1. In MySam and on the Registration Tab, and click “Add/Drop Classes – Register Here!”
2. Click “Register for Classes” to access the registration portal.

3. Click the dropdown and select the **Term** you wish to register for and then click **Continue**.
4. Begin typing the Subject of the course you wish to search (example: “ACCT” or “Accounting,” “ENGL” or “English,” etc.)
   - A dropdown list of results will pop up automatically as you begin typing. Click the appropriate subject from the dropdown list to select it.
   - Once the subject is selected, click “Search.”

![Image of the university's website interface for searching classes]

**Begin Typing the Subject That You Wish to Search**

![Image of the dropdown list of results]

**A dropdown of results will automatically appear as you begin to type**

![Image of selecting the appropriate subject from the dropdown]

**Click the appropriate subject from the dropdown to select it**

![Image of the search button being clicked]

**Once the subject has been selected, click “Search”**
5. Review the available sections and click “Add” next to the section you wish to register for.

6. The registration status will be “Pending” on the Summary panel in the lower-right corner. Click “Submit” to submit the registration.
7 (a) If registration errors occur, a pop-up notification will provide the specific error message that is preventing the registration, and the Registration Status updates to “Errors Preventing Registration” in red.

- A full list of error messages on our website will help you find the solution to the error you are encountering.

- You may also contact the Registrar’s Office at (936) 294-1040 (select option for Registration) or at registrar@shsu.edu for assistance and clarification on the error and possible solutions.
7 (b) If there were no registration errors, a green check mark will pop-up at the top of the screen and state “Save Successful.” The Registration Status will also update to “Registered” in green. The registration was submitted successfully and the course is added to your schedule!