



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.

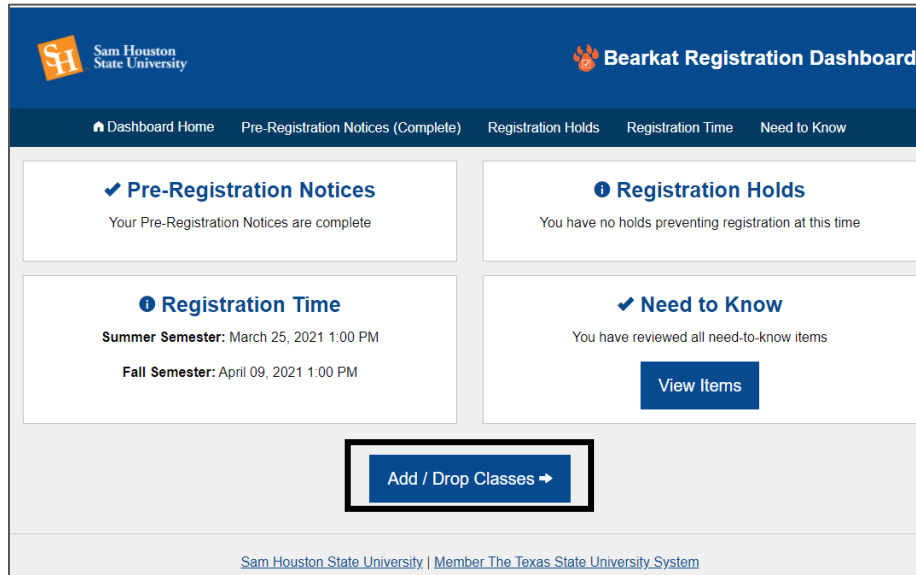
1. In MySam in the Registration Tab, click **“Bearkat Registration Dashboard →”** within the **“Bearkat Registration Dashboard (Add / Drop Classes)”** box.

The screenshot shows the MySam registration dashboard. On the left is a navigation menu with 'Registration' highlighted. The main content area has three columns: 'Texas Success Initiative (TSI)', 'Bearkat Registration Dashboard (Add / Drop Classes)', and 'Complete Registration'. The 'Bearkat Registration Dashboard' column contains a green button labeled 'Bearkat Registration Dashboard →' which is pointed to by a blue arrow with the text 'Click Here'.

