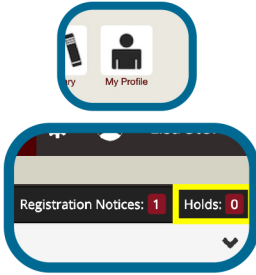


Getting Registered



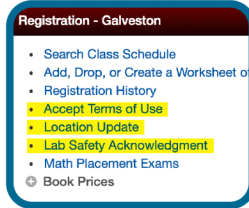
1

Take care of any holds
Howdy > My Profile > Holds



2

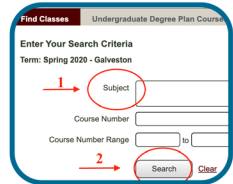
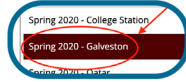
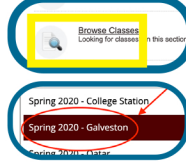
Complete pre-registration steps
Howdy > My Record > Registration - Galveston > Accept Terms of Use, Location Update, & Lab Safety Acknowledgment



3

Find courses
Howdy > Registration > Browse Classes

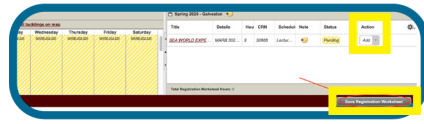
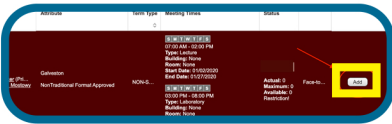
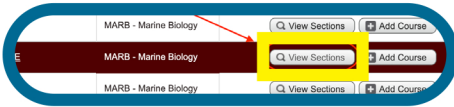
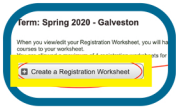
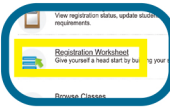
1. Select the term
2. Search courses



4

Create a Registration Worksheet
Howdy > Registration > Register Worksheet

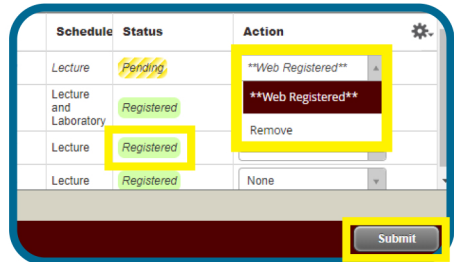
1. Select the desired section of the course
2. Add it and save your worksheet



5

Register for your courses

1. Select "Web Registered" in the Action column for each course
2. Click submit and ensure the Status changes to "Registered"



Changing Your Schedule



1

View your current registration

Howdy > Registration > Register for Classes

Registration

status, update student term data, and complete pre-registration



Register for Classes

Search and register for your classes. You can also view and manage your schedule.

2

Drop any courses you don't want

1. Select 'Drop/Delete from Web' in the Action column
2. Click Submit

	Details	Hour	CRN	Schedule	Status	Action
INTERWAYS	MARA 402, 401	3	30061	Lecture	Registered	None Drop/Delete from Web
POLICY	MARA 435, 401	3	30186	Lecture	Registered	None
	MKTG 321, 401	3	30124	Lecture	Registered	None
SCMT	SCMT 364, 401	3	30227	Lecture	Registered	None

Registered: 15 | Billing: 15 | Min: 0 | Max: 19

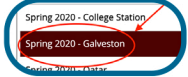
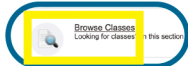
Submit

3

Find courses

Howdy > Registration > Browse Classes

1. Select the term
2. Search courses by subject



Enter Your Search Criteria
Term: Spring 2020 - Galveston

1. Subject

Course Number

Course Number Range

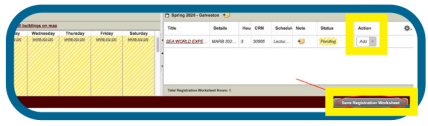
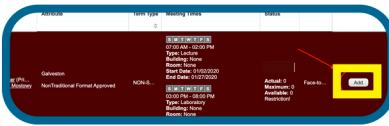
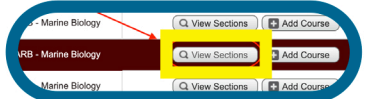
2. Search

4

Create a Registration Worksheet

Howdy > Registration > Registration Worksheet

1. Select desired section of the course
2. Add it and save your worksheet



5

Register for your courses

1. Select "Web Registered" in the Action column for each course
2. Click submit and ensure the Status changes to "Registered"

	Schedule	Status	Action
Lecture		Pending	**Web Registered**
Lecture and Laboratory		Registered	**Web Registered**
Lecture		Registered	Remove
Lecture		Registered	None

Submit