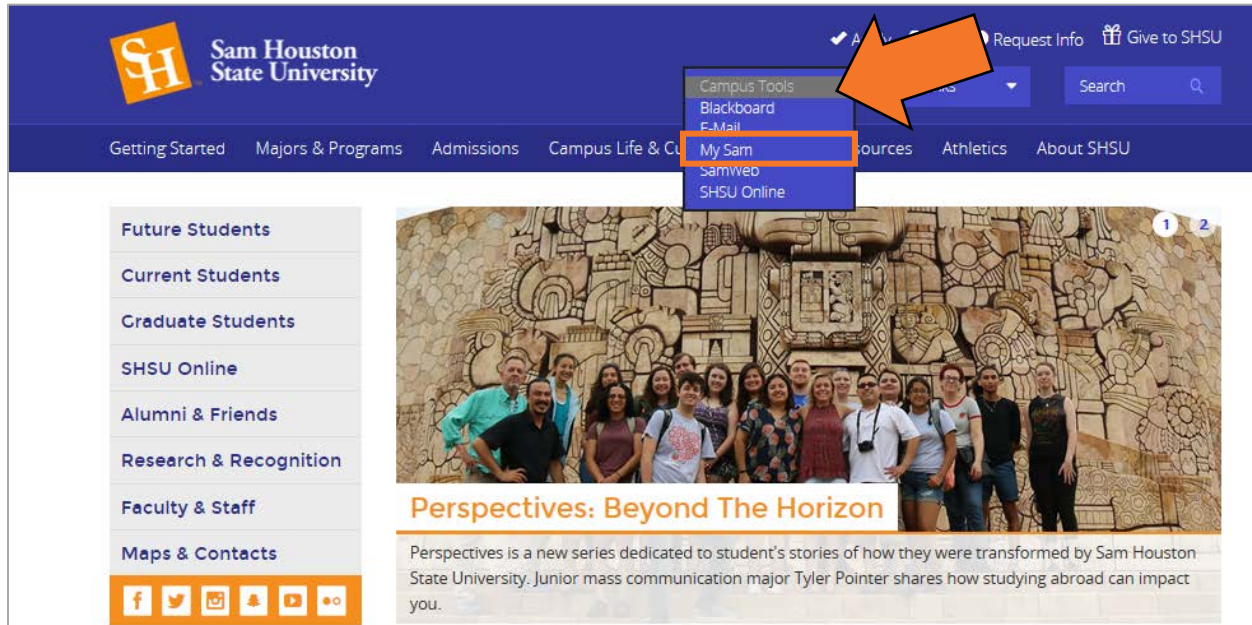


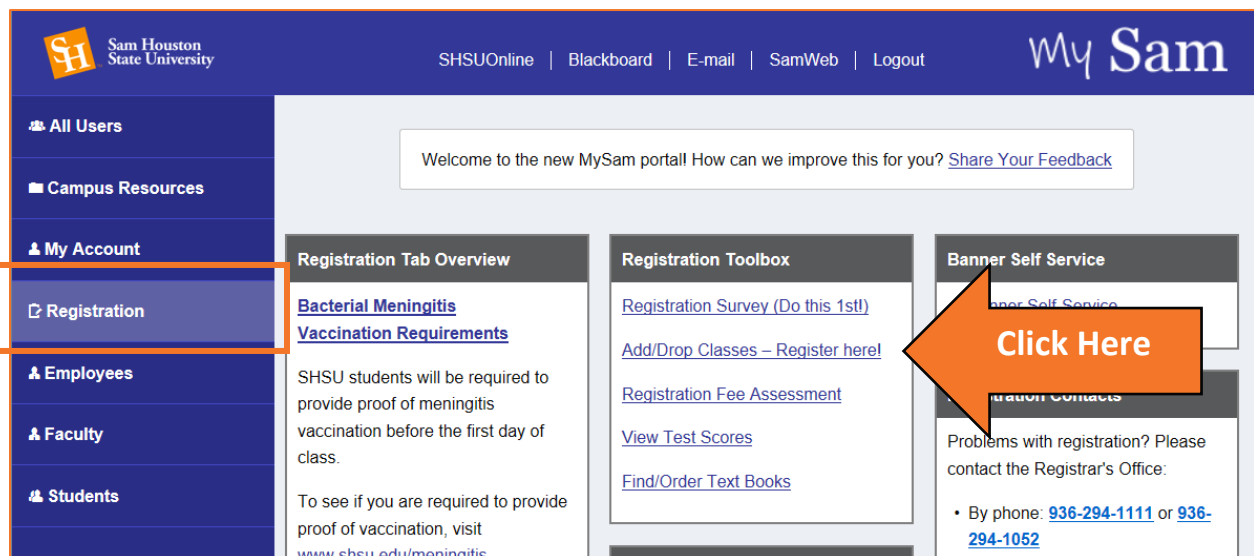


HOW TO VIEW HOLDS – *Prepare for Registration*

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**.

