



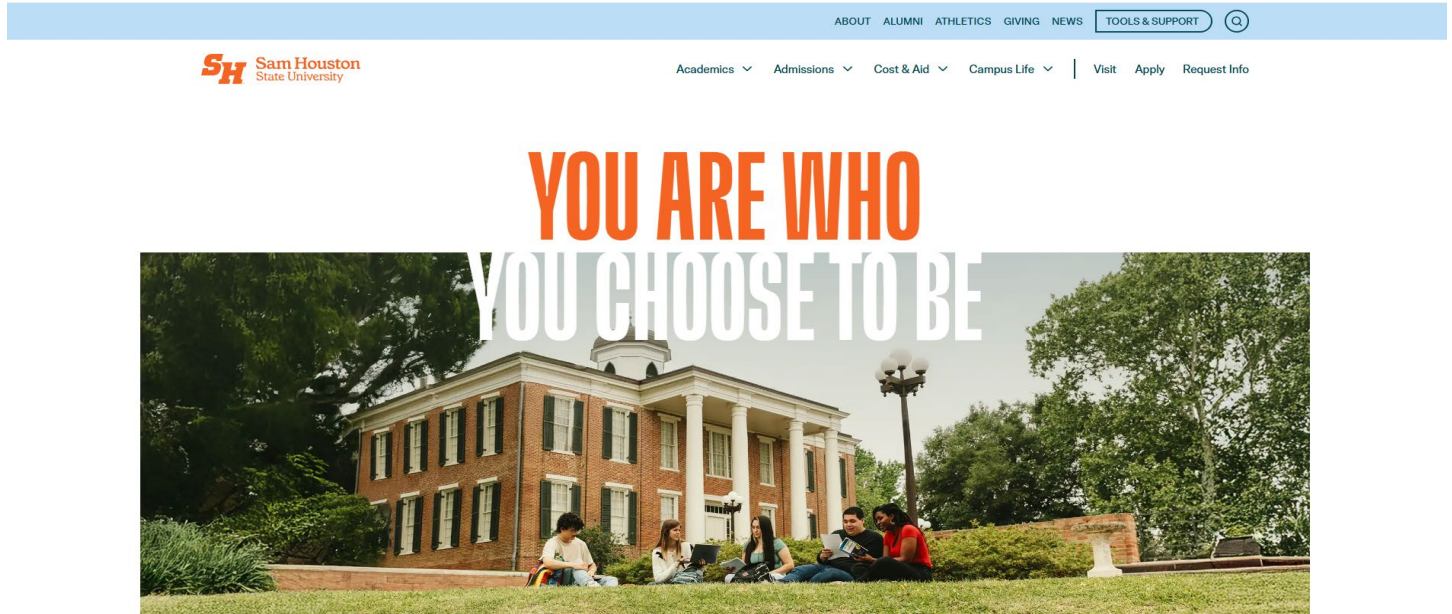
Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

