HOW TO SEARCH FOR AN ONLINE CLASS - Current Student (page 1 of 2)

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: Please enter your user name and password if prompted. If you have any trouble logging in, contact the IT Service Desk.*

3. Once in the portal, click the Campus Resources tab.
4. In the Banner Self-Service channel, click the Banner Self-Service folder to open it.
5. Then click the Student folder to open it.

*Steps 3, 4, & 5 may be substituted with going to the Registration tab, Registration Toolbox channel, and choose Look Up Classes. This will give you the Schedule of Classes (Collapsed) view.*

6. You will see two options available:
   1) Schedule of Classes (Expanded)
   2) Schedule of Classes (Collapsed)

If you chose Option #1 Schedule of Classes (Expanded):

A. Select a term from the drop down list and click the Submit button.

B. Select the subject(s), select “Internet” as the instructional method, and click the Class Search button. For help with Search criteria, please visit the Class Search Criteria webpage.

*Note: Choose multiple options by holding down the control key (Ctrl) and then click your selections with your mouse.*

C. The expanded view of the classes will appear.

D. When you have completed your search, either log out or see How to Register to register for the class.
If you chose Option #2 Schedule of Classes (Collapsed):

*This is the view you see if you go to the Registration tab, Registration Toolbox channel, and choose Look Up Classes.

A. Select a term from the drop down list and click the Submit button.

B. Click the Advanced Search button.

C. Select the subject(s), select “Internet” as the instructional method, and click the Section Search button. For help with Search criteria, please visit the Class Search Criteria webpage.

Note: Choose multiple options by holding down the control key (Ctrl) and then click your selections with your mouse.

D. The collapsed view of all classes for your search criteria will appear.

E. When you have completed your search, either log out or see How to Register to register for the class.

Note: “Days” Description
M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday