

HOW TO REGISTER (page 1 of 3)



Registration Toolbox	P00
Registration Status	
Add or Drop Classes	
Look Up Classes	
Registration Fee Assessment	
My Schedule	

Registrat	tion Status	Summer 201 Feb 02, 2013 01:48 or
You may reg	ster during the following times	
From I	Jegin Time To End Time	
Feb 02, 2011 1	12:00 pm Mar 31, 2011 12:00 pm	
• You have n	> Holds which prevent registration.	
· Your Acade	mic Standing permits registration.	
· Your Stude	nt Status permits registration.	Holds that keen you from registering
Your Class fo	r registration purposes is Freshman.	notas that keep you non registering.
		Click the "View Holds" link.
Earned Credi		
Level	Type Hours	
Undergraduate	Institutional 6.000	
Undergraduate	Transfer 6.000	
	6	
Corriculum I	normation	
Current Prog	ram	
Lands	Lindersraduate	
Admit Term:	Eal 2010	
Catalog Term	Fall 2010	
	Criminal Justice	
College:		
College: Major:	Criminal Justice	

Registra	tion State	s	RETURN TO MENU STIE MAP HELP EXT Summer 2011
You may reg From Feb 02 2011 You have r Your Acad Your Stud Your S	pister during II Begin Time To 12:00 pm Ma to Holds which J enc Standarg or registrations per enc Standarg or registrations of encestational de tertoritational de la Instatutional de tertoritational ence Undergradua General Undergradua Comma Justa Comma Justa Co	following times following for Time for Time for Time for Time for Times	DO NOT hit the back button!

- 1. To begin, go to the Sam Houston home page at 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 <u>*IT@Sam Service Desk.*</u>

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

Note: If you do not see the Registration Tab, please contact the <u>IT@Sam Service Desk</u>.

- 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."
- 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 <u>Registration Hold Messages</u> 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.



	My Sam	1
Back to Registration Tab		
Personal Information Student Employee		
1ain Menu		
Personal Information		
Update addresses, contact information or marital status; review name or so Student	ocial security number change information; Chan	ge you
Apply for Admission, Register, View your academic records.		
Employee Time sheets, time off, benefits, leave or job data, paystubs, W4 data.		
My Sam		
iack to legistration Tab	۵. 🗶	0
	Groups Password Li	ogout
rsonal Information Student Financial Aid Faculty Services Emp	hoyee Finance	_
11	RETURN TO MENU SITE MAP H	ECP
tudent		
deviceione		_
wiew existing apply ting and the local dynamics of the local statements of the		
egistration		
the state of the state of the state of and and or doop classes the state of	I consultation adapte email	
heck your registrationstatus, class schedule and add or drop classes. For question ik-registaff@shsu.edu	ns regarding registration, please email	

We Same
Personal Information Status
Personal Information Personal Personal Personal Personal Personal Personal
Personal Information
Personal Information Personal Personal Personal Personal Personal Personal
Personal Information
Personal Informatio
Personal Informat

			Prie Sam		
Each To Compete Resources Tab					A Description
Personal Information	Condent Emple	a a a a a a a a a a a a a a a a a a a			
Add or Dro	p Classe	es			RETURN TO HERU SITE HUP HELP
To add a course,	enter the Court	se Reference Numbe	r in the Add Classes section. To drop a co	arse, use the options available in the Ac	tion pull-down list.
While making a ch for an explanation	to the emor(s)	urrent registration, i) being displayed.	f the message of Registration Add Errors	or Registration Update Errors appear	s in your screen, read the Status listed
Step 1: You must	resolve ALL reg	gistration errors prio	to submitting the changes to your registr	ation.	
Step 2: Verify yo	ar completed re	gistration by clicking	on Student Course Schedule link found	under the tab of Registration when yo	u login and select Student.
Surrent Sched	lule				
status		Action	CRN Subj Crse Sec Level	Cred Grade Mode	Title
**Web Registered* 2011	* on Feb 02,	None	41394 SGNL 1401 01 Underg	raduate 0.000 Standard Letter- Undergraduate	Elementry American Sign Lang I
Total Credit Hours:	4.000				
Billing Hours:	4,000				
Mnimum Hours:	0.000				
Maximum Hours:	14.000				
Date:	Feb 02, 2011	02:40 pm			
Registration Add	Errors				
Status		CRN Su un 1	iec Level Cred Grade Mode	Title	
Corequisite CHEM 1	306 required 4	1512 1106 1	11 Undergraduate 1.000 Standard Lette	r-Undergraduate Inorganic & Environme	15 Chm Lab
Add Classes V	Vorksheet				
CRNs					
	_				
Submit Changes	Class Se	sanch Reset			
			f start of a finite little	under 1	

