



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

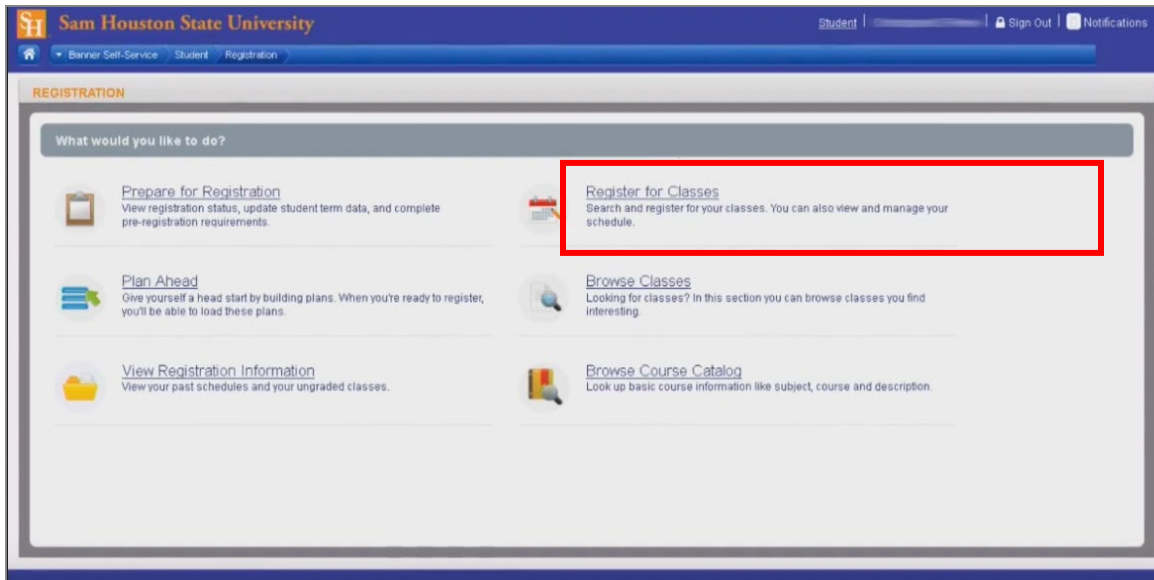
The screenshot shows the MySam interface. On the left is a navigation menu with 'Registration' highlighted in a red box. The main content area has three columns: 'Texas Success Initiative (TSI)', 'Bearkat Registration Dashboard (Add / Drop Classes)', and 'Complete Registration'. A red arrow points to a green button labeled 'Bearkat Registration Dashboard →' in the middle column. A red box with the text 'Click Here' is overlaid on the right side of the dashboard.