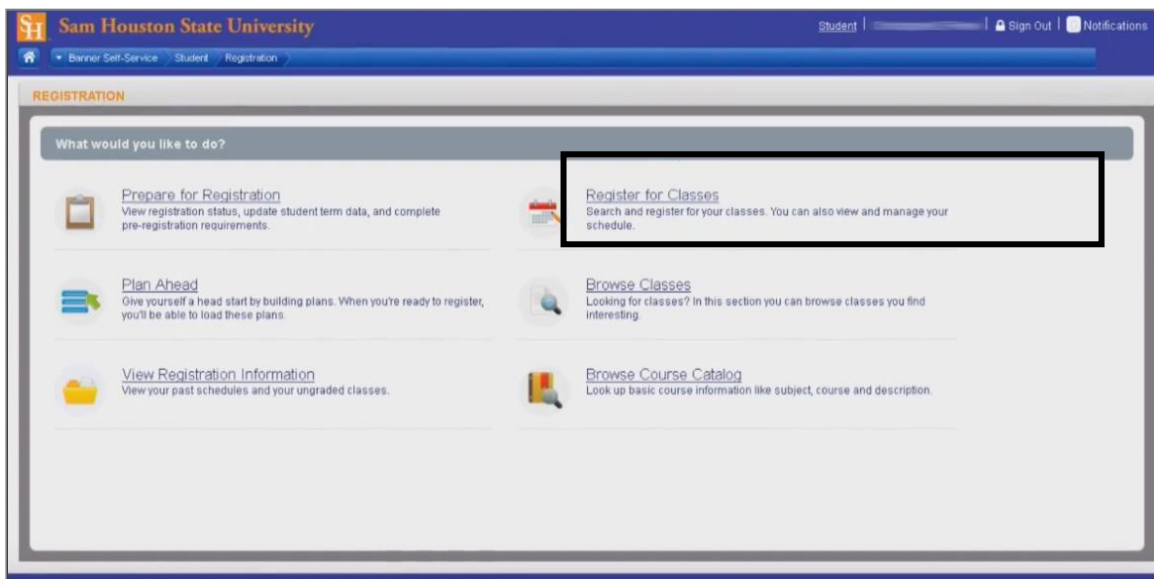


2. Select **“Add / Drop Classes”**

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

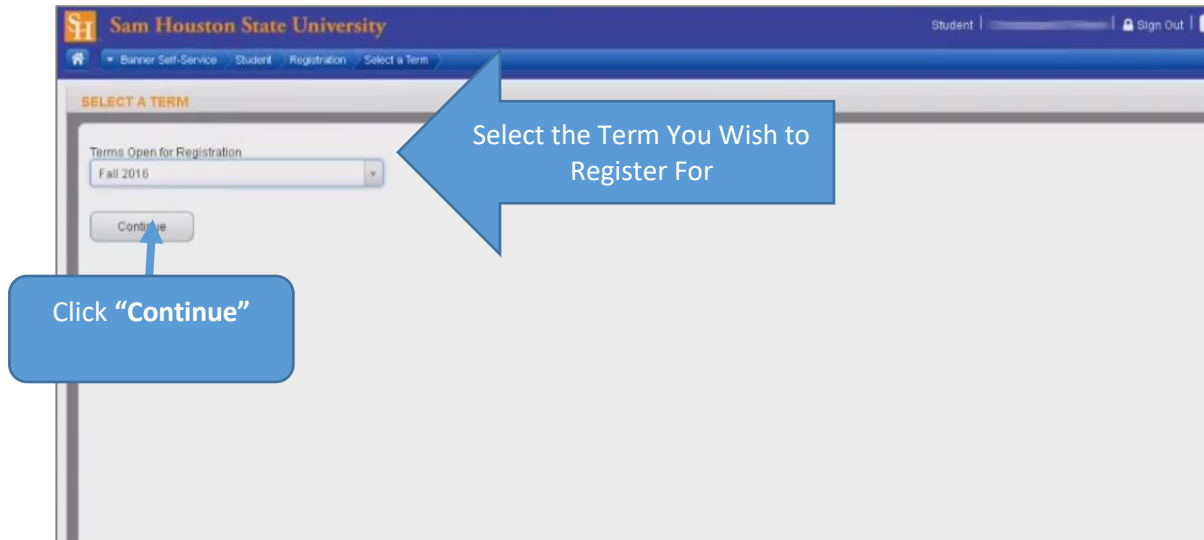


3. Click **“Register for Classes”** to access the registration portal.



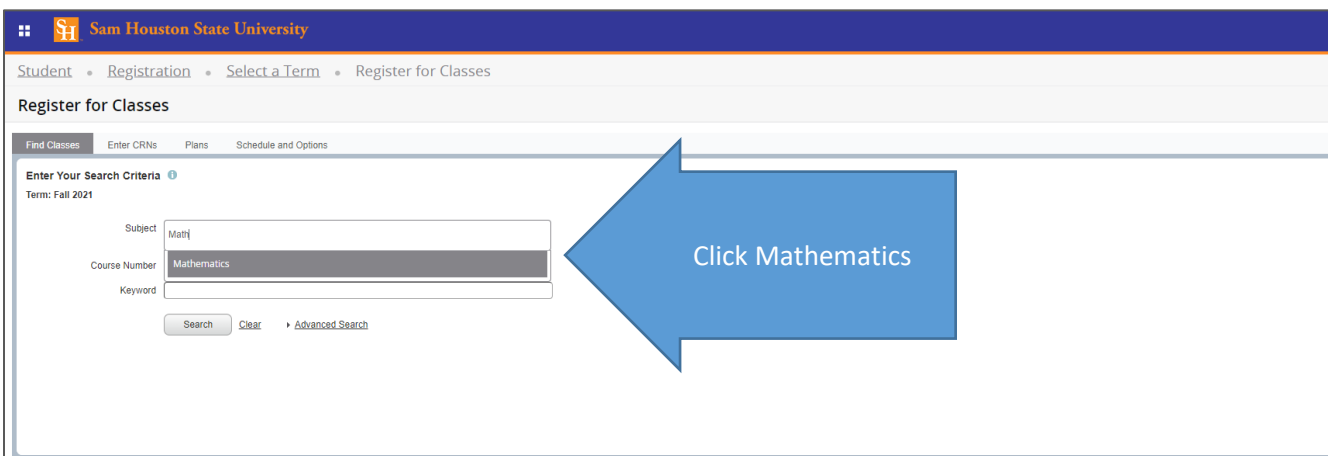
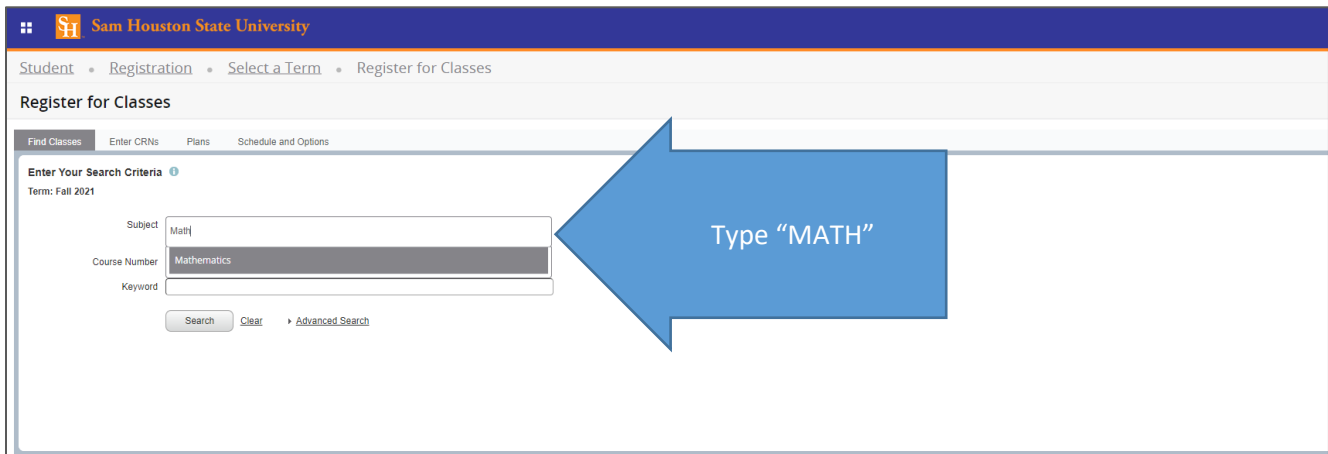


