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.


****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN****
5. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue**.

6. Click on **“Create a New Plan.”**

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

You may use the **Advanced Search** feature to browse for specific courses.
8. **Add** the courses/sections you wish to add to your plan.

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**Plan Ahead**

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

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

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

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

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**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.

2. Click the drop down option for that course.
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 and select “Plan Ahead” in the Bearkat Registration Dashboard (Add / Drop Classes) Toolbox.

2. Click the Term dropdown and select the term in which you wish to plan for, then Continue.
3. Plans you have created will appear.

4. Select “Make Preferred” on the Plan you want to identify as your preferred plan.
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.

4. Click “**Bearkat Registration Dashboard →**” in the Bearkat Registration Dashboard (Add/Drop Classes) toolbox.
5. Then select “Add / Drop Classes”

6. Click on “Register for Classes.”
7. Click the **term dropdown** and select the term in which you wish to plan for, then **Continue**.

![Select a Term](image)

8. Select the “**Plans**” tab at the top.

![Register for Classes](image)

9. You may then **add the courses individually** or “**Add All**”

![Register from a plan](image)
10. The courses will populate in the summary section, and once they are added, click “Submit” to save selections.
11. **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 open 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!