

A GUIDE TO COMPLETING YOUR DEGREE PLANNER

OBJECTIVE

Use the Degree Planner Worksheet to generate a list of classes needed each semester to meet graduation requirements and then enter each class from the list into the TAMU Degree Planner on your Howdy portal. Following the instructions below will allow your Degree Planner to get approved by an advisor as quickly as possible.

MATERIALS NEEDED

Access to your Howdy portal
Degree Planner Worksheet (digital or paper copy)
TAMU Degree Evaluation (digital or paper copy)
TAMU Course Catalog (catalog.tamu.edu)
TAMU Core Curriculum (core.tamu.edu)
Printer and writing instruments (if using paper copies)

TIME COMMITMENT

Usually 45-60 minutes, but you may work on this in shorter increments over time.

Step 1: Download or print a Degree Planner Worksheet

- Visit the TAMU Psychology website: <https://liberalarts.tamu.edu/psychology/>
 - Go to the Undergraduate tab and click on Forms and Applications
- Select the Degree Planner Worksheet that corresponds to your degree type (BA-PSYC, BS-PSYC, BS-NRSC (BCN track)).
 - Digital copy – use the PDF version
 - Paper copy – use the Excel version

Step 2: Generate your TAMU Degree Evaluation

- Open a new tab and login to howdy.tamu.edu
- Click on the [My Record](#) tab
- Click on [View Degree Evaluation](#)
- Select the current term and then click [submit](#)
- Select [Generate New Evaluation](#) at the bottom of the page and then click [submit](#)
- Select your degree program and then click [Generate Request](#)
- Click on [Detail Requirements](#) and click [submit](#)

Step 3: Add completed and in-progress credits to your Degree Planner Worksheet

The worksheet was designed to match your degree evaluation, so please pay attention to the “Rule” section of each degree area while filling out your worksheet.

- Add all of your completed and in-progress coursework from your evaluation to page 1 of your worksheet in the corresponding sections.
 - For example, ENGL 104 fulfills Rule A in the Communication area, so it should be listed in the Rule A box on the worksheet under Communication.
- If you have credit for coursework that has not been reported to TAMU, please include it on your planner as if it is currently applying toward your degree.

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Step 4: Add credits you wish to take to your Degree Planner Worksheet

- Take a look at the credits you have left in each section of your worksheet to complete your degree.
- Use the course options listed in red on your Degree Evaluation or the TAMU Core Curriculum to select classes and fulfill all remaining boxes.
 - For example, if you need 3 more hours of Social and Behavioral Science credit, please go to core.tamu.edu, click on the [Social and Behavioral Sciences](#) tab, and then select any class from the list that interests you to add to your last Social and Behavioral Sciences box.
 - You can view a description of each course in the TAMU Course Catalog by going to catalog.tamu.edu, clicking on [Undergraduate Catalog](#), and then [Course Descriptions](#).
 - Make sure that you check prerequisites and restrictions for EVERY class before adding it to your worksheet. This info can also be found under [Course Descriptions](#) in the [TAMU Course Catalog](#).
 - It can be helpful to color code or highlight your planned courses in preparation for Step 5.
- Work through each section of the worksheet until all of the boxes are filled out.

Step 5: Assign planned courses to future semesters

- Starting with your Major Coursework area on page 1 of your worksheet, list each planned course under the semester in which you would like to take it on page 2 of the worksheet.
- Work through each area of your worksheet until all of your planned classes have been assigned to a semester.

Step 6: Check your work

- If you are taking a sequence of courses, make sure you have planned to take them in the correct order.
- Make sure that you have planned to take at least 36 hours of 300-/400-level courses at TAMU to meet your residency requirement.
- Contact an advisor for approval if you plan to use transfer credit toward your degree.

Step 7: Add your planned courses to your TAMU Degree Planner

- Open a new tab and login to howdy.tamu.edu
- Click on the [My Record](#) tab
- Click on [Undergraduate Degree Planner](#)
- Make sure that your degree program is selected and click [Continue to Degree Plan](#)
- Select your major and click [Generate Request](#)
- Navigate to the [Edit Plan](#) tab and click the button that says [Add New Courses to Degree Plan](#)

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- A box will appear and you will enter each planned course from page 2 of your Degree Planner Worksheet individually.
 - You may add some or all of your classes at this time.
 - Make sure to pay attention to the semester in which you are listing each class.
- Once you are done entering your classes, click [Save Courses to Degree Plan](#).

Step 8: Prepare planner for submission

- Click on the [Degree Evaluation](#) tab within the planner and look for any areas that appear red.
 - Progress bars should be in green and/or yellow.
 - Red means that course requirements are missing and you need to add the appropriate coursework to your planner. Please revisit Step 7.
- If you see areas that are red and you do not understand why, please contact the advising office at psycadvising@tamu.edu.
- If all requirements say Met and your progress bars are green and/or yellow, then you may scroll to the bottom of the page and click [Submit Planner to Advisor for Approval](#).

FINAL NOTES

- You are not bound to the classes you select. You may amend your planner at any point.
- You are not guaranteed to get into your planned classes each semester.
- You will be notified via email once your planner is approved or declined.
- If your planner is declined, you will receive a message explaining why and what you need to do to fix it.
- Advisors must manually approve all planners that are submitted to the queue. Please be patient, as there are over 2000 undergraduates in the department.