Step 1: *Click Registration in Howdy*



Step 2: Click Register For Classes



Step A: *Clear out your Action Items*

- Before a student is allowed to register in any course or for certain courses, they are required to complete certain actions in Howdy.
- These requirements are now housed as action items in the Action Item Processing area of Howdy.
- When students attempt to register for a course and have not yet completed a related action item requirement, they will be directed to the Action Item Processing page.
- To view details about the individual action items, students should click on them separately to read the requirements.

Hint:

You may not have any Action Items. □ If you don't, it will skip you straight to Step 3

Howdy	🗱 🚺 Maggie Ag	gie
Action Item Processing		
Action Item Processing		^
Welcome You have the following items that require your attention.		-
Requirements for Registration	Requirements for Registration Below you will see one or more items requiring you to take specific action(s) in order to below you will see one or more items requiring you to take specific action(s) in order to	
Instructions	Please click on the action to obtain additional details.	
End Date:05/30/2999 Terms of Use Pending	39 v	
Please click on the 'Terms of Use' label above to view an d read the Terms of Use displayed to the right and click "I AGREE" to register for classes.		
End Date:05/30/2999 Distance Education Location Update Pending		
Please click on the 'Distance Education Location Update' label above and provide your location information on the ri ght side of the page.		
End Date:05/30/2999	59	
Certain sections require that a Lab Safety Acknowledgm ent be submitted before registration.	·	~

Step B:

Click each Action Item to pull up its' details on the right

- In the left column, the assorted action items will be listed.
- In the right column, details about the selected action item will be displayed
 - which includes an action students must act upon before the action item will be considered completed.
- In the screen shot here, the student needs to agree to the Registration Terms of Use before their will be allowed to proceed with registration.
 - Here the student needs to click on the "I AGREE" button after reading the terms of use text.

Howdy Ŧ ÷. Maggie Aggi (💶) Action Item Processing Action Item Processing Welcome You have the following items that require your attention. **Requirements for Registration** Terms of Use 0 of 3 **College Station and Galveston Campus Terms of** Instructions Use: By registering for classes at Texas A&M University (the University), I End Date:05/30/2999 hereby agree to the University's terms and policies governing enrollment as published on the University Student Rules and other University web Terms of Use Pending pages pertaining to registration; including but not limited to the following: Please click on the 'Terms of Use' label above to view an d read the Terms of Use displayed to the right and click "I · I accept full responsibility to pay all tuition, fees and other AGREE" to register for classes. associated costs assessed as a result of my registration and/or receipt of services on or before their due date. End Date:05/30/2999 · I understand and agree that if I fail to pay my student account bill or any monies due and owing Texas A&M University by the Distance Education Location Pending Update scheduled due date, Texas A&M University will assess late payment and/or late registration charges Please click on the 'Distance Education Location Update' label above and provide your location information on the ri I understand that I must drop my classes in Howdy before the first End Date:05/30/2999 AGREE Lab Safety Agreement Pending Certain sections require that a Lab Safety Acknowledgm ent be submitted before registration.

- Once the action item has been completed, students should see a green alert in the top right hand side of their windows indicating successful completion with a request to click on the red "here" text to return to the Registration module.
 - Students should click on the text in the alert in order to proceed properly with registering for classes.



- In the left column, the assorted action items will be listed.
- In the right column, details about the selected action item will be displayed
 - including an action students must act upon before the action item will be considered completed.
- In the screen shot here, the student needs to agree to the update the distance education state and country before she will be allowed to proceed with registration.
 - Here the student needs to select the appropriate state and country from the drop down menus and click on the "Save Selections" button afterward.

: Howdy	🔅 💽 Maggie Aggie
Action Item Processing	
Action Item Processing	
Welcome You have the following items that require your attention.	
Requirements for Registration 0 of 2	The location selected below should indicate where you intend to physically reside for the semester. Any student registering for a distance education course must indicate their location to ensure correct billing and comply with other state and federal rules.
Instructions	 700-level Section Numbers Distance education differential tuition is charged, and is charged to all enrolled students regardless of whether the student is a distance education student or an on-campus student.
End Date:05/30/2999 Distance Education Location Update Pending	On-campus service fees are waived. 590-599 or 690-699 Section Numbers
Please click on the 'Distance Education Location Update' label abov e and provide your location information on the right side of the page.	 Intended for on-campus students. Tuition and fee assessment is consistent with traditionally delivered on-campus courses. On-campus service fees are charged regardless of physical location
End Date:05/30/2999 Lab Safety Agreement Pending	Distance Education Differential futtion. The rate to be charged for distance education courses will range from a minimum of \$40 per semester credit hour to a maximum of \$550 per semester credit hour. Each academic department will have an individual rate that will be approved annually by the President of Texas A&M University.
Certain sections require that a Lab Safety Acknowledgment be sub mitted before registration. Please click on "Lab Safety Acknowledgment" label above to view and read the agreement. You must click "Accept Laboratory Safety Acknowledgment" in order t o register these specific sections.	https://sbs.tamu.edu/accounts-billing/tuition-fees/schedule/#DIST_ED_DIFF Special Fee Notification. If enrolling in distance education courses, you may be required to pay additional fees for online exam proctoring services. Please refer to section notes, accessible by following CRN links in the schedule of classes for more information.
	Select Distance Education State and Country Select a State Texas Select a Country United States

Step 3: *Click Registration Worksheet*

:: Howdy	🗱 💽 Maggie Aggie
Student Registration Select a Term Register for Classes	
Register for Classes	
Find Classes Enter CRNs Registration Worksheet Schedule and Options Enter Your Search Criteria Image: Comparison of the second se	
Subject Course Number Course Number Range Open Sections Only Search Clear Advanced Search	

Hint:

You can click "Enter CRN's" if you did not create a worksheet or if you do not want to use your worksheet

Step 4: View your saved worksheet

Students may expand or collapse Registration	Regis Term: Fa	ter from a registr Il 2019 - College Station	ration worl	ksheet									^
vorksheets by clicking on ne worksheet name next	- 🖻	Fall 2019 - College Sta	tion								Created by: You	🖌 🖬 Ad	d All
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Registration worksheet	HNR-IN	ITRODUCTORY BIO	BIOL 111, 20)4 4	3301	B Lecture and	Kathry Kathry	rn Ryan (Primary) rn Ryan	Letter Grade		Q View Sections	+ Add	
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	🕮 Schedu	le 📕 Schedule D	etails					Summary					
	Class Sched	iule for Fall 2019 - Colle	ge Station <u>Sh</u>	how all buildin	qs on map								
		Sunday Monday	Tuesday	Wednesday	Thursday	Friday Sature	iay 🛛	No registered or pen	ding classes.				
	/am						î.						
	8am												
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	9am												
								Total I in a life of the					

Hint: RPTS Advisors are not creating worksheets for students

Step 5:

Click "Add All" to add all of your planned courses to your worksheet

🗸 🗖 🛛 Fall 2019 - College S	tation							Created by: You
Title	Details	Hours	CRN	Schedule Typ	Instructor	Grade Mode	Note	Add All
INTRO TO WORLD THEATRE	THAR 201, 502	3	27480	Lecture	Anne Quackenbush A	Letter Grade		Q View Sections Add
INTRO TO SOCIOLOGY	SOCI 205, 503	3	12661	Lecture	Timothy Woods (Primary)	Letter Grade		Q View Sections Add
HNR-INTRODUCTORY BIO	BIOL 111, 204	4	33018	Lecture and	Kathryn Ryan (Primary) Kathryn Ryan	Letter Grade		Q View Sections Add
HISTORY OF THE U S	HIST 106, 501	3	11497	Lecture	Damon Bach (Primary)	Letter Grade		Q View Sections
WRITING ABOUT LITERATU	ENGL 203	3						Q View Sections
								Records
 Advisor Recommend 	ed						Cre	ated by: <u>Melanie Ann Monroe</u> (Advisor) 🥑
Schedule II Schedule	Details				E Summary			
ss Schedule for Fall 2019 - Co	llege Station <u>Show a</u>	all buildings or	<u>1 map</u> rsdav F	riday Saturda	No registered or per	nding classes.		
	Tuesuay weu	nesuay mu	i sudy i	nuay Saturua	7			

Hint:

You can choose to click "add all" or you can click "add" on individual classes, if you had backup classes ready.

Step 6:

Notice that your planned courses have now popped down to the summary on the bottom right.

They have turned back into "pending"

Re Ter	egis rm: Fa	ter fron all 2019 - C	n a registra college Station	ation wor	ksheet											
	Ē	Fall 2019	- College Stati	ion										Created	l by: You 🏼 🚽	Add All
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12	pm									HISTORY OF THE	HIST 106,	3	11497	Lecture	Pending	**Web Registere
1	pm									HNR-INTRODUCT	BIOL 111,	4	33018	Lectur	Pending	**Web Registere
2	pm		HIST-106-501		HIST-106-501			HST-106-501	-	INTRO TO SOCIOL	SOCI 205,	3	12661	Lecture	Pending	**Web Registere
31	nm		THAR-201-502	<u>BIOL-111-204</u>	THAR-201-50			TH4R-201-502		INTRO TO WORLD	THAR 201,	3	27480	Lecture	Pending	**Web Registere
5	pin				(1111)		2			<						
4	pm		MATH 141-502		MATH-141-50					Total Hours Registered	: 0 Billing: 0 Mi	n: 0 M	ax: 999,99	9.999		

Step 7: *Click submit to register for those sections*

Regis	ster from	a registra	ation wor	ksheet	et Sc	nedule and	a Options							^
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			<u>BIOL-111-204</u>					INTRO TO WORLD	. THAR 201,	3	27480	Lecture	Pending	**Web Registered
3pm		THAR-201-502		THAR-201-502		THAR-20	1-302	<						
4pm		MATH-141-502		MATH-141-500				Total Hours Registere	d: 0 Billing: 0 Mir	n: 0 Ma	ax: 999,99	9.999		

Step 8:

Confirm that your desired classes are now showing green "Registered"

