



## HOW TO REGISTER (page 1 of 3)

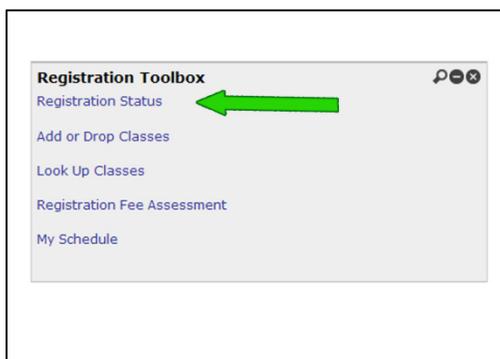


1. To begin, go to the Sam Houston home page at [www.shsu.edu](http://www.shsu.edu)
2. At the top of the screen, click the **My Sam** portal link.

*Note: If you have any trouble logging in, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).*

3. Once in the portal, click the **Registration tab**.

*Note: If you do not see the Registration Tab, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).*



4. In the **Registration Toolbox** channel, choose **Registration Status**.

5. Choose a term from the drop down list and then click the **Submit** button.

6. At the top of the Registration Status screen, you will see one of two messages:

- a. If you are eligible to register, you will see the message “You may register during the following times” and your registration date and time will be displayed.
- b. If you are unable to register, the message will read “You are not permitted to register at this time.”

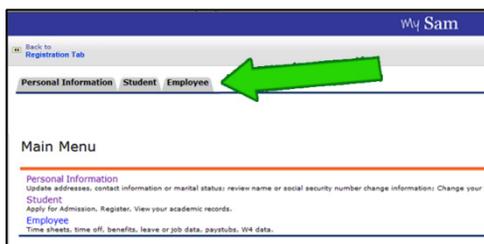


7. Any holds you may have that could keep you from being eligible to register will be listed on this screen. If you have a hold message, please click the **View Holds** link for more information. You can also view the [Registration Hold Messages](#) webpage.

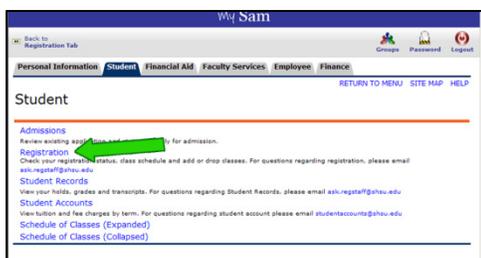
8. **Return to Menu** by clicking the link at the top right of the screen.

*Note: **Do Not hit the back button on your internet browser.** Hitting the back button too many times in the banner system can cause you to lose your changes and you could be locked out of the system for a brief time period.*





9. To proceed with registration, either click the **Student tab** at the top, or the **Student link** in the middle of the screen.



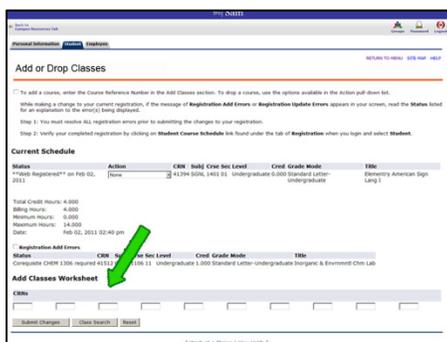
10. Choose the **Registration link**.

11. Choose **Add or Drop Classes**.



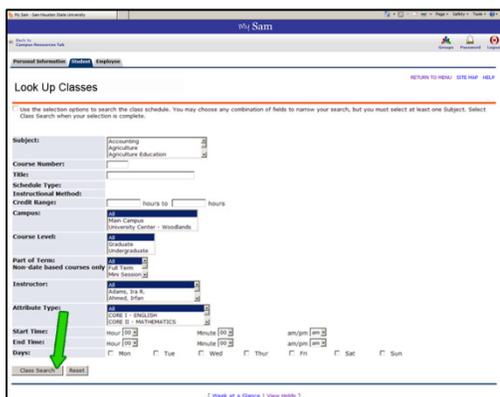
*Note: **DO NOT attempt to register through Look up Classes, selecting a class, and hitting the Register button. The Add or Drop Classes page will appear, but your class will not be added.***

