

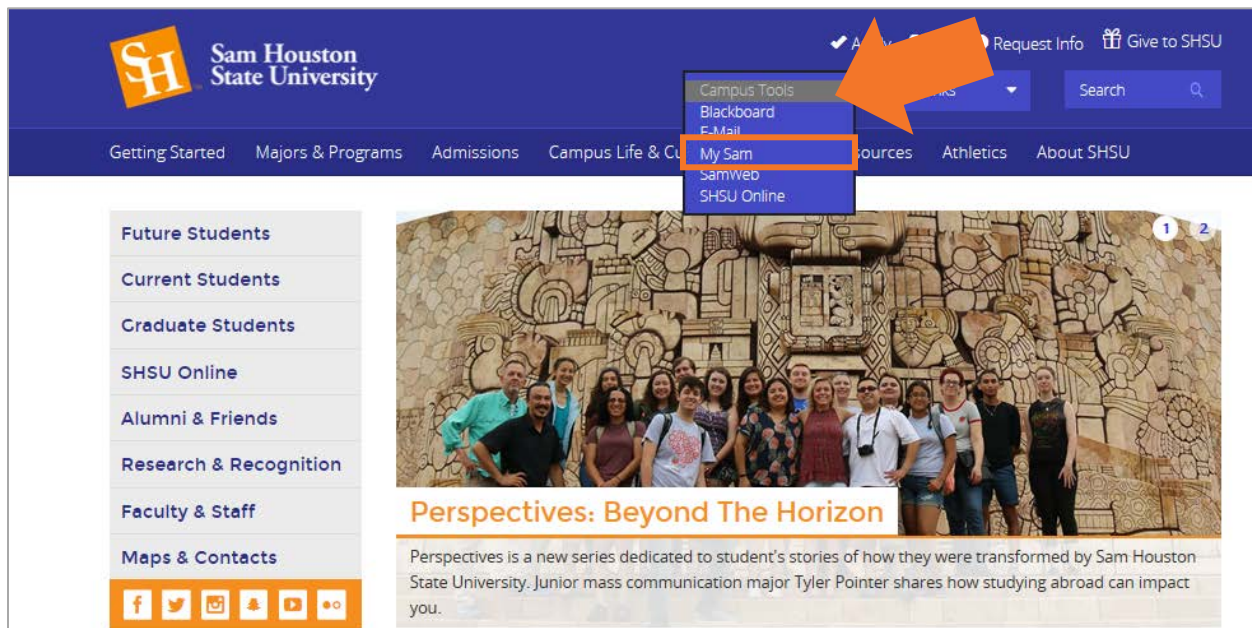


## HOW TO SEARCH FOR A CLASS (Browse Only)

### *Accepted / Current Students*

If you are interested in classes at Sam Houston State University, but have not yet [applied for admission](#) or do not have access to the MySam portal, then these steps will show you how to look up classes.

1. To Begin, go to the Sam Houston State University home page at [www.shsu.edu](http://www.shsu.edu).
2. At the top of the screen, click the **Campus Tools** dropdown and then select **MySam**.





3. Select the **Registration** tab and then select **"Add/Drop Classes – Register here!"**

The screenshot shows the MySam portal interface. On the left, a navigation sidebar has the 'Registration' link highlighted with an orange box. The main content area is divided into several sections:
 

- Registration Tab Overview:** Contains links for 'Bacterial Meningitis Vaccination Requirements' and 'Registration Dates'. It also includes text about meningitis vaccination requirements for SHSU students.
- Registration Toolbox:** Contains several links, with 'Add/Drop Classes – Register here!' highlighted by an orange box and an orange arrow pointing to it from the right.
- Registration Resources:** Includes a note to use registration tools or Banner Self-Service channels and a link to 'Term Guidelines'.
- Banner Self Service:** Contains a link to 'Banner Self-Service'.
- Registration Contacts:** Provides contact information for the Registrar's Office, including phone numbers (936-294-1111 or 936-294-1052), email (registrar@shsu.edu), and fax (936-294-1737).
- Advising:** Provides contact information for Undergraduates (Sam Center) and Graduate Students (Graduate Advisor).

