How to Register - Not College Ready in Reading and Writing

This how-to register guide is for students who have TSI scores on file but are not college ready in Reading and Writing and are college ready in Math. Students should have their degree plan available with notes from their advisor indicating which recommended courses the student should be taking. The student will need to register for their Math, English, and Developmental English courses first, then proceed with registering for the rest of their courses.
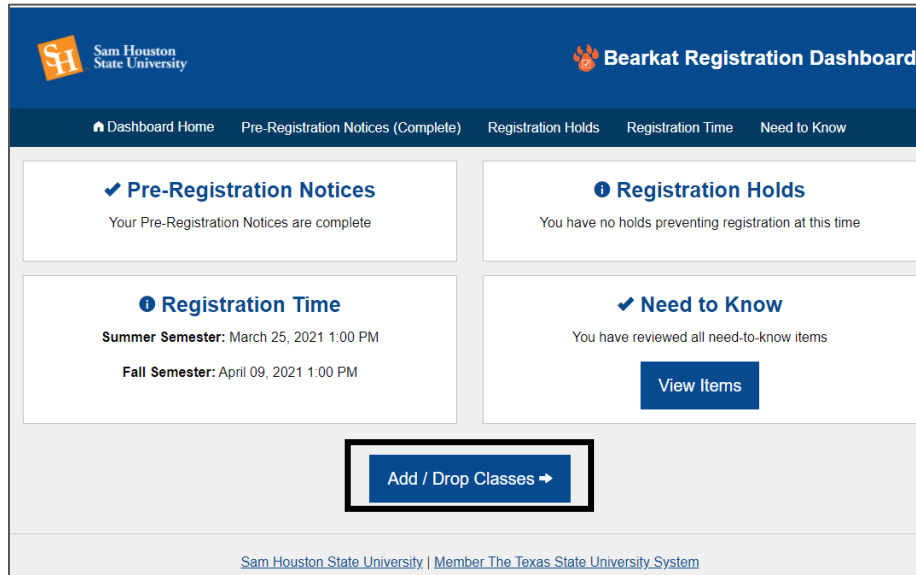
1. In MySam in the Registration Tab, click **"Bearkat Registration Dashboard →"** within the "Bearkat Registration Dashboard (Add / Drop Classes)" box.
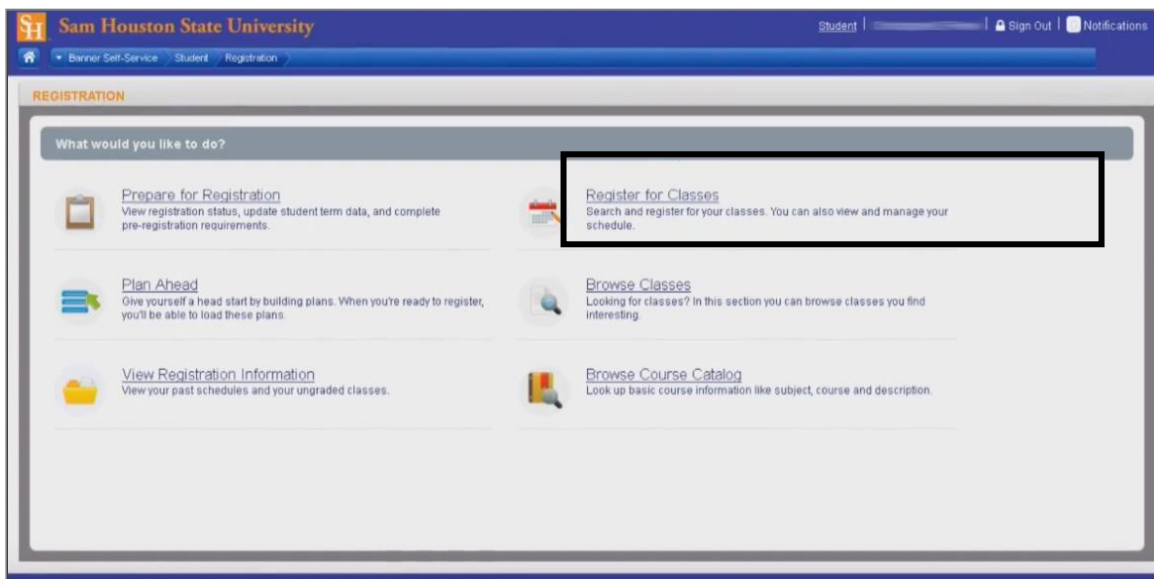
2. Select "**Add / Drop Classes"**