12. Choose a term from the drop down list and then click the **Submit** button.



13. If you know the **CRN number(s)** for the course(s) you wish to register for, you may enter it (or them) in the field(s) provided on the Add or Drop Classes screen; otherwise, click the **Class Search** button

*Note: If you are required to take **developmental courses**, you must add those courses to your schedule **first** (before adding regular courses).*

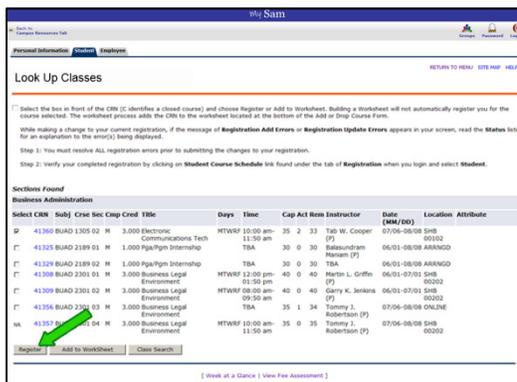


14. The Look Up Classes screen takes the place of the “Schedule of Classes” used by the previous system.

You can search for classes by a variety of criteria. The [Class Search Criteria](#) will give you a description of the criteria.

**Select your criteria** and click the **Class Search** button at the bottom left of the screen.

*Note: You can look for specific **Summer I** or **Summer II** classes by selecting this option in the **Part of Term** criteria.*



15. Click the **check box** next to the class you want to add to your schedule.

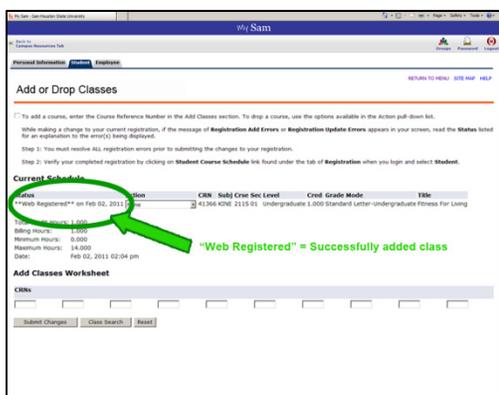
*Note: If there is no check box, but NR or C instead, this class is not open for registration or is cancelled at this time.*

16. After you have selected a check box, click the **Register** button at the bottom left of the screen.

17. Under the Current Schedule Status: If the status reads anything other than “Web Registered” then you are NOT registered for the class. All other notifications are error messages.

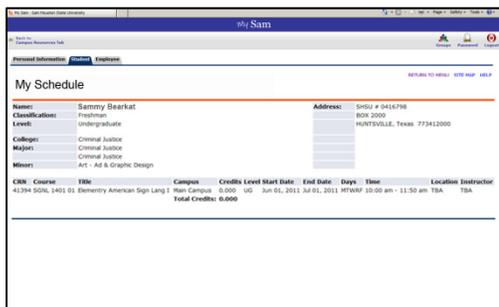
*Note: If you have a question about an error message, please view the [Registration Error Messages](#) page.*

*When you try to register **for courses requiring labs, such as Biology or Chemistry, you may be required to register for both the lab and lecture at the same time.** If you fail to select a check box for both, you will see an error message appear on the Add or Drop Courses screen that reads Co requisite required.*



18. When you are ready to add another class, click the Class Search button at the bottom of the screen to search for other courses, otherwise click the **Return to Menu** link.

19. To confirm your classes have been successfully added to your schedule, you need to view your schedule. Proceed by clicking the **Student** link in the middle of the screen or choose the student tab at the top.



20. Choose **Registration**.

21. Then click **My Schedule**. All classes you have successfully registered for will be listed on this screen.

22. **IMPORTANT!** At any time when you wish to exit the Banner Registration System you should click the **Logout** button or **Back to Registration Tab** link.



**Logout** button or **Back to Registration Tab** link!

**Note: If you close the browser window (clicking the “X”) then you have not logged off and you could be temporarily locked out the system.**