4. Click the dropdown and select the **Term** you wish to register for then click **Continue**.



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

Course Number

Keyword

[Advanced Search](#)

Type in course number

7. Click "Search"

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

Course Number

Keyword

[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.

Search Results — 15 Classes
Term: Fall 2021 Subject: Mathematics Course Number: 1332

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
College Mathematics Lecture	Mathematics	1332	01	3				M T W T F S 08:00 AM - 08:50 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	02	3	80489	Fall 2...	Hudgens, Cheri (Primary)	S M T W T F S 08:00 AM - 09:15 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	03	3	80490	Fall 2...	Hudgens, Cheri (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics	Add

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.**

Search Results — 15 Classes
Term: Fall 2021 Subject: Mathematics Course Number: 1332

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
College Mathematics Lecture	Mathematics	1332	01	3	80488	Fall 2...	Martin, Melissa (Primary)	S M T W T F S 08:00 AM - 08:50 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	02	3	80489	Fall 2...	Hudgens, Cheri (Primary)	S M T W T F S 08:00 AM - 09:15 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	03	3	80490	Fall 2...	Hudgens, Cheri (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Lecture B	Main	FULL: 0 of 45...	Core II - Mathematics 14 Core II - Mathematics	Add

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

Title	Details	Hours	CRN	Schedule Type	Status	Action
College Mathematics	MATH 1332, 81	3	80496	Lecture	Pending	**Web Registered**



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

Sam Houston State University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 15 Classes
Term: Fall 2021 Subject: Mathematics Course Number: 1332

College Mathematics Lecture	Mathematics	1332	80	3	80495	Fall 2...	Martin, Melissa (Primary)	S M T W T F S	09:00 AM - 09:50 AM	Co-Req R	Main	FULL: 0 of 45...	Core II - Mathematics	14 Core II - Mathematics	Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	81	3	80496	Fall 2...		S M T W T F S	10:00 AM - 10:50 AM	Co-Req R	Main	4 of 45 seats rem...	Core II - Mathematics	14 Core II - Mathematics	Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	82	3	80497	Fall 2...	Martin, Melissa (Primary)	S M T W T F S	11:00 AM - 11:50 AM	Co-Req R	Main	2 of 45 seats rem...	Core II - Mathematics	14 Core II - Mathematics	Exclude from Wait-List	Add

Click "Search Again"

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

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

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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: engl

Course Number: English

Keyword: Teac English as Second Lang

Search Clear Advanced Search

Type "ENGL" and select English



13. Type in the course number "1301"

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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

Course Number

Keyword

Search Clear Advanced Search

These special characters are ignored: *!@#\$%&'[]() |. The % is allowed.

Type in course number

14. Click "Search"

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

Course Number

Keyword

Search Clear Advanced Search

These special characters are ignored: *!@#\$%&'[]() |. The % is allowed.