- If the "Add/Drop Classes→" button is grayed out, you will need to take care of any outstanding items, prior to accessing registration.
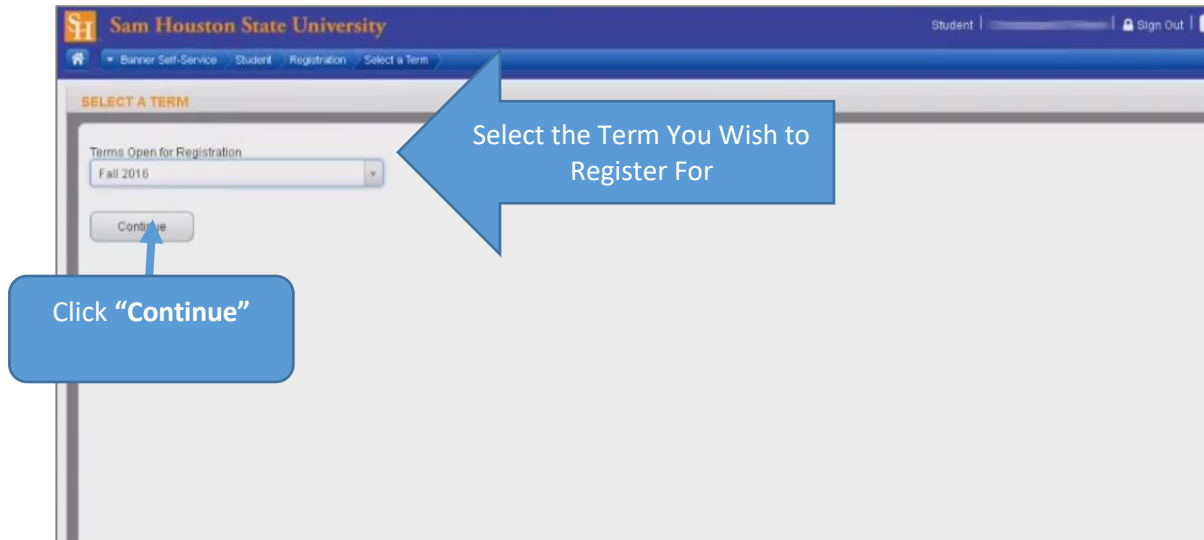