			My Sam					
			I outin				4 0	-
Campus Resources Tab							Groups Passao	
forward information (1997) for	terrer							
Personal Enternation	and the							
						RETUR	N TO MENU SITE HA	A HEL
Look Up Classes								
Use the selection options to sea Class Search when your selection	arch the class schedule. You may on is complete.	y choose any co	mbination of file	ids to narrow your	search, but y	ou must select at lea	st one Subject. Sel	lect
Subject:	Accounting Agriculture Agriculture Education	2						
Course Number:	_							
Titles								
Schedule Type: Instructional Method:								
Credit Range:	hours to	hours						
Campus:	All Main Campus University Center - Woodlands							
Course Level:	All Graduate Undergraduate							
Part of Term: Non-date based courses only	All Full Term							
Instructor:	All Adams, Ira R, Ahmed, Irfan	1						
Attribute Type:	Al CORE I - ENGLISH CORE II - MATHEMATICS	-						
Start Time:	Hour 00	Minute 00 -		am/pm am 🛓				
End Time:	Hour 00 .	Minute 00 H		am/pm am #				
Days:	E Mon E Tue	C Wed	E Thur	C Fri	E Sat	C Sun		
Class Search Reset								
		1.2.2.2						_

- 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 <u>CRN number(s)</u> 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 <u>Class</u> <u>Search Criteria</u> 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.



								my Sa	m							
Back Carry	to res Resour	ren Talk													A.	Passant
Perso	nal Infor	nation	Student	Emplo	-											
	ok II			~										RETURN	O MENU	SETTE MUP
LU	UK U	pCi	asse	5												
Se	lect the	box in	front of	the CRN	(C ider	tifies a closed course) an	nd choose	Register or A	idd to	Work	shee	t. Building a Worksh	eet will not aut	tomatically	register	you for the
w	vie makie	na a ch	2000 10	source of	TROT IN	vistration. if the message	of Reels	tration Add	Errors	~ •	entre interest	tration Undate Err	ers accears in :		read to	e Status
for	an expl	anation	to the	error(s)	being d	isplayed.		a a constit Magain				a cost of date the		All		
50	ep 1: Yo	u must	resolve	ALL reg	stration	errors prior to submitting	the char	ges to your i	registr	ation						
50	ep 2: Ve	rify you	r compi	ted reg	istration	n by clicking on Student	Course S	thedule link	found	unde	r the	tab of Registratio	n when you log	in and sele	t Stude	mt.
sect	ions Fo	und														
Busi	ness Ad	Iminist	tration													
Sele	t CRN	Subj	Crse 5	iec Cm	Cred	Title	Days	Time	Cap	Act	Ren	Instructor	Date (MM/DD)	Location	Attrib	ste
R	41360	BUAC	1305 0	2 M	3.000	Electronic Communications Tech	MTWR	10:00 am- 11:50 am	35	2	33	Tab W. Cooper (P)	07/06-08/08	SHB 00102		
	4132	BUAC	2189 0	1 M	1.000	Pga/Pgm Internship		TBA	30	0	30	Balasundram Maniam (P)	06/01-08/08	ARRNGD		
0	4132	BUAC	2189 0	2 M	1.000	Pga/Pgm Internship		TBA	30	0	30	TBA	06/01-08/08	ARRNGD		
0	4130	BUAC	2301 0	1 M	3.000	Business Legal Environment	MTWR	12:00 pm- 01:50 pm	40	0	40	Martin L. Griffin (P)	06/01-07/01	SHB 00202		
	4130	BUAC	2301 0	2 M	3.000	Business Legal Environment	MTWR	08:00 am- 09:50 am	40	0	40	Garry K. Jenkins (P)	06/01-07/01	SHB 00202		
	41356	BUAC	2301 0	3 M	3.000	Business Legal Environment		TBA	35	1	34	Tommy J. Robertson (P)	07/06-08/08	ONLINE		
VR	4135	1	010	4 M	3.000	Business Legal Environment	MTWR	10:00 am- 11:50 am	35	0	35	Tommy J. Robertson (P)	07/06-08/08	SHB 00202		
Rec	pister	Add	to Wor	Sheet	(Class Search										
_										_	_					
						(w	leek at a G	Jance View	Fee A	15451	ment	1				