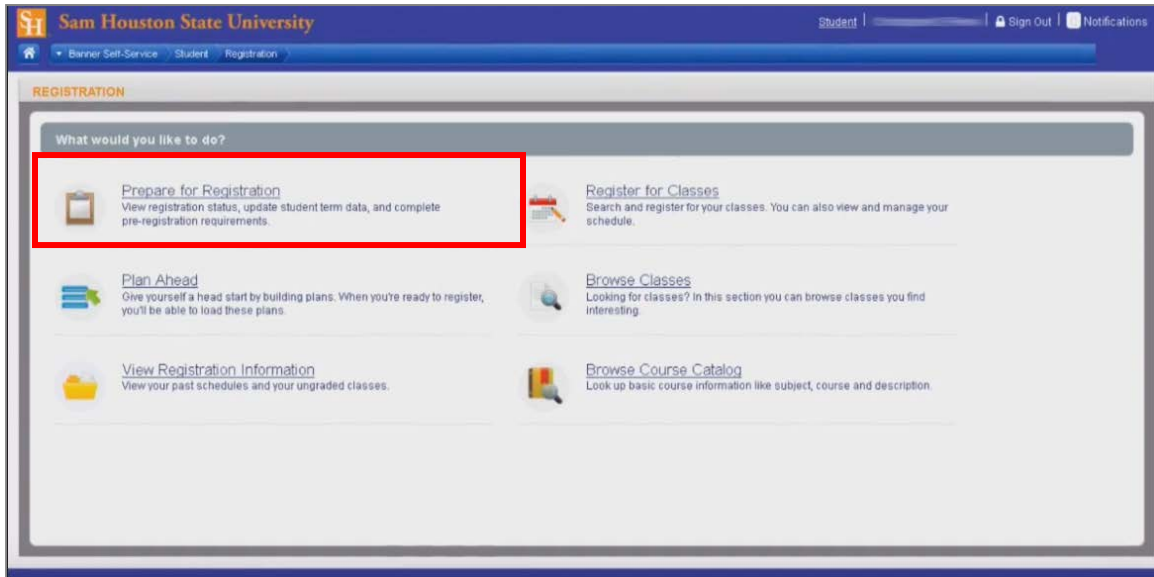


3. In MySam and on the Registration Tab, and click **“Add/Drop Classes – Register Here!”**

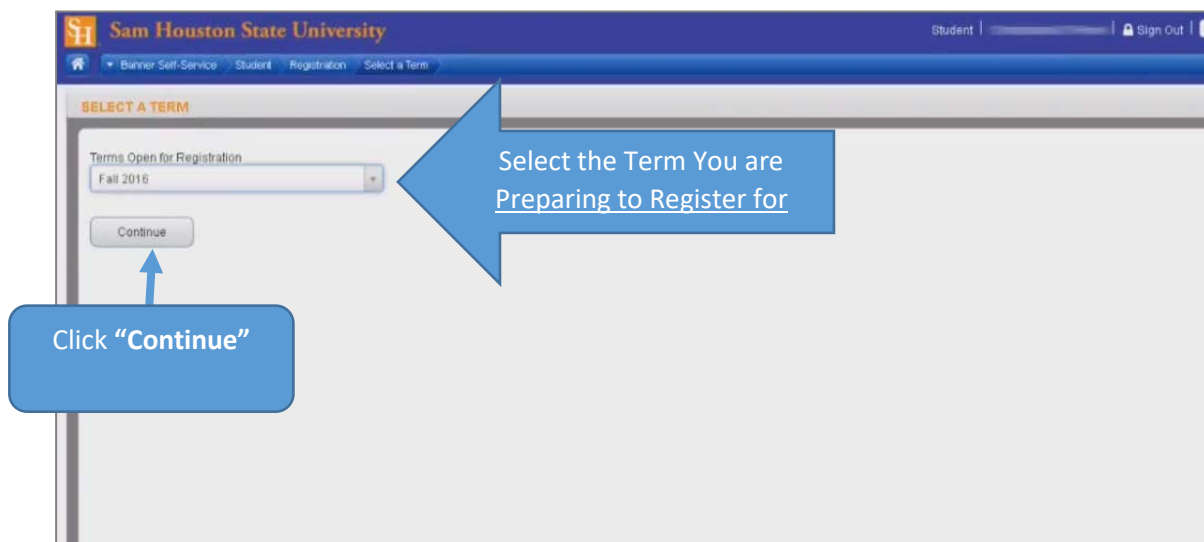




4. Click "Prepare for Registration."



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





6. This Screen will display the following:
- Your Student Status and Academic Status (Academic Standing)
 - Holds that will prevent you from registering will be in red.

Holds preventing registration will be in red.

If there is not a "Time ticket" status, then Academic Advising may be required.

The screenshot shows the 'Prepare for Registration' page for Sam Houston State University. The 'Registration Status' section for Term: Fall 2018 shows three items: 'Your Student Status permits registration.' (green checkmark), 'Your academic status permits registration.' (green checkmark), and 'You have holds which prevent registration.' (red exclamation mark). Below this, a red box indicates 'Registration Survey Required' with 'Processes Affected: Registration'. The 'Earned Hours' section shows 'You have Earned Hours for Level: Non-transferable, Institution Hours: 0, Transfer Hours: 2' and 'You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 68'. The 'Primary Curriculum' sidebar on the right lists details like Level: Undergraduate, Degree: Bachelor of Science, and Major: Interdisciplinary Studies.

All green checkmarks indicate you do not have any holds preventing registration

Your time ticket will indicate when you may begin registering; Academic Advising is not required at this time.

The screenshot shows the 'Prepare for Registration' page for Sam Houston State University. The 'Registration Status' section for Term: Fall 2018 shows three items, all with green checkmarks: 'Your Student Status permits registration.', 'Your academic status Good Standing permits registration.', and 'You have no holds which prevent registration.'. Below this, a blue box indicates 'Time tickets allow registration at this time. Please register within these times: 02/08/2018 11:30 AM - 12/01/2018 11:59 PM'. The 'Earned Hours' section shows 'You have Earned Hours for Level: Undergraduate, Institution Hours: 15, Transfer Hours: 12'. The 'Primary Curriculum' sidebar on the right lists details like Level: Undergraduate, Degree: Bachelor of Science, and Major: Criminal Justice.