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.**

Sam Houston State University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 61 Classes
 Term: Fall 2021 Subject: English Course Number: 1301 Search Again

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Composition I Lecture	English	1301	21	3	80135	Fall 2...	Jones, Phillip (Primary)	S M T W T F S 03:00 PM - 04:15 PM Type: Lecture B	Main	3 of 24 seats re... 999 of 999 waitlist...	Core I - English 14 Core I - Communication Writing Enhanced	Add
Composition I Lecture	English	1301	22	3	80136	Fall 2...		S M T W T F S 08:00 AM - 08:50 AM Type: Lecture B	Main	10 of 24 seats re... 999 of 999 waitlist...	Core I - English 14 Core I - Communication EWCAT Writing Enhanced Core I - English	Add

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

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	ENGL 1301, 16	3	80130	Lecture	Pending	**Web Registered**
College Mathematics	MATH 1332, 82	3	80497	Lecture	Pending	**Web Registered**



16. Click the green “Search Again” button at the top right of your screen.

Sam Houston State University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 61 Classes
Term: Fall 2021 Subject: English Course Number: 1301

Title	Subject Descriptio	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Composition I Lecture	English	1301	21	3	80135	Fall 2...	Jones, Phillip (Primary)	S M T W T F S 03:00 PM - 04:15 PM Type: Lecture B	Main	3 of 24 seats rem... 999 of 999 waitlist...	Core I - English 14 Core I - Communication Writing Enhanced
Composition I Lecture	English	1301	22	3	80136	Fall 2...		S M T W T F S 08:00 AM - 08:50 AM Type: Lecture B	Main	10 of 24 seats re... 999 of 999 waitlist...	Core I - English 14 Core I - Communication EWCAT Writing Enhanced Core I - English

Click “Search Again”

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.

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: INRW

Course Number: Integrated Reading and Writing

Keyword:

Search Clear Advanced Search

Type “INRW” and select “Integrated Reading and Writing”



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

The screenshot shows the 'Register for Classes' page on the Sam Houston State University website. The page has a blue header with the university logo and name. Below the header is a breadcrumb trail: Student > Registration > Select a Term > Register for Classes. The main content area is titled 'Register for Classes' and has a sub-header 'Find Classes' with tabs for 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter Your Search Criteria' section is active, showing 'Term: Fall 2021'. There are three input fields: 'Subject' (with a dropdown menu showing 'Integrated Reading and Writing'), 'Course Number' (containing '0014'), and 'Keyword'. A tooltip for the Course Number field states: 'These special characters are ignored: *!@#\$%^&?|() | The % is allowed.' Below the fields are 'Search', 'Clear', and 'Advanced Search' buttons. A large blue arrow points from the right towards the Course Number field, with the text 'Type in course number' inside it.

20. Click "Search"

This screenshot is identical to the one above, showing the 'Register for Classes' page with the 'Course Number' field containing '0014'. A large blue arrow points from the right towards the 'Search' button, with the text 'Click Search' inside it.



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

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

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Tutorial for Integ Read/Write Lecture	Integrated Re...	0014	01	1	80047	Fall 2...		S M T W T F S 09:00 AM - 09:50 AM Type: Lecture B S M T W T F S 09:00 AM - 09:50 AM Type: Synchron	Main	9 of 22 seats rem...	Exempt from 3peat Calculation Developmental TSI Met for Prerequisite Exclude from Wait-List Exclude from Q Drop Limit
Tutorial for Integ Read/Write Lecture	Integrated Re...	0014	02	1	80048	Fall 2...		S M T W T F S 10:00 AM - 10:50 AM Type: Lecture B S M T W T F S 10:00 AM - 10:50 AM Type: Synchron	Main	10 of 22 seats re... Time Conflict	Exempt from 3peat Calculation Developmental TSI Met for Prerequisite Exclude from Wait-List

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

Title	Details	Hours	CRN	Schedule Typ	Status	Action
<u>Tutorial for Integ Read/Write</u>	INRW 0014, 01	1	80047	Lecture	Pending	**Web Registered**
<u>Composition I</u>	ENGL 1301, 16	3	80130	Lecture	Pending	**Web Registered**
<u>College Mathematics</u>	MATH 1332, 82	3	80497	Lecture	Pending	**Web Registered**



23. Click Submit.

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

Summary						
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 and 1302
CHEM	1406
MCOM	1330, 1332, and 2366
COMS	1361
CRIJ	2367 and 2368
KINE	2115
THEA	1366
DANC	1372