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| **STEP BY STEP INSTRUCTIONS & DIFFERENCE BETWEEN THE TWO EVALUATIONS** | |
| **Degree Evaluation OUTSIDE of Planner**  **\*No planned courses** | **Degree Evaluation WITHIN Planner** |
| 1. Log into **Howdy** | 1. Log into **Howdy** |
| 1. Click on the ‘**My Record**’ tab | 1. Select ‘**Degree Planner**’ on the Howdy Dashboard |
| 1. Click on ‘**Degree Evaluation**’ | 1. Click on the circle next to ‘**Degree Plan for your Primary Program**’ then hit ‘**Continue to Degree Plan**’ at the bottom – this may take a few seconds |
| 1. Click ‘**View Degree Evaluation**’ | 1. Click on the ‘**Degree Evaluation**’ tab in the top center |
| 1. Select the current term of the semester you are in then hit ‘**Submit**’ |  |
| 1. Scroll to the bottom and select ‘**Generate New Evaluation**’ |  |
| 1. Click the circle next to ‘**Program, Degree, Major**’ |  |
| 1. Make sure that the term is still the same from step 5 |  |
| 1. Click ‘**Generate Request**’ at the bottom – this may take a few seconds |  |
| 1. Select the circle that says ‘**Detailed Requirements**’ and then hit ‘**Submit**’ |  |
| **Why is it important to look at the Degree Evaluation OUTSIDE of the Planner?**  \*This evaluation shows courses you have transferred in, brought in AP/IB, have taken at A&M or are currently taking at A&M. It does **NOT** show “planned” coursework. This degree evaluation must be complete in order to apply/clear for graduation. | **Why is it important to look at the Degree Evaluation INSIDE of the Planner?**  \*The is a “guide” that is required by Texas A&M for all students to complete each year. This helps students determine how many hours they will need to take each semester to graduate in their desired semester. These “planned” courses are **NOT** guaranteed. This planner is **NOT** set in stone and “planned” courses can always be changed. Once you register for courses each semester, you should always look at the **OUTSIDE** evaluation to make sure those courses are applying in the correct area. Advisors can **NOT** adjust “planned” courses. |

