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](http://www.shsu.edu).

2. At the top of the screen, click the Campus Tools dropdown and then select MySam.
3. Select the **Registration** tab.


****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
5. Select Plan Ahead.

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

****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
7. Click on “Create a New Plan.”

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

****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
9. **Add** the courses/sections you wish to add to your plan.

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

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10. 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

****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
11. Click Save Plan to save selected courses/selections.

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

Name of Plan will populate here.

Once it successfully saves the selected courses/selections, it will say “Planned”.

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

****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
HOW TO REMOVE PLANNED COURSES

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

![Course Removal Step 1](image1.jpg)

2. Click the **drop down** option for that course.

![Course Removal Step 2](image2.jpg)
3. Select “Delete” and then click “Save Plan.”

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

****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
CHANGING YOUR PREFERRED PLAN

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

3. Select **Plan Ahead**.

4. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue**.
5. Plans you have created will pop up.

6. Click “Make Preferred” on the Plan you want to make your preferred.
USING PLAN AHEAD DURING REGISTRATION

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.

![Registration Tab]


![Add/Drop Classes Toolbox]
5. Click on “Register for Classes.”

6. Click the Term dropdown and select the term in which you wish to plan for, then Continue.
7. Select the “Plans” tab at the top.

8. You may then add the courses individually or “Add All”
9. 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 upper right corner of the registration screen.

If error messages are received, please view the Registration Error Message Solutions Guide.
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.