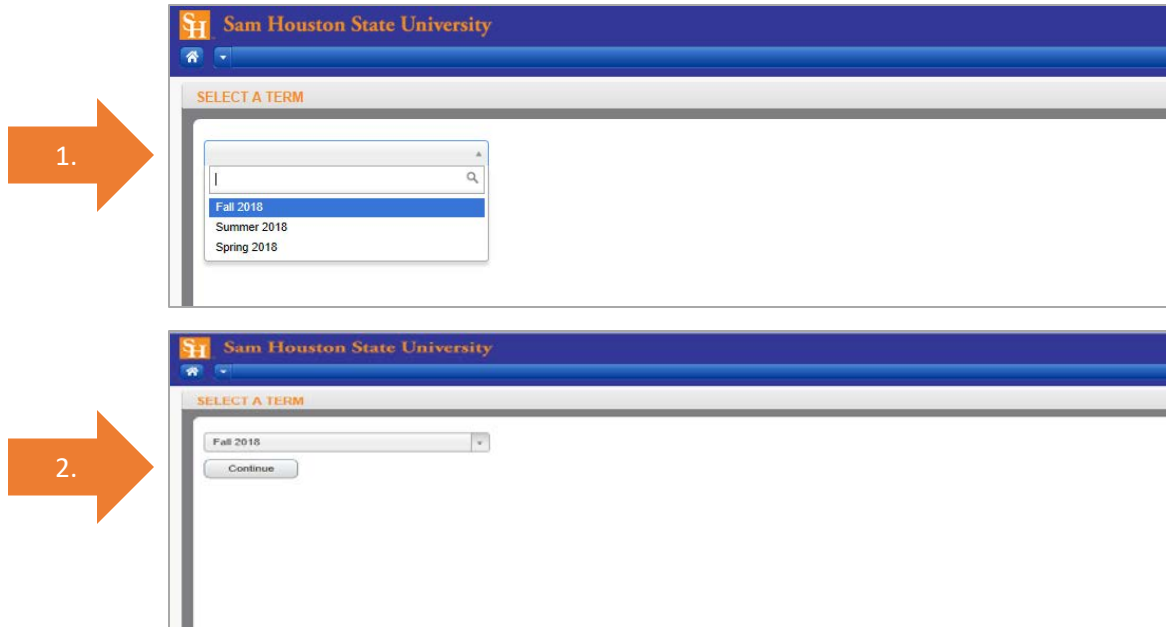
4. Select **Browse Classes**.

The screenshot shows the 'REGISTRATION' page on the MySam portal. It features a header 'What would you like to do?' followed by several interactive options:
 

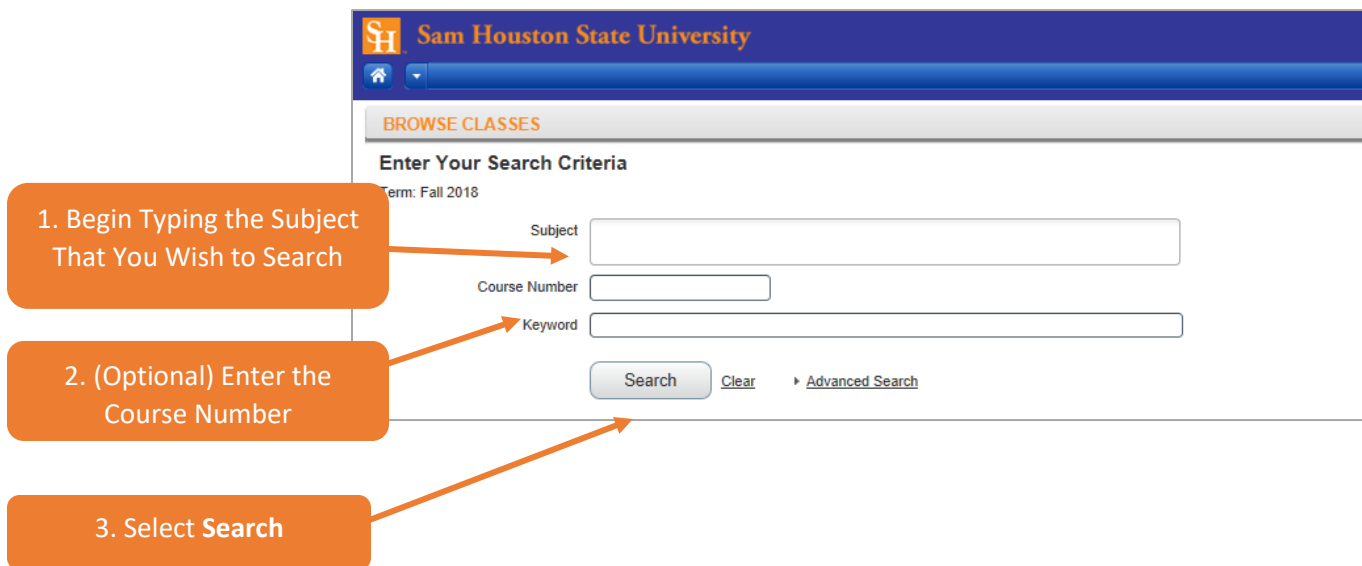
- Prepare for Registration:** View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes:** Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead:** Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes:** Looking for classes? In this section you can browse classes you find interesting. This option is highlighted with an orange box.
- View Registration Information:** View your past schedules and your ungraded classes.
- Browse Course Catalog:** Look up basic course information like subject, course and description.