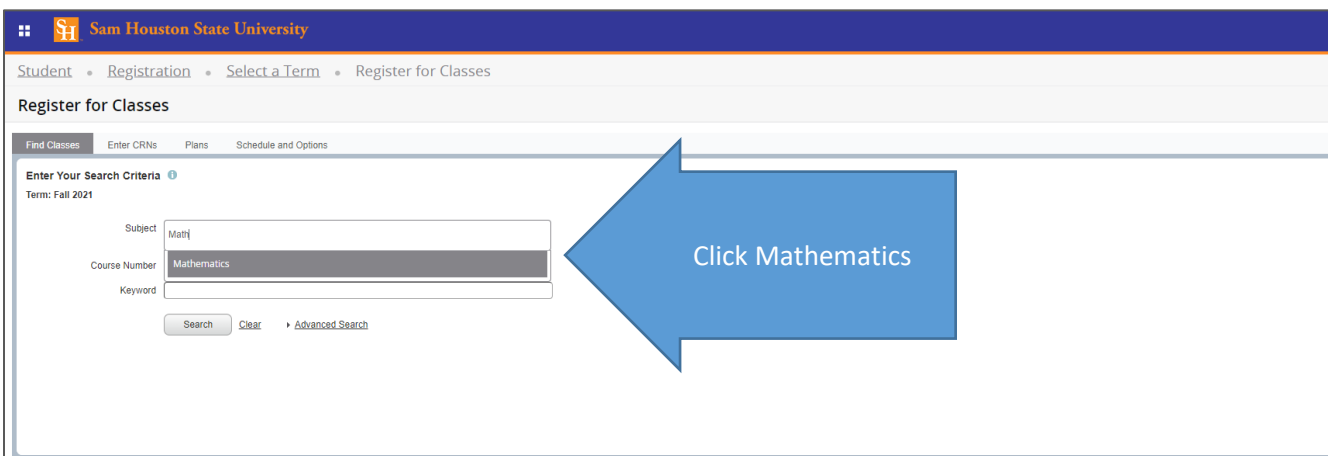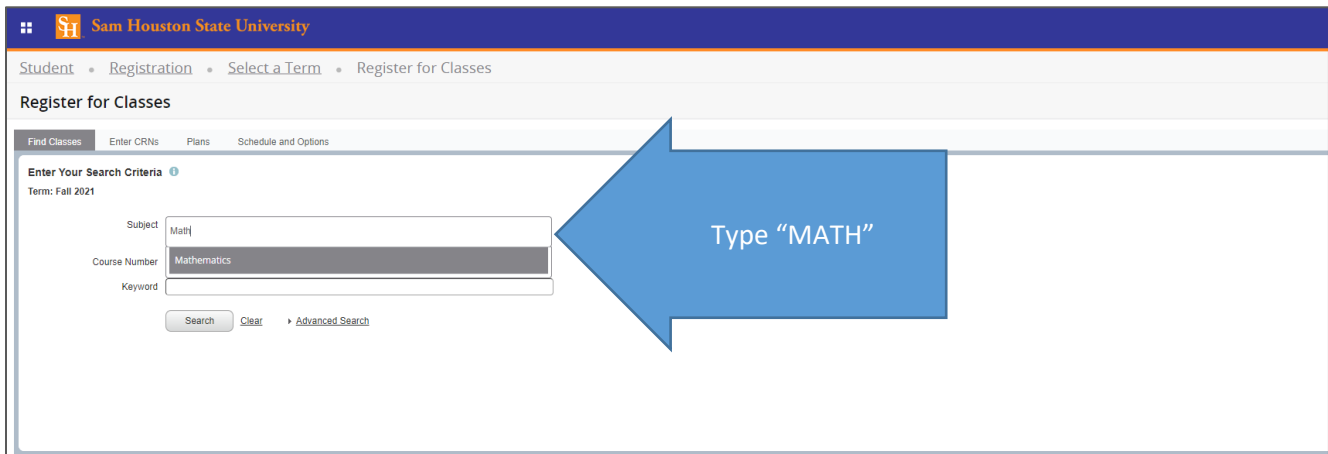3. Click **"Register for Classes"** to access the registration portal.

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

5. The student will need to add their core math first. Type "**MATH**" or "**STAT**" in the **Subject** box.
   - A dropdown option stating **"Mathematics"** or **"Statistics"** will appear, select the option that applies

6. **Enter** the **course number** in the **Course Number box**
   - i.e. 1314, 1316, 1324, 1332, 1384, 1342, 1410, 1420

Sam Houston State University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Fall 2021

Subject: x Mathematics
Course Number: 1332
Keyword:

Search | Clear | ▸ Advanced Search

Type in course number

7. Click **"Search"**

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Search | Clear | ▸ Advanced Search

Click Search

8. **Browse and select** a MATH or STAT course that best fits your schedule.
   - The section number **must be below 80** since the student is college ready in Math.
   - The section number can be found in the fourth column from the left.

