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.

5. Select “Add / Drop Classes”

![Add / Drop Classes interface](image)

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

![Select a Term interface](image)
7. You will then go in the summary section.

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