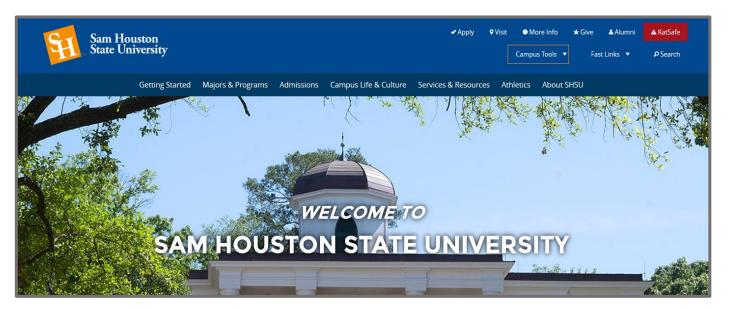


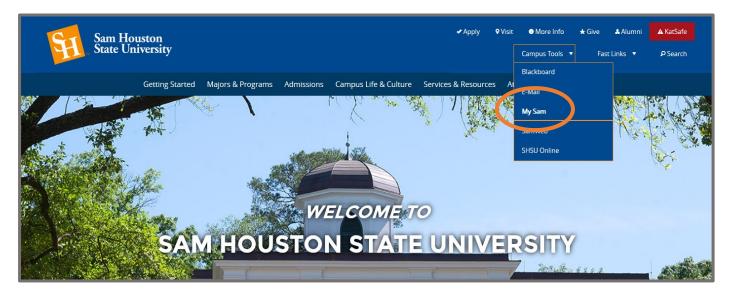
www.shsu.edu 1- 866-BEARKAT

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.

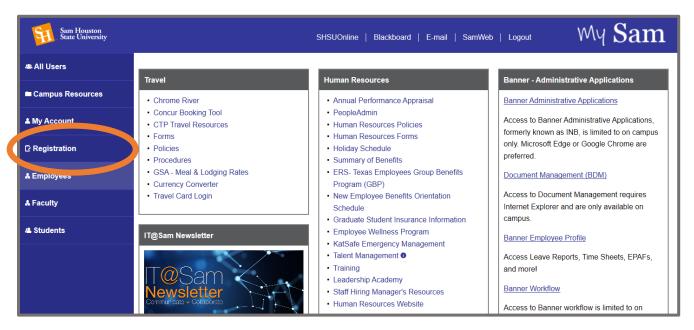




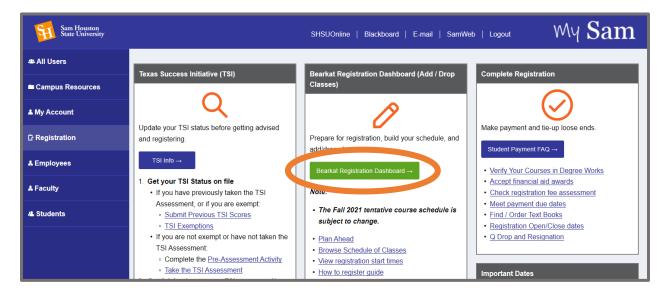
REGISTRAR'S OFFICE Sam Houston State University

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3. Select the Registration tab.

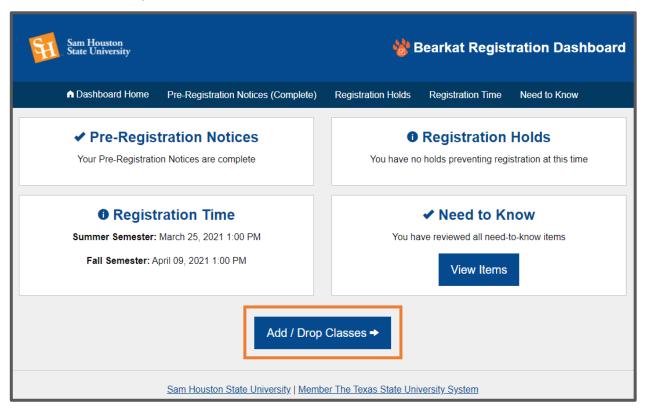


4. Select "Bearkat Registration Dashboard →" in the Registration Toolbox.

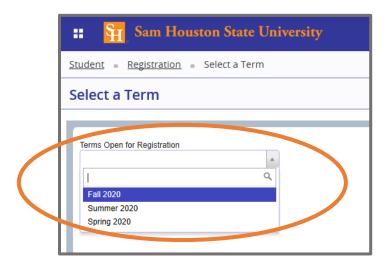


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5. Select "Add / Drop Classes"



6. Select a term, then Continue.

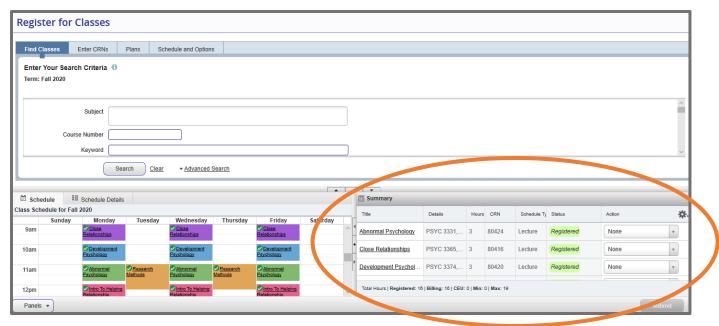




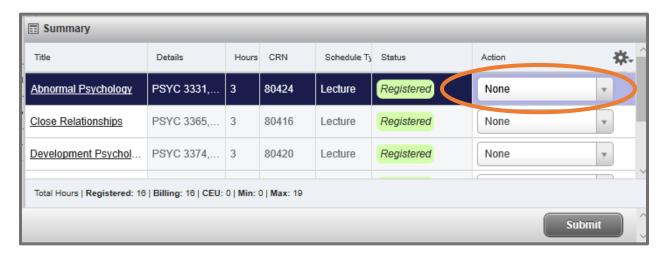
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7. You will then go in the summary section.



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



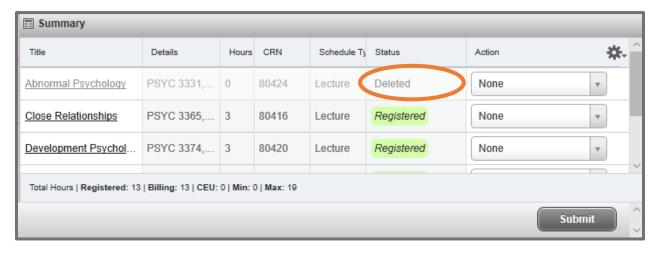


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9. Select "Student Drop by Web" then hit submit.



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



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