Hy San - San Haultan State University			5	• 💭 · 🗅 🍏 • Page • S	ahry + Tools	· 0·
		₩q Sam				
Early to Campus Resources Tab				A. Crospi	-	C
Personal Information Student Employee						
				RETURN TO HENU	SITE NUP	HELP
Add or Drop Classes						
To add a course, enter the Course R	aference Number in the	Add Classes section. To drop a course,	use the options available in the Ac	tion pull-down list.		
While making a change to your currer for an explanation to the error(s) being	nt registration, if the m	essage of Registration Add Errors or I	legistration Update Errors appear	s in your screen, read th	e Status I	isted
Step 1: You must resolve ALL registr	ation errors prior to sub	mitting the changes to your registration				
Step 2: Verify your completed registr	ration by clicking on St	adent Course Schedule link found unde	r the tab of Registration when yo	u login and select Stude	nt.	
Current Schedule						
		CON. Codd Core Carl and	Cond. Condo Mada	Visio		
Web Registered on Feb 02, 201	1 [7 ne	41366 KINE 2115 01 Undergra	duate 1.000 Standard Letter-Und	ergraduate Fitness For I	Uving	
Total At Hours: 1,000						
Billing Hours: 1.000						
Minimum Hours: 0.000 Maximum Hours: 14.000		"Web Registered	" = Successfully a	dded class		
Date: Feb 02, 2011 02:	04 pm					
Add Classes Worksheet						
CRNs						
					_	
		· · · · ·	·			
Submit Changes Class Search	h Reset					

					_	-	CH CH CH	i i rapi i an		- 22
			WH S	am						
lack to Campus Resources Tab								A Croope	Passent	
ersonal Information	ufeat Employee									
My Schedul	e						8675.6	IN TO HENU	TTE MUP	-
lame:	Sammy Bearkat				Address	a 9	HSU # 0416798			
lassification:	Freshman					Ð	OX 2000			
evel:	Undergraduate					н	UNTSVILLE, Texas 7	73412000		
olleges	Criminal Justice									
ajon	Criminal Justice									
	Criminal Justice									
inori	Art - Ad & Graphic Design									
RN Course	Title	Campus	Credits Leve	el Start Date	End Date	Days	Time	Location	Instru	k
1394 SGNL 1401 01	Elementry American Sign Lang I	Main Campus Total Credits:	0.000 UG	Jun 01, 2011	Jul 01, 2011	MTWR	10:00 am - 11:50 a	m TBA	TBA	

1		why Sam		33
fack to Registration Tab				* 4
Personal Internation	Employee			
				RETURN TO HENU SETE HAR
My Sched	lule			
Name:	Sammy Bea	Back to	Address:	SHSU # 0416798
Level:	Undergraduate	Duck to		HUNTSVILLE, Texas 773412000
		Registration Tab		
Conege:	Criminal Justice			
Hallon .	Criminal Justice			Logout
Minors	Art - Ad & Graph	ic Design		Logout
CRN Course	Title	Campus Credits Level Start Date	End Date Day	s Time Location Instr
41394 SGNL 1401	01 Elementry Americ	an Sign Lang I Main Campus 0.000 UG Jun 01, 2011	Jul 01, 2011 MTV	VRF 10:00 am - 11:50 am TBA TBA
		Total Credits: 0.000		

Logout button or Back to Registration Tab link!

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 <u>Registration Error Messages</u> 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.

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.