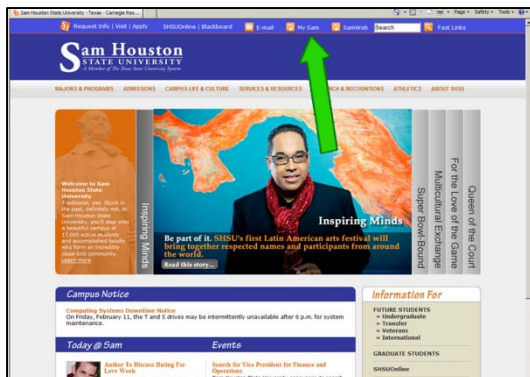




HOW TO DROP A COURSE (page 1 of 2)

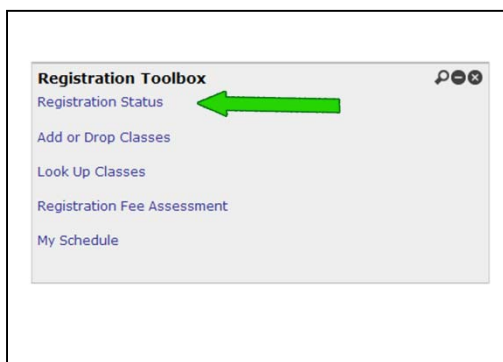


1. To begin, go to the Sam Houston home page at www.shsu.edu
2. At the top of the screen, click the **My Sam** portal link.

Note: If you have any trouble logging in, please contact the IT@Sam Service Desk.

3. Once in the portal, click the **Registration** tab.

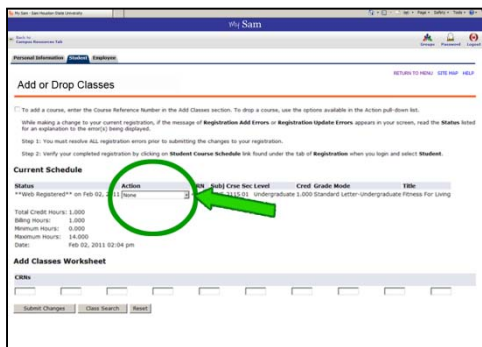
Note: If you do not see the Registration Tab, please contact the IT@Sam Service Desk.



4. In the **Registration Toolbox** channel, choose **Add or Drop Classes**.

5. Choose a term from the drop down list and then click the **Submit** button.

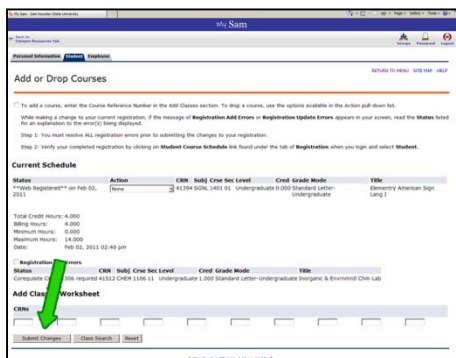
6. Your current course schedule for that term will appear on the Add or Drop Classes screen.



7. Under the Action column, next to the class you wish to drop, click the **drop down box**.

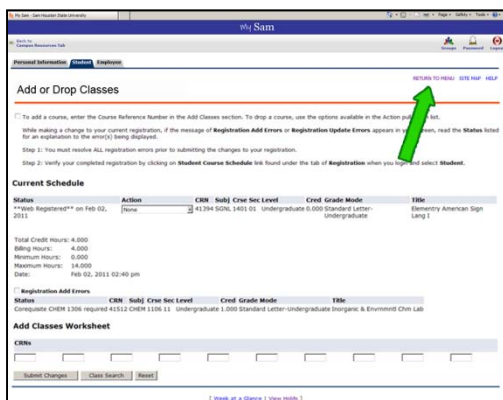
8. Choose **“Student Drop by Web”** or **“Drop after census date.”**

Note: “Student Drop by Web” means that you are dropping the course online before the 12th class day. “Drop after census date” means you are dropping the course online after the 12th class day.



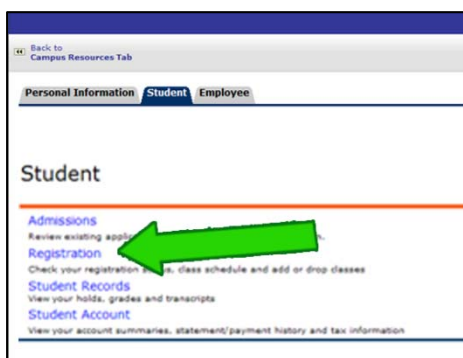
*Note: **You cannot drop your only class.** Please add another class before dropping your only class; otherwise, you will need to resign for the semester. Please contact the Registrar's Office for further assistance.*

9. Click the **Submit Changes** button at the bottom left of the screen.



10. Your Add or Drop Classes screen should refresh. If you drop the class after the census date (12th class day), your class will appear with a status of “Drop after census date”; otherwise, the screen will refresh without the dropped class listed.

11. To confirm your classes have been successfully dropped from your schedule, you need to view your schedule.



12. **Return to Menu** by clicking the link at the top right of the screen.

*Note: **Do Not hit the back button on your internet browser.** Hitting the back button too many times in the banner system can cause you to lose your changes and you could be locked out of the system for a brief time period.*

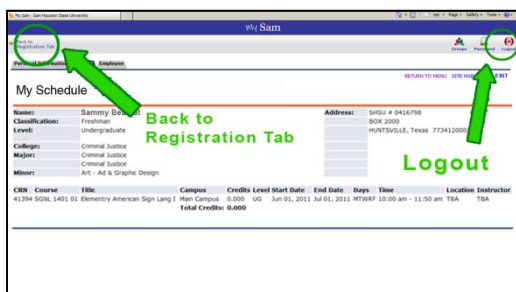
13. Proceed by clicking the **Student** link in the middle of the screen or choose the **Student** tab at the top.



14. Choose **Registration**.

15. Then click **My Schedule**.

16. The classes you are registered for should be listed on this screen.



17. **IMPORTANT!** At any time when you wish to exit the Banner Registration System you should click the **Logout** button or **Back to Registration Tab** link.

Logout button or **Back to Registration Tab** link!