2. Then select **“Add / Drop Classes”**

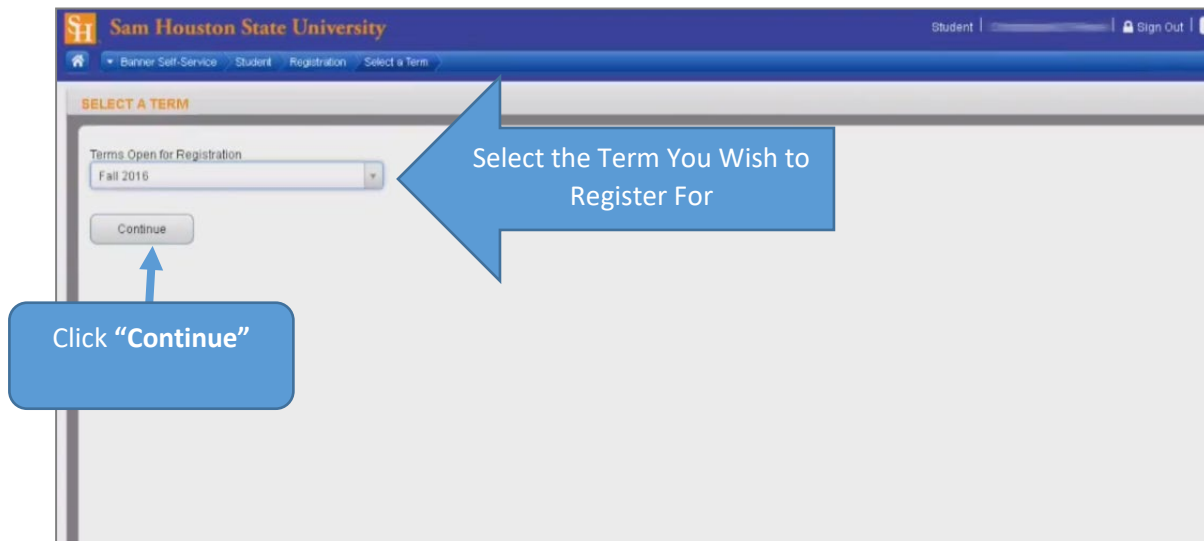
The screenshot shows the 'Bearkat Registration Dashboard'. At the top, there are navigation links: 'Dashboard Home', 'Pre-Registration Notices (Complete)', 'Registration Holds', 'Registration Time', and 'Need to Know'. Below these are four status boxes: 'Pre-Registration Notices' (complete), 'Registration Holds' (none), 'Registration Time' (Summer Semester: March 25, 2021 1:00 PM; Fall Semester: April 09, 2021 1:00 PM), and 'Need to Know' (reviewed). At the bottom, a blue button labeled 'Add / Drop Classes →' is highlighted with a red box.



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

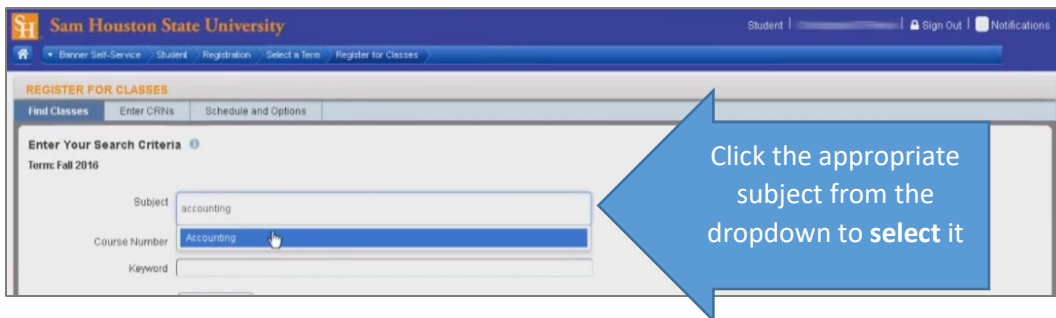
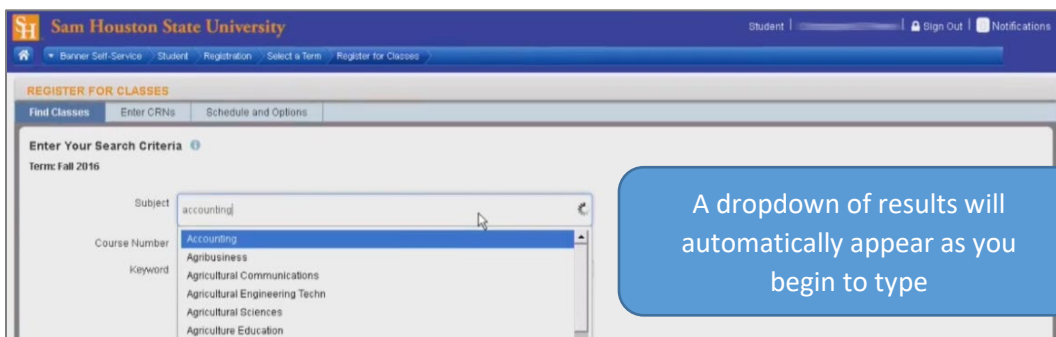
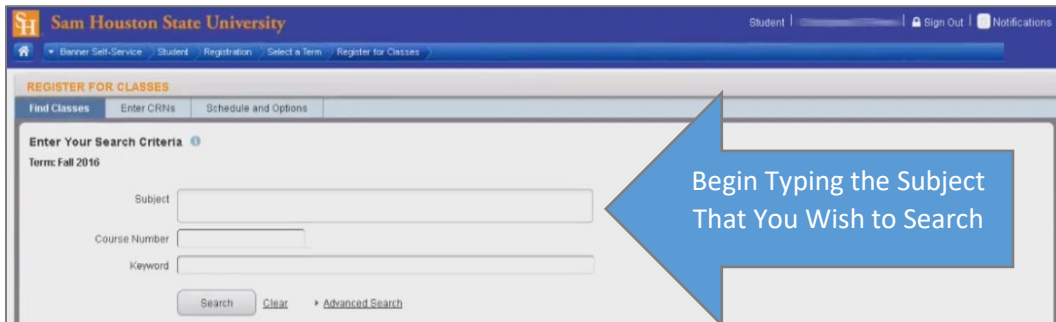


