

PLAN AHEAD – How-To Guide for Students

The Plan Ahead feature allows students to prepare for registration by creating a registration plan based on either courses or sections. Students may create the plan and utilize it to register for the courses/sections selected, and up to three plans may be built.

YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN

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, then the **Continue to Registration** button.



4. Select "Plan Ahead" at the bottom of your Dashboard screen.





5. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue**

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6. Click on "Create a New Plan."



7. Browse through the courses/sections as you would during registration.

# Sam Houston State University	
Student	
Plan Ahead	
Find Classes	
Enter Your Search Criteria Term: Spring 2020	
Subject	
Course Number	You may use the
Keyword Search Clear Advanced Search	feature to browse for specific courses



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8. Add the courses/sections you wish to add to your plan.

📰 🛐 Sam Houston State University 🔅 💽							
Student Registration Select a Term Select A Plan Plan Ahead							
Plan Ahead							
Find Classes Search Results – 1 Courses Term: Spring 2020 Subject: Mathematics Title	Course Number: 1332 Subject Description	Search Again					
College Mathematics Mathematics Q View Sections Add Course							
Records: 1 Records: 1							

Plan Ahead Find Classes Search Results - 20 Classes Catalog Search Results Term: Spring 2020 Subject and Course Number: MATH1332 Mathematics Core II - Mathematics 14 Core II - Mathematics College Ma... 08:00 AM - 08 Mathematics SMTWTFS Dippel, David ... Add b Lecture Exclude from Wait-List Exclude from Wait-List Core II - Mathematics 14 Core II - Mathemati College Ma. S M T W T F S 09:00 AM - 09 17 of 25... Add Dippel, David... Lecture Exclude from Wait-List Core II - Mathematics College Ma ... 14 Core II - Mathematics S M T W T F S 10:00 AM - 10 😱 FUL... Dippel, David... Add

Adding from the catalog level will add all active sections in that term. Adding by sections to your plan is more specific.



9. **Courses/sections will populate in the summary section once added**. This feature will also include a **calendar planning tool** to assist you with resolving time conflicts.



*Note feature will also be available to make notes during planning

Co	Note f	or MATH 1	332, ,	College Mathe.	×						
<u>is pe</u>	Note		Cart		2	2 of 25	1. E	14 Core II - Exclude from	Mathemat n Walt-Lis	tica :	Add
	7.000			=				Core II - Ma 14 Core II -	memotics Mathemat	ics	<i>~</i>)
			1	Test +							
Frie	day	Saturday	_1	Title	Details	Hour	CRN	Schedule	Note	Status	Action
MATH-	133		-	College Mathem	MATH 1	3	21511	Lecture		Pending	Add =
			Ľ	Total Planned Hours	:0						





10. Click Save Plan to save selected courses/selections.

# Sam Houston State University	* 🔹 🔟 1
Student	Save Successful
Plan Ahead	
Find Classes	
Catalog Search Results Search Results - 20 Classes Term: Spring 2020 Subject and Course Number: MATH1332 Mathematics	
Title C Subject Desa Coursé Section Hours CRN C Term C Instructor Meeting Times	ampu Status Atribute
College Mathematics Mathematics 1 01 3 2 S Dispet David (SM TW TEST 06:00 AM - 06:50	L 22 of 25 Core II - Mathematics 14 Core II - Mathematics Exclude from Walk-List Name of Plan
C Schedule III Schedule Details	Proferred here.
Class Schedule for Spring 2020 The Do	als Hour CRN Schedule Note Status Action
Sam Charteristic College Mathem M	H 1 3 21511 Lecture 🛨 (Planned None *
Bam Total Planned Hours: 3	
Panels *	Savo Plan

* Clicking Save Plan will prompt a title box, where you will name your plan.

	Name Your Plan	×		
	Plan Name			Once it successfully saves the selected courses/selections, it will say "Planned" .
Friday	Saturday	Series Sale Sale Title	an + Details	

NOTICE: WHEN PLANNING FOR COURSES REGISTRATION ERRORS WILL NOT POPULATE.



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HOW TO REMOVE PLANNED COURSES

1. In the summary section click on the desired course you would like to remove.

🕆 Basics 👈							
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Composition I	ENGL 1301, 02	3	22714	Lecture	+2	Planned	None 💌
Dsgn/Presentation Bus.Proj	BUAD 2321, 03	3	20688	Lecture	-	Planned	None 🔻
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None 💌
Texas Government	POLS 2306, 02	3	20801	Lecture	+9	Planned	None v
Total Planned Hours: 10							

2. Click the drop down option for that course.

🕆 Basics 👈			_	_			
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Composition I	ENGL 1301, 02	3	22714	Lecture	+9	Planned	None v
Dsgn/Presentation Bus.Proj	BUAD 2321, 03	3	20688	Lecture	-	Planned	None
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None Delete
Texas Government	POLS 2306, 02	3	20801	Lecture	+	Planned	None v
Total Planned Hours: 10							
							Save Plan



3. Select "Delete" and then click "Save Plan."

🕆 Basics 👈							
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Composition I	ENGL 1301, 02	3	22714	Lecture	+	Planned	None 💌
Dsgn/Presentation Bus.Proj	BUAD 2321, 03	3	20688	Lecture	-	Planned	Delete 🔻
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None 💌
Texas Government	POLS 2306, 02	3	20801	Lecture	+	Planned	None v
Total Planned Hours: 10							
							Save Plan

4. Once it has been successfully deleted it will be removed from the summary section.

Studer	Student « Registration » Select a Term » Select A Plan » Plan Ahead						>											
Plan	Plan Ahead																	
Find	Classes																	_
	Catalog Search F	Results Search Term: Sp	Results – 5 o pring 2020 S	Classes Subject an	d Course Nun	nber: BUA	D2321 Busine	ess Administration										
Title		Subject Description	n I Course Nur	é Section	< Hours	CRN	(Term	< Instructor	Meeting Times		Campus	Status		Attribute				\$ -
Dsgr Onlir	/Presentation Bus Proje e Lecture	Business Ad	2321	01	3	20466	Sprin	Bible_Dana (Primary)		- Type: Lecture Building: ONLI	NER Main	9 FULI	L: 0 of 30 of 999 wa	14 Core IX - In Distance Learn Writing Enhance	st'l Option ing sed		Add	
Dsgr Onlir	/Presentation Bus.Proje e Lecture	Business Ad	2321	02	3	20468	Sprin	Schieber, Danica (Primary)		- Type: Lecture Building: ONLI	NER Main	994	L: 0 of 30 of 999 wa	14 Core IX - In Distance Learn Writing Enhand	st'l Option ing ced		Add	
Dage	/Presentation Bus.Proje rre	Business Ad	2321	03	3	20688	Sprin	Smith, Ashiy (Primary)	SMTWTES	10:00 AM - 10:50 AM Type: Leck	ire B Main	16 of 30 999 of 99	seats re 19 waitlist sea	14 Core IX - In	st'l Option		Add	×
									· · ·	1 marine								
Class Sc	edule = Schedu edule for Spring 2020	ule Details								Basics		-	_	_	_	-		
	Sunday	Monday	Tuesday		Wednesday		Thursday	Friday	Saturday		Details	Hours	CRN	Schedule Type	Note	Status	Action	\$.
8am		ENGL1301 (Planned)		S E	INGE 1301 (Planns	<u>es)</u>		ENGL1301 (Planned)	····· 2	Composition I	ENGL 1301, 02	3	22714	Lecture	+	Planned	None *	
9am										Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None *	
10am		POLS2308 (Planned)		ØE	OLS2306 (Planns	ed)		POLS2308 (Planned)		Texas Government	POLS 2306, 02	3	20801	Lecture	-	Planned	None +	
11am			KINE2115 (Plann	ned)		e <u>100</u>	#E2115 (Planner	<u>a</u>										
12pm																		
1pm										Total Planned Hours: 7								
Panel	. •																s	rve Plan



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CHANGING YOUR PREFERRED PLAN

1. Visit your MySam and click on the Registration tab.

Sam Houston State University		SHSUOnline Blackboard	E-maii SamWeb Logout MY
All Users			×
Campus Resources		SPRING 2020	H
My Account		REGISTRATION	ted
Registration		*Students requiring advisement must contact the SAM Center or their acade	mic advisor
Employees	Prepare for Reg	istration: <u>Get advised</u> , complete the <u>Pre-Registration Notices</u> , check <u>your holds</u> , and see when <u>re</u>	gistration opens for you.
Faculty	Registration Tab Overview	Registration Toolbox	Banner Self Service
Students	Bacterial Meningitis Vaccination Requirements SHSU students will be required to provide proof of meningitis vaccination before the first day of class. To see if you are required to provide proof of vaccination, visit www.shsu.edu/meningitis. Registration Dates Registration Resources Use the Registration Tools or Banner Self-Service channels to register for classes. - Torm Guidelines	Pre-Registration Notices (Do this 1stl) View Holds (Do this 2nd) Add/Drop Classes – Register here! • Spring 2020 Registration Has Started - Registration Schedule • Fail 2019 - Last day to Resign is December 6 by 5:00 PM. Registration Fee Statement View Test Scores Find/Order Text Books	Banner Self-Service Registration Contacts Problems with registration? Please contact the Registr By phone: <u>938-294-1040</u> By email: <u>registrar@shsu.edu</u> By fax: <u>936-294-1737</u> Advising Undergraduates: Contact the <u>Sam Center</u> Graduate Students: Contact your <u>Graduate Advisor</u>
	Term Guidelines	To help you with the registration process, watch one of the video or	Advising Tools

2. Select "Add/Drop Classes – Register here!" in the Registration Toolbox.

Sam Houston State University		SHSUOnline Blackboard	E-maii SamWeb Logout MY
· All Users Campus Resources		SPRINGOOOO	<i>₿</i>
My Account Registration		REGISTRATION COUP Has Star Budents requires advisement must contact the SAM Center or their acade	ted mic advisor
Employees	Prepare for Regis	stration: <u>Get advised</u> , complete the <u>Pre-Registration Notices</u> , check <u>your holds</u> , and see when <u>re</u>	gistration opens for you.
Faculty	Registration Tab Overview	Registration Toolbox	Banner Self Service
Students	Bacterial Meningitis Vaccination Requirements SHSU students will be required to provide proof of meningitis vaccination before the first day of class. To see if you are required to provide proof of vaccination, visit www.shsu.edu/meningitis. Registration Dates	Pre-Registration Notices (Do this 1stl) View Holds (Do this 2nd) Add/Drop Classes – Register here! • Spring 2020 Registration Has Started - Registration Schedule • Fall 2019 - Last day to Resign is December 6 by 5:00 PM. Registration Fee Statement View Test Scores	Banner Self-Service Registration Contacts Problems with registration? Please contact the Registr By phone: <u>936-294-1040</u> By email: registrar@ehsu.edu By fax: 936-294-1737
	Registration Resources Use the Registration Tools or Banner Self-Service channels to register for classes. • Term Guidelines	Eind/Order Text Books How to Register To help you with the registration process, watch one of the video or	Advising Undergraduates: Contact the <u>Sam Center</u> Graduate Students: Contact your <u>Graduate Advisor</u> Advising Tools

<u>registrar@shsu.edu</u> • (936) 294-1040 • Box 2029, Huntsville, TX 77341-2029 Sam Houston State University is an Equal Opportunity/Affirmative Action Institution





3. Select Plan Ahead.

:: Sam Houston State University							
Student Registration							
Registration							
What would you like to do?							
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.						
Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.						
View Registration initial relient View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.						

4. Click the Term dropdown and select the term in which you wish to plan for, then Continue.

:: Sam Houston State University	* ④	
Student Registration Select a Term		
Select a Term		
Terms Open for Planning Fail 2020 Summer 2020 Spring 2020		





5. Plans you have created will pop up.

: Sam Houston State University										
Student - Registration - Select a Term - Select A Plan										
ielect A Plan										
Plans you have created for this term: 2 Tem: Synap 200 This are allowed analomy of 3 plans for this term. The Create a New Plan Plans: Easts Create by You Preferred										
704	Details	Hours	GRN	Schedule Type	Instructor	Grade Mode	nea 🔅.			
Composition (ENGL 1301, 02	3	22714	Lecture	Bitski-Arredonda, Amy (Primary)	Standard Leffer-Undergraduate				
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	Oden, Simmie (Primary)	Standard Letter-Undergraduate				
Texas Government	POLS 2306, 62	3	29801	Lecture	Smith, Karl (Primary)	Standard Letter-Undergraduate				
Total Planned Hours: 7							Records: 3			
Plan: Major Specific Created by: You Main: Protected							Delete Edit			
Tite	Details	Hours	CRN	Schedule Type	instructor	Oracle Mode	ten 🔅			
Eamly Relationships	FAC5 3369, 62	3	23003	Lecture	Randall_George (Primary)	Standard Lefter-Undergraduate				
Psychology And The Law	PSYC 3383, 82	3	23663	Online Lecture		Standard Letter-Undergraduate				
Total Planned Hours: 6	Total Planned Rours: 6									

6. Click "Make Preferred" on the Plan you want to make your preferred.

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dent - Registration - Select A Flan											
Hect A Plan											
Plans you have created for this term: 2											
You are allowed a maximum of 3 plans for this term.											
Create a New Plan											
Plan: Basics Created by: You Preferred							Delete	Edit			
Tele	Details	Hours	ORN	Schedule Type	Instructor	Grade Mode	Nets	ф.			
Composition.)	ENGL 1301, 02	3	22714	Lecture	Bitski-Arredondo, Army (Primary)	Standard Leffer-Undergraduate					
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lechare	Oden, Simmle (Primary)	Standard Lefter-Undergraduate					
Texas Oovernment	POLS 2306, 62	3	20801	Lecture	Smith, Kutl (Primary)	Standard Lefter-Undergraduate					
Total Planned Hours: 7							R	leconds: 3			
B Planc Major Specific Created by: 1.4 Malar Port	lened						Delete	Edit			
Tite	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	\$			
Eamly Relationships	FACS 3369, 62	3	23003	Lecture	Bandall, George (Primary)	Standard Leffer-Undergraduate					
Psychology And The Law	PSYC 3383, 82	3	23663	Online Lecture		Standard Letter-Undergraduate					
Total Parenel INurs: 6											



www.shsu.edu 1- 866-BEARKAT

USING PLAN AHEAD DURING REGISTRATION

REGISTRAR'S OFFICE

Sam Houston State University

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1. To Begin, go to the Sam Houston State University home page at <u>www.shsu.edu</u>.



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







3. Select the **Registration** tab.

Sam Houston State University		SHSUOnline Blackbo	pard E-mail SamWeb Logout 🛛 🕅	My Sam
All Users Campus Resources My Account Cr Registration		REGISTRATION CONTRACTOR OF THE ADVISOR OF THE ADVIS	x farted reademic atricer her registration opens for you.	
& Faculty	Travel	Human Resources	Banner - Administrative Applications	
A Students	Chrome River Concur Booking Tool CTP Travel Resources Forms Policies Procedures GSA - Meal & Lodging Rates	Annual Performance Appraisal PeopleAdmin Human Resources Policies Human Resources Forms Holiday Schedule Summary of Benefits ERS- Texas Employees Group Benefits Program (GBP)	Banner Administrative Applications Access to Banner Administrative Applications, for is limited to on campus only. Microsoft Edge or of preferred. Document Management (BDM)	ormerly known as INB, Google Chrome are

4. Select "Add/Drop Classes – Register here!" in the Registration Toolbox.

Sam Houston State University		SHSUOnline Blackboard	E-mail SamWeb Logout MY
All Users			X
Campus Resources		SPRING 2020	H
My Account		REGISTRATION COCO Has Star	ted
Registration		"Students requiring advisement must contact the SAM Center or their acade	mic advisor
Employees	Prepare for up	tration: Get advised, complete the Pre-Registration Notices, check your holds, and see when re	gistration opens for you.
Faculty	Registration Tab Overview	Registration Toolbox	Banner Self Service
Students	Bacterial Meningitis Vaccination Requirements	Registration Notices (Do this 1stl)	Banner Self-Service
	SHSU students will be required to provide proof of meningitis vaccination before the first day of class.	Add/Drop Classes – Register here!	Registration Contacts
	To see if you are required to provide proof of vaccination, visit www.shsu.edu/meningitis. Registration Dates	Sping	Problems with registration? Please contact the Registr • By phone: <u>936-294-1040</u> • By email: <u>registrar@shsu.edu</u> • By fax: 936-294-1737
	Registration Resources	Find/Order Text Books	Advising
	Use the Registration Tools or Banner Self-Service channels to register for classes.	How to Register	Undergraduates: Contact the <u>Sam Center</u> Graduate Students: Contact your Graduate Advisor
	Term Guidelines	To help you with the registration process, watch one of the video or	Advising Tools





5. Click on "Register for Classes."

Sam Houston State University	
egistration	
What would you like to do?	
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
View Registration Information View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.

