



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.

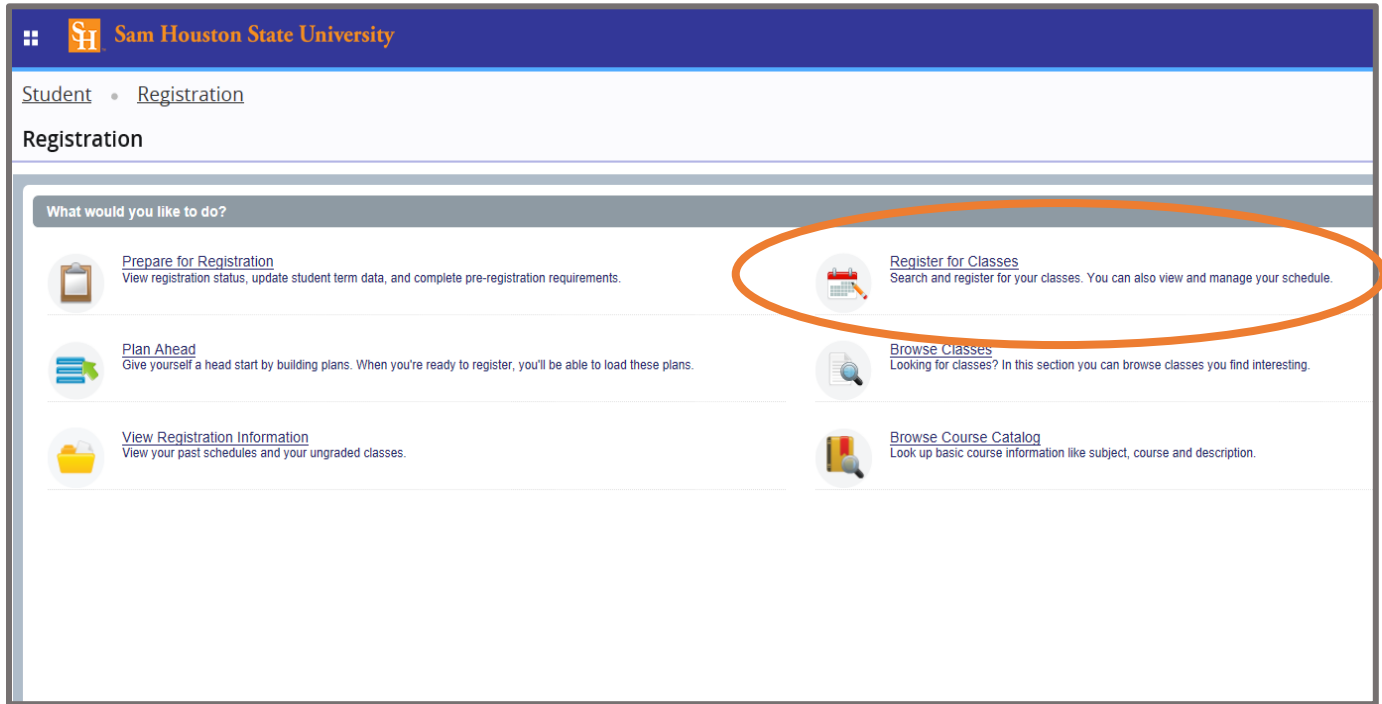
The screenshot shows the My Sam website interface. On the left, a navigation menu is visible with the following items: All Users, Campus Resources, My Account, **Registration** (circled in orange), Employees, Faculty, and Students. The main content area is divided into three columns: Travel, Human Resources, 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 **"Add/Drop Classes – Register here!"** in the Registration Toolbox.

The screenshot shows the My Sam website interface with the Registration tab selected. The navigation menu on the left is the same as in the previous screenshot. The main content area is divided into three columns: Registration Tab Overview, Registration Toolbox, and Banner Self Service. The Registration Tab Overview column contains links for Bacterial Meningitis and Vaccination Requirements, and text explaining that SHSU students will be required to provide proof of meningitis vaccination. The Registration Toolbox column contains links for Pre-Registration Notices (Do this 1st!), **Add/Drop Classes – Register here!** (circled in orange), Registration Dates, View Test Scores, and Find/Order Text Books. The Banner Self Service column contains a link for Banner Self-Service. Below the Registration Toolbox, there is a section for Registration Resources with a link for Term Guidelines.



5. Select **Register for Classes**.



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





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

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below these is a search section with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The main area is divided into two panes: 'Schedule' and 'Summary'. The 'Summary' pane is circled in orange and contains a table with the following data:

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

At the bottom of the summary pane, there is a summary line: 'Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19'. A 'Submit' button is located at the bottom right of the interface.

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

This is a close-up view of the 'Summary' table from the previous screenshot. The 'Action' column is highlighted with a blue selection bar, and the 'None' option is circled in orange. The table data is as follows:

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

At the bottom of the table, there is a summary line: 'Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19'. A 'Submit' button is located at the bottom right of the interface.



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

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

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

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