Degree Planner Instructions

1. Log onto HOWDY (howdy.tamu.edu) using your Net ID and password.
2. Click on the My Record tab.
3. Locate the box titled Undergraduate Degree Planner and click on the link labeled Undergraduate Degree Planner.
   a. We recommend you open the Undergraduate Degree Planner Guide (PDF) so you can reference it in case you need help.
4. Using the drop down box, select your intended major. If you major has a BA or a BS option, make sure you pick the correct one as there will be differences in coursework needed to graduate. Click the Continue to Degree Plan button.
5. Check and make sure the major you want is the major listed in the First Major box. If correct, click Generate Request. If incorrect, click the back arrow to go back to the previous page and repeat step 4.
6. You should now be in your Degree Planner. If not already on the Edit Plan tab, please click on it.
7. To add a class, click on the Add New Courses to Degree Plan button and the course add box will appear.
   a. If you have pop-up blocker enabled, please allow an exception from this website.
   b. Use the first drop down box to locate the subject for your course. Ex: MATH
   c. Use the second box to type the course number. EX: 141
   d. Use the third box to designate the term/semester you plan on taking the course. EX: Fall 2014
   e. If this course is going to be taken outside of TAMU, please check the Transfer box.
   f. If you plan on taking this course as an Honors course, please check the Honors box.
8. Repeat step 7 for all remaining courses.
   Note: If a section says “must select with an advisor,” you do not need to plan courses for this requirement at this time. Once you have been accepted to your degree granting major, your new advisor will help you complete this section.
9. When you are ready to add the courses to your planner, click on the Save Courses to Degree Plan button.
10. Click on the Degree Evaluation tab. The screen will darken because the system is updating this page with the new courses you added.
11. You will notice several sections with plus (+) signs next to them. These sections will tell what courses you need to take to earn your degree. If the courses you added satisfy a requirement, they will appear in the appropriate section. Go through and check to see where your courses added.
   Note: Courses may not appear where you expect them to appear because some courses can satisfy one of several requirements. The system typically puts a course in the first slot it can occupy.
   Note: The progress bars have different colors; here is what the colors mean:
   Red = Not planned    Yellow = Planned    Green = Complete, or currently taking.
12. Before submitting your degree planner, make sure you check course order by going to the PreReq Check tab. This tab will let you know if there are any courses that have a PreReq you have not planned or have planned out of order. To make the necessary changes, go to the Edit Plan tab and add/move courses to the appropriate semester.
13. To SUBMIT your planner, go to the bottom of the Degree Evaluation tab. There you will see the submit button/link and comment box where you can inform an advisor of any issues you may have incurred. Click the Submit button/link.
   a. Submit for Advisor Approval = an advisor must review your plan before it can be approved.
   b. Submit for Self Approval = your plan is 100% complete and correct and an advisor does not need to approve it.

Please be aware that the Registrar will place a hold on your registration if your plan has not been submitted and approved by October of your sophomore year. Current as of 5/13/2014