5. Click the **Term dropdown** and select the term in which you wish to search, then **Continue.**



6. Under “Dynamic Schedule,” select the term pertaining to the courses you wish to search for and click “**Search.**”





A Dropdown of results will automatically appear as you begin to type

The screenshot shows the 'BROWSE CLASSES' section of the Sam Houston State University website. Under the heading 'Enter Your Search Criteria', the 'Term' is set to 'Fall 2018'. The 'Subject' field contains the text 'history'. A dropdown menu is open below the 'Subject' field, displaying 'History' as a selectable option. The 'Course Number' and 'Keyword' fields are empty. At the bottom, there are buttons for 'Search', 'Clear', and 'Advanced Search'.

Click the appropriate subject from the dropdown to select it

This screenshot is identical to the previous one, but a mouse cursor is positioned over the 'History' option in the dropdown menu, indicating the user is about to select it.

Once the subject has been selected, click "Search"

The screenshot shows the search interface after the 'History' option has been selected. The 'Subject' field now contains 'History' with a small 'x' icon to its left. The 'Course Number' and 'Keyword' fields remain empty. A mouse cursor is clicking on the 'Search' button.



- Review the search results which include course subject, course number, section number, CRN (Course Reference Number), Instructor, Meeting Time (hover for meeting location and date range), Location, and Seating Availability.

Click **Search Again** to search for a different course.

**BROWSE CLASSES**

Search Results — 104 Classes  
 Term: Fall 2018 Subject: History

Title	Subject Description	Course N°	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
United States History To 1... Online Lecture	History	1301	01	3	80473	Fall...	Cox, Thomas (Primary)	S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Online Lecture	History	1301	02	3	80480	Fall...		S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Online Lecture	History	1301	03	3	80488	Fall...		S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Online Lecture	History	1301	04	3	80490	Fall...		S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Online Lecture	History	1301	05	3	80492	Fall...		S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Online Lecture	History	1301	06	3	80494	Fall...		S M T W T F S - Building: ONLINE Room: Main	Main	30 of 30 seats...
United States History To 1... Lecture	History	1301	07	3	80495	Fall...		S M T W T F S 08:00 AM - 08:50 AM Buildir	Main	60 of 60 seats...
United States History To 1... Lecture	History	1301	08	3	80496	Fall...		S M T W T F S 08:00 AM - 08:50 AM Buildir	Main	40 of 40 seats...
United States History To 1... Lecture	History	1301	09	3	80497	Fall...		S M T W T F S 09:00 AM - 09:50 AM Buildir	Main	40 of 40 seats...
United States History To 1... Lecture	History	1301	10	3	80498	Fall...	Littlejohn, Jeffrey (Pri...	S M T W T F S 10:00 AM - 10:50 AM Buildir	Main	175 of 175 se...

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