



How-To Drop a Class

1. To begin, go to the **Sam Houston State University** home page at www.shsu.edu.



2. At the top of the screen, click the **Campus Tools** dropdown and then select **MySam**.





3. Select the **Registration** tab.

The screenshot shows the My Sam website interface. The navigation menu on the left includes: All Users, Campus Resources, My Account, **Registration** (circled in orange), Employees, Faculty, and Students. The main content area is divided into three columns: Travel, Human Resources, and Banner - Administrative Applications. The Travel column lists items like Chrome River, Concur Booking Tool, and CTP Travel Resources. The Human Resources column lists items like Annual Performance Appraisal, PeopleAdmin, and Human Resources Policies. The Banner - Administrative Applications column contains links for Banner Administrative Applications, Document Management (BDM), Banner Employee Profile, and Banner Workflow.

4. Select **“Bearkat Registration Dashboard →”** in the Registration Toolbox.

The screenshot shows the My Sam website interface with the Registration tab selected. The Registration Toolbox contains three main sections: Texas Success Initiative (TSI), Bearkat Registration Dashboard (Add / Drop Classes), and Complete Registration. The Bearkat Registration Dashboard link is circled in orange. The TSI section includes a search icon and instructions to update TSI status. The Complete Registration section includes a checkmark icon and instructions to make payment and tie-up loose ends. The Bearkat Registration Dashboard section includes a paperclip icon and instructions to prepare for registration, build your schedule, and add/drop classes. A note states: "The Fall 2021 tentative course schedule is subject to change." Below this note are links for Plan Ahead, Browse Schedule of Classes, View registration start times, and How to register guide.



5. Select **"Add / Drop Classes"**

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6. Select a **term**, then **Continue**.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

- Fall 2020
- Summer 2020
- Spring 2020



7. You will then go in the **summary section**.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Fall 2020

Subject:
Course Number:
Keyword:

Search Clear Advanced Search

Schedule | Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Close Relationships		Close Relationships		Close Relationships	
10am		Development Psychology		Development Psychology		Development Psychology	
11am		Abnormal Psychology	Research Methods	Abnormal Psychology	Research Methods	Abnormal Psychology	
12pm		Intro To Helping Relationship		Intro To Helping Relationship		Intro To Helping Relationship	

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	3	80424	Lecture	Registered	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

8. Click the **drop-down arrow** for the course you wish to **drop**.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	3	80424	Lecture	Registered	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit



9. Select “**Student Drop by Web**” then hit **submit**.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Abnormal Psychology</u>	PSYC 3331,...	3	80424	Lecture	Registered	None
<u>Close Relationships</u>	PSYC 3365,...	3	80416	Lecture	Registered	None
<u>Development Psychol...</u>	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

10. Once you have removed the course from your schedule, the **status** will changed to “**Deleted**”.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Abnormal Psychology</u>	PSYC 3331,...	0	80424	Lecture	Deleted	None
<u>Close Relationships</u>	PSYC 3365,...	3	80416	Lecture	Registered	None
<u>Development Psychol...</u>	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 19

Submit

If you have any questions, please contact The Registrar's office by email at registrar@shsu.edu or at 936-294-1040.