6. Click the Term dropdown and select the term in which you wish to plan for, then Continue.

:	Sam Houston State University
<u>Stu</u>	udent • Registration • Select a Term
Se	elect a Term
	Terms Open for Registration Spring 2020
	Fall 2019
	Summer 2019





7. Select the "Plans" tab at the top.

Register for Classes	5
Find Classes Enter CRN	Plans Schedule and Options
Enter Your Search Criteria Term: Spring 2020	0
Subject	
Course Number	
Keyword	Search Clear Advanced Search

8. You may then add the courses individually or "Add All"

Regis	ter for Classes										
Find (Classes Enter CRNs	Plans	Schedule and O	ptions							
Reg Term:	Register from a plan. Term: Spring 2020										
- E	Test	Details	Hours	CRN	Grade Mode	Created by: You (Preferred)					
►	Collete Mathematics	MATH 1332	andard Letter- dergraduate	21511	Standard Letter	Q View Sections					
Þ	United States History t	HIST 1301, 04	3	20050	Standard Letter	Q View Sections					
	<u>Composition I</u>	ENGL 1301, 0	3 3	22751	Standard Letter	Q View Sections					
	Title of the Pla	n									





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 The courses will populate in the summary section, and once they are added click "Submit" to save selections.







10. Error checking- Any errors should show in the <u>upper right</u> corner of the registration

screen.							
📰 🛐 Sam Hous	ston State Uni	versity				* •	5
Student • Registration •	<u>Select a Term</u> • F	egister for Cla	sses		KINE 2115		Section
Register for Classes	Plans Sche	edule and Options		(FACS 3369 Math, Dev I Registrar's	CRN 23003: Prerec Ed, or Other Cours Office	Required (Core e) - Contact The
Texas Government	POLS 2306, 02	3 208	01 Lecture	Smith, Kurt (Primay)		CRN 23003: Closed	Section
Lifetime Health and Wellness	KINE 2115, 08	1 216	22 Lecture	<u>Oden, Simmie</u> (Prinary)		CRN 23663: Closed	Section
 ・ ・ ・					PSYC 3383	CRN 23663: Classif Created by:	ication Restriction
Title	Details	Hours CRN	Schedule Type	Instructor	Grade Mode N	ote	₩.
Family Relationships	FACS 3369, 02 PSYC 3383, 02	3 230	03 Lecture	Randall, George (Primary)	Standard Letter	Q View Sections	Add
Schedule	Details		Г	I Summary			
Sunday Monday 8am	Tuesday Wednes	iday Thursday	Friday Saturd	tay Title	Details Hour CRM PSYC 33 3 2366	3 Onlin Errors Preve	Action *
9am				Family Relations	FACS 33 3 2300	3 Lecture Errors Preve	Remove
10am	Relationships	Pamily Relationships		Lifetime Health a	KINE 21 1 2162	2 Lecture Errors Preve	Remove
11am	Lifetime Health and Wellness	Lifetime Health and Wellness		Composition I	ENGL 13 3 2271	4 Lectree Registered	None
12pm				V Total Hours Registere	ed: 3 Billing: 3 CEU: 0 Min:	0 Max 9	
Panels •							Submit

If error messages are received, please view the <u>Registration Error</u> <u>Message Solutions Guide</u>



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Frequently Asked Questions?

- Will this automatically enroll me in the classes I chose once registration opens?
 - No, this feature is designed to help you cut time from having to browse for courses the day of registration. You will know whether or not you are registered for the class if it says "registered".
- What happens if I receive an error when planning for classes?
 - When planning your courses/sections using Plan Ahead, it will not check for errors/restrictions. When registrations opens and you submit your class schedule, then it will let the student know whether there is something preventing them from registering for that course.
- What happens if I plan for more than the maximum credit hour limit?
 - When planning there is no restrictions as to how many courses you can add on one plan.
 However, once the student goes into registration, it will prevent them from adding more than 19 hours. There is no pattern the system follows in this case.
- Can I use Plan Ahead on my phone?
 - Plan ahead is indeed mobile friendly!