4. Click the dropdown and select the **Term** you wish to register for and then click **Continue**.



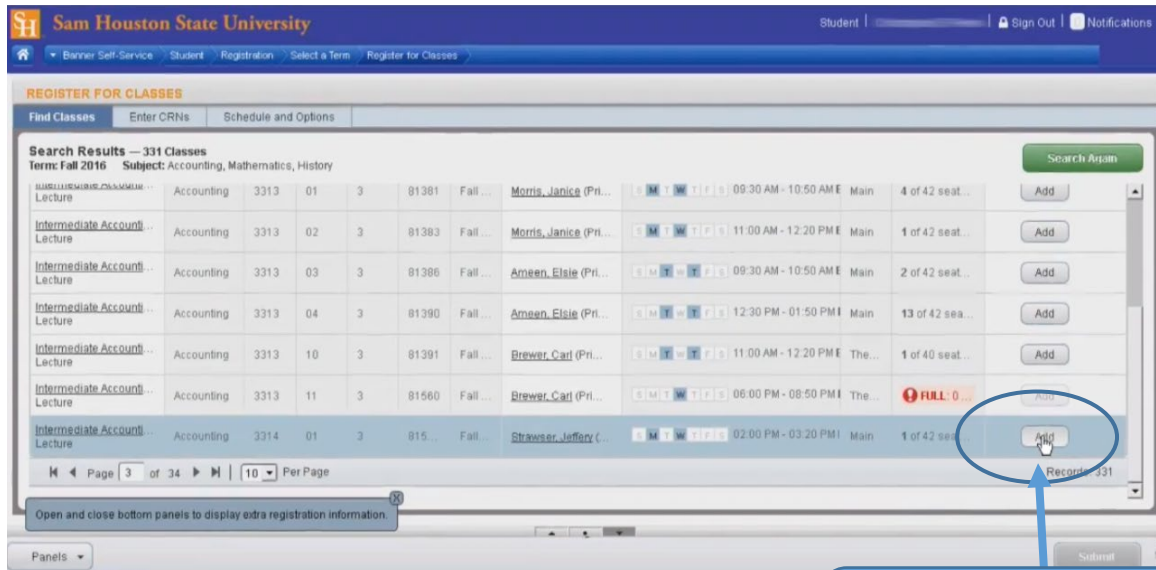


5. Begin typing the Subject of the course you wish to search (example: "ACCT" or "Accounting," "ENGL" or "English," etc.)
 - A dropdown list of results will pop up automatically as you begin typing. Click the appropriate subject from the dropdown list to select it.
 - Once the subject is selected, click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



