



## Office of the Registrar

### How To Access Registration

#### Before you begin:

- Log in to your My Sam account
  - Go to [mysam.shsu.edu](https://mysam.shsu.edu)
- Select the “Registration” Tab
- Find the “Prepare to Register” or “Register for Classes” card
- Select “Registration Dashboard”

#### 1. Complete Pre-Registration Notices

Complete your pre-registration notices.

- Select “**Complete Notices**”
  - Completion will remove the Pre-Registration Notices hold from your account.

#### 2. Registration Holds

Do you have registration holds?

- **Yes** – You must take the necessary actions to clear holds on your account before you can proceed to the next step of the registration process.
- **No** – Move to the next step to lift your registration holds.

#### 3. Registration Time

Are you required to be advised?

- **Yes** – Move to the next step.
- **No** – Contact the SAM Center or schedule an appointment through My Sam.

#### 4. Need to Know

Acknowledge your need-to-know items.

- Select “**View Items**”
- Acknowledgement of all items will allow you to move to the next step.

#### 5. Add/Drop Classes

Once all holds have been lifted.

- Select “**Add/Drop Classes**” to begin registering for classes.