9. Select **"Add"** next to the section you are wishing to register for.
   - The course will populate into the summary and the status will reflect as **"Pending."**
   - **DO NOT HIT SUBMIT.**

10. Click the green **"Search Again"** button in the top right corner of your screen

Click **"Search Again"**

11. Remove **"Mathematics"** and the course number that was previously entered

12. Enter **"ENGL"** then select **"English."**

Type "ENGL" and select English

13. Type in the course number **"1301"**

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Fall 2021

Subject: × English

Course Number: 1301

Keyword:

These special characters are ignored: ^~`!@$#&?[ ] ( ) |. The % is allowed.

Search | Clear | ▸ Advanced Search

Type in course number

14. Click **"Search"**

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Fall 2021

Subject: × English

Course Number: 1301

Keyword:

These special characters are ignored: ^~`!@$#&?[ ] ( ) |. The % is allowed.

Search | Clear | ▸ Advanced Search

Click Search

15. You may select any section of English 1301 to register for.
   - Once you have chosen a section, click **"Add"**
   - You should now have both Math and English **"Pending"** in your Summary.
   - **DO NOT HIT SUBMIT.**

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

16. Click the green **"Search Again"** button at the top right of your screen.

17. Remove **"English"** from the subject box and **"1301"** from the course number box

18. Type **"INRW"** in the subject line, then select **"Integrated Reading and Writing"** in the drop down.

19. Type the course number **"0014"** in the Course Number box

20. Click **"Search"**

21. You may choose any section of INRW 0014 to register for.
- Once you have selected a section, click **"Add"**

22. You should now have Math, English, and INRW **"Pending"** in your Summary

23. Click Submit.
    - All 3 courses statuses will change to **registered** once successfully added.

Title	Details	Hours	CRN	Schedule Type	Status	Action
College Mathematics	MATH 1332, 06	3	80493	Online Lect...	Registered	None
Composition I	ENGL 1301, 61	3	84262	Lecture	Registered	None
Tutorial for Integ Read/Write	INRW 0014, 01	1	80047	Lecture	Registered	None

24. Once you have successfully added your Math and English, you may continue registering for your remaining courses.

Registration Error Solutions:

Error Message	What Does It Mean?	How Do I Fix It?
MATH 1332 CRN 80493: Prereq Required (Core Math, Dev Ed, or Other Course) - Contact The Registrar's Office	You are unable to register because are not submitting your Math and English courses together.	Register for your Math, English, and INRW together, prior to moving forward with registering for your remaining courses.
ENGL 1301 CRN 80130: Student Attribute Restriction	This class is restricted to students with a specific attribute (ex: Honors, Athlete, etc.)	Select a different section if you do not belong to the required attribute group.
CRIJ 2361 CRN 80567: TSI Restriction Error	This class requires college-level readiness.	Students who are completing INRW can take **one** additional reading intensive course. Please contact the TSI team at tsi@shsu.edu if you needing a TSI override for a reading intensive course.

Students who have a status of not being college ready in reading or writing and attempt to register for a reading intensive course, will need a TSI override. Students who are completing INRW can take **one** additional reading intensive course. **Below is a list of reading intensive courses**.

Please contact the TSI team at tsi@shsu.edu if you needing a TSI override for one of the courses listed below while completing your INRW coursework.

Reading Intensive Courses

Subject	Course Numbers
ARTS	1303 and 1315
BUAD	2301 and 2321
CRIJ	2361 and 2362
ECON	2300, 2301, and 2302
ENGL	1301, 1302, 2332, and 2333
GEOG	1321, 2355, and 2356
HIST	1301, 1302, 2311, and 2312
MUSI	2348
PHIL	1301, 2303, and 2306
POLS	2305 and 2306
PSYC	1301 and 2315
SOCI	1301, 1306, and 2319

Students who have a not college ready reading or writing status who try to register for a non-reading intensive course will not require a TSI override for the course. These courses can be used to fill out a student's schedule while they are completing their developmental INRW coursework.

Non-Reading Intensive Courses

Subject	Course Numbers
ARTS	1301 and1302
CHEM	1406
MCOM	1330, 1332, and 2366
COMS	1361
CRIJ	2367 and 2368
KINE	2115
THEA	1366
DANC	1372