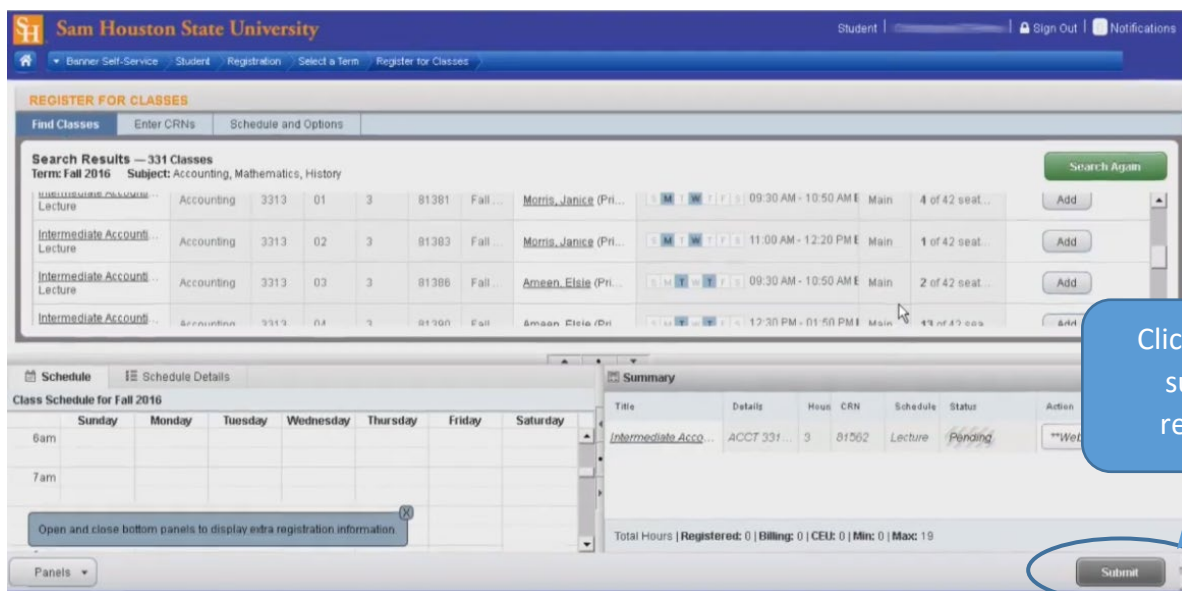


- Review the available sections and click "Add" next to the section you wish to register for.



Click "Add" next to the section you wish to register for

- The registration status will be "Pending" on the Summary panel in the lower-right corner. Click "Submit" to submit the registration.



Click Submit to submit the registration



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.

- [A full list of error messages on our website](#) 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 registrar@shsu.edu for assistance and clarification on the error and possible solutions.

The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top right, a red box labeled 'Registration Error Message' points to a notification: 'ACCT 3314 CRN 81562: Prerequisite or Developmental Required. Contact Department'. In the center, a blue box labeled 'Search again for a different course if you do not have the solution' points to a 'Search Again' button. At the bottom right, a red box labeled 'Registration Status states “Errors Preventing Registration” in red' points to the status 'Errors Prevent...' in the summary table.

Title	Details	Hour	CRN	Schedule	Status	Action
Intermediate Acco...	ACCT 331...	3	81562	Lecture	Errors Prevent...	Remove



- 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!

**“Save Successful”
Message**

Save Successful

REGISTRAR FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Search Results — 50 Classes
Term: Fall 2016 Subject: Accounting

Title	Subject Descript	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Principles Of Financial... Lecture	Accounting	2301	01	3	81221	Fall ...	Strawser, Jeffrey (...)	M T W T F 09:30 AM - 10:50 AM E	Main	FULL: 0...	Add
Principles Of Financial... Lecture	Accounting	2301	02	3	81242	Fall ...	Robinson, Shani (...)	M T W T F 11:00 AM - 12:20 PM E	Main	1 of 60 seat...	Add

Class Schedule for Fall 2016

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2pm		Principles Of Financial Acc		Principles Of Financial Acc			
3pm							

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Principles Of Fina ...	ACCT 230 ...	3	81256	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3

The course is added and may be viewed on your schedule

Registration Status updates to “Registered” in green