](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3pm							
4pm		RPTS-201-500		RPTS-201-500			
5pm							
6pm							
7pm							
8pm							

Spring 2020 - College Station

Title	Details	Hours	CRN	Schedule	Note	Status	Action
FOUND OF REC PARK & T...	RPTS 201, 500	3	11988	Lecture	+	Pending	Add

Total Registration Worksheet Hours: 0

Panels

Save Registration Worksheet

How to Make a Registration Worksheet Cont.

Step 9:

Click Search Again to find your next course.

Registration Worksheet

Find Classes

Search Results — 1 Courses
Term: Spring 2020 - College Station Subject: RPTS - Rec, Park & Tourism Sci Course Number: 201

Search Again

Title	Subject	Course Number	Hours	Description	
FOUND OF REC PARK & TOURSM	RPTS - Rec, Park & Tourism Sci	201	3	(PHED 1336) Foundations of Recreatio...	View Sections Add Course

Page 1 of 1 | 10 Per Page Records: 1

Schedule | Schedule Details

Class Schedule for Spring 2020 - College Station [Show all buildings on map](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3pm							
4pm		RPTS-201-500		RPTS-201-500			
5pm							
6pm							
7pm							
8pm							

Spring 2020 - College Station

Title	Details	Hours	CRN	Schedule	Note	Status	Action
FOUND OF REC PARK & T...	RPTS 201, 500	3	11988	Lecture		Pending	Add

Total Registration Worksheet Hours: 0

Save Registration Worksheet

How to Make a Registration Worksheet Cont.

Step 10:

Go back through Steps 5 – 8, until you have saved all desired classes to your worksheet.

Hint:

You can add backup classes to your worksheet too, if desired

Registration Worksheet

Find Classes

Enter Your Search Criteria

Term: Spring 2020 - College Station

Subject

Course Number

Course Number Range to

Search

Clear

▶ [Advanced Search](#)

Schedule | Schedule Details

Class Schedule for Spring 2020 - College Station [Show all buildings on map](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3pm							
4pm		RPTS-201-500		RPTS-201-500			
5pm							
6pm							
7pm							
8pm							

Spring 2020 - College Station

Title	Details	Hours	CRN	Schedule	Note	Status	Action
FOUND OF REC PARK & T...	RPTS 201, 500	3	11988	Lecture	+	Pending	Add

Total Registration Worksheet Hours: 0

Save Registration Worksheet

How to Make a Registration Worksheet Cont.

Step 11:

Check your classes on the left to see if there are any time conflicts.

Check that your classes on the right are all "planned"

Hint:

You can add backup classes to your worksheet too, if desired

The screenshot displays a registration worksheet for Fall 2019 at College Station. On the left is a class schedule grid with columns for days of the week and rows for time slots (11am, 12pm, 1pm, 2pm, 3pm). Classes are represented by colored blocks: purple for BIOL-1 and SOCI-20, green for HIST-106-501, and pink for THAR-201-502. On the right is a table of class details. The table has columns for Title, Details, Hours, CRN, Schedule, Note, Status, and Action. The Status column shows 'Planned' for all listed classes. A 'Save Registration Worksheet' button is at the bottom right.

Title	Details	Hou	CRN	Schedul	Note	Status	Action
HISTORY OF THE U S	HIST 106, 501	3	11497	Lecture	+	Planned	None
HNR-INTRODUCTOR...	BIOL 111, 204	4	33018	Lecture...	+	Planned	None
INTRO TO SOCIOLOGY	SOCI 205, 503	3	12661	Lecture	+	Planned	None
INTRO TO WORLD T...	THAR 201, ...	3	27480	Lecture	+	Planned	None

If sections were saved to the student worksheet these sections' graphic representation will be changed from lined yellow boxes to varied solid colors.

Reminder, the Registration Worksheet will not check for time conflicts or if the student meets any registration prerequisites/attribute requirements.

The status of the sections (or courses) will change from 'Pending' to 'Planned'