How to Make a Registration Worksheet

Step 1:
*Click Registration in Howdy*

Step 2:
*Click Registration Worksheet*
How to Make a Registration Worksheet Continued

Step 3:
Select desired term

Step 4:
Click Create a Registration Worksheet

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
How to Make a Registration Worksheet Cont.

Step 6: Select View Sections on desired course

Hint: Do NOT click 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.”

<table>
<thead>
<tr>
<th>Title</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Hours</th>
<th>Instructor</th>
<th>Attribute</th>
<th>Term Type</th>
<th>Meeting Times</th>
<th>Status</th>
<th>Instructional M</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOUND OF REC PARK &amp; TO</td>
<td>11908</td>
<td>RPTS</td>
<td>201</td>
<td>500</td>
<td>3</td>
<td>Chad E. Henion (Primary)</td>
<td>College Station</td>
<td>STANDARD</td>
<td>M T W F S 6:45 PM - 9:45 PM</td>
<td>60 of 80 seats re.</td>
<td>Face-to-Face</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NonTraditional Format Approved</td>
<td></td>
<td>M T W F S 6:45 PM - 9:45 PM</td>
<td>60 of 80 seats re.</td>
<td>Face-to-Face</td>
<td></td>
</tr>
<tr>
<td>FOUND OF REC PARK &amp; TO</td>
<td>16822</td>
<td>RPTS</td>
<td>201</td>
<td>700</td>
<td>3</td>
<td>Keith T. Kelly (Primary)</td>
<td>Distance Education</td>
<td>STANDARD</td>
<td>M W T F S 6:10 PM - 8:40 PM</td>
<td>59 of 59 seats re.</td>
<td>Web Based</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NonTraditional Format Approved</td>
<td></td>
<td>M W T F S 6:10 PM - 8:40 PM</td>
<td>59 of 59 seats re.</td>
<td>Web Based</td>
<td></td>
</tr>
<tr>
<td>FOUND OF REC PARK &amp; TO</td>
<td>17807</td>
<td>RPTS</td>
<td>201</td>
<td>701</td>
<td>3</td>
<td></td>
<td>Distance Education</td>
<td>MINI-MESTER</td>
<td>M W T F S 6:15 PM - 9:15 PM</td>
<td>15 of 15 seats re.</td>
<td>Web Based</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NonTraditional Format Approved</td>
<td></td>
<td>M W T F S 6:15 PM - 9:15 PM</td>
<td>15 of 15 seats re.</td>
<td>Web Based</td>
<td></td>
</tr>
</tbody>
</table>

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*
How to Make a Registration Worksheet Cont.

Step 7:
Click Restrictions

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.
Step 7:
Click Add on the section you want
How to Make a Registration Worksheet Cont.

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
Step 9: 
*Click Catalog Search Results to find your next course. It will bring you back to your previous page.*
How to Make a Registration Worksheet Cont.

Step 9:
*Click Search Again to find your next course.*
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.
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

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