

1. In MySam and on the Registration Tab, click **"Bearkat Registration Dashboard** →" under "Bearkat Registration Dashboard (Add / Drop Classes)."

Sam Houston State University	SHSUOnline Bla	ckboard E-mail SamWeb Logout	My Sam
🛎 All Users			
Campus Resources	Texas Success Initiative (TSI)	Bearkat Registration Dashboard (Add / Drop Classes)	
≗ My Account	L Q		
₿ Registration	Update your TSI status before getting advised and registering.	Prepare for registration, build your	Make payment and tie-up loose
▲ Employees	TSI Info →	Bearkat Registration Dashboard →	Click Here
▲ Faculty	1. Get your TSI Status on file If you have previously taken 	• <u>Plan Ahead</u>	<u>iks</u>
a Students	the TSI Assessment, or if you are exempt: <u>Submit Previous TSI Scores</u> 	Erowse Schedule of Classes View registration start times How to register guide	Argept financial aid awards Check registration fee assessment

2. Then select "Add / Drop Classes"

Sam Houston State University	👑 Bearkat Registration Dashboard
▲ Dashboard Home Pre-Registration Notices (Complete)	Registration Holds Registration Time Need to Know
Pre-Registration Notices Your Pre-Registration Notices are complete	Registration Holds You have no holds preventing registration at this time
Registration Time Summer Semester: March 25, 2021 1:00 PM Fall Semester: April 09, 2021 1:00 PM	Need to Know You have reviewed all need-to-know items View Items
Add / Drop (Classes →
Sam Houston State University Membe	er The Texas State University System



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3. Click "Register for Classes" to access the registration portal.



4. Click the dropdown and select the Term you wish to register for and then click Continue.

Sam Houston State University		Student 🔤 Sign Out
Banner Self-Service Student Registration Select a Term	4	
SELECT A TERM		
Terms Open for Registration Fail 2016	Select the Term You Wish to Register For	
Click "Continue"		



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- 5. Begin typing the Subject of the course you wish to search (example: "ACCT" or "Accounting," "ENGL" or "English," etc.)
 - A dropdown list of results will pop up automatically as you begin typing. Click the appropriate subject from the dropdown list to select it.
 - Once the subject is selected, click "Search."

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REGISTER FOR CLASSES		
Enter Your Search Criteri	a 0	
Term: Fall 2016		Begin Typing the Subject
Course Number		That You Wish to Search
Keyword		
	Search Clear + Advanced Search	
🛐 Sam Houston S	tate University	Student 🔤 🖉 Sign Out 💽 Notifications
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Burner Set-Service Status REGISTER FOR CLASSES Find Classes Enter Your Search Criteri Term: Fail 2016 Subject Course Number Keyword	Registration Select a Term Register for Classes Schedule and Options Schedule and Options accounting Accounting Accounting Agricultural Communications Agricultural Communications Agricultural Engineering Techn Agricultural Engineering	A dropdown of results will automatically appear as you begin to type





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for

6. Review the available sections and click "Add" next to the section you wish to register for.

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earch Results — 331 erm: Fall 2016 Subject	Classes Accounting, Ma	athematics	, History								Search A	igam
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7. The registration status will be "Pending" on the Summary panel in the lower-right corner. Click "Submit" to submit the registration.

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7 (a) If registration errors occur, a pop-up notification will provide the specific error message that is preventing the registration, and the Registration Status updates to "Errors Preventing Registration" in red.

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- <u>A full list of error messages on our website</u> will help you find the solution to the error you are encountering.
- You may also contact the Registrar's Office at (936) 294-1040 (select option for Registration) or at <u>registrar@shsu.edu</u> for assistance and clarification on the error and possible solutions.

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7 (b) If there were no registration errors, a green check mark will pop-up at the top of the screen and state "Save Successful." The Registration Status will also update to "Registered" in green. The registration was submitted successfully and the course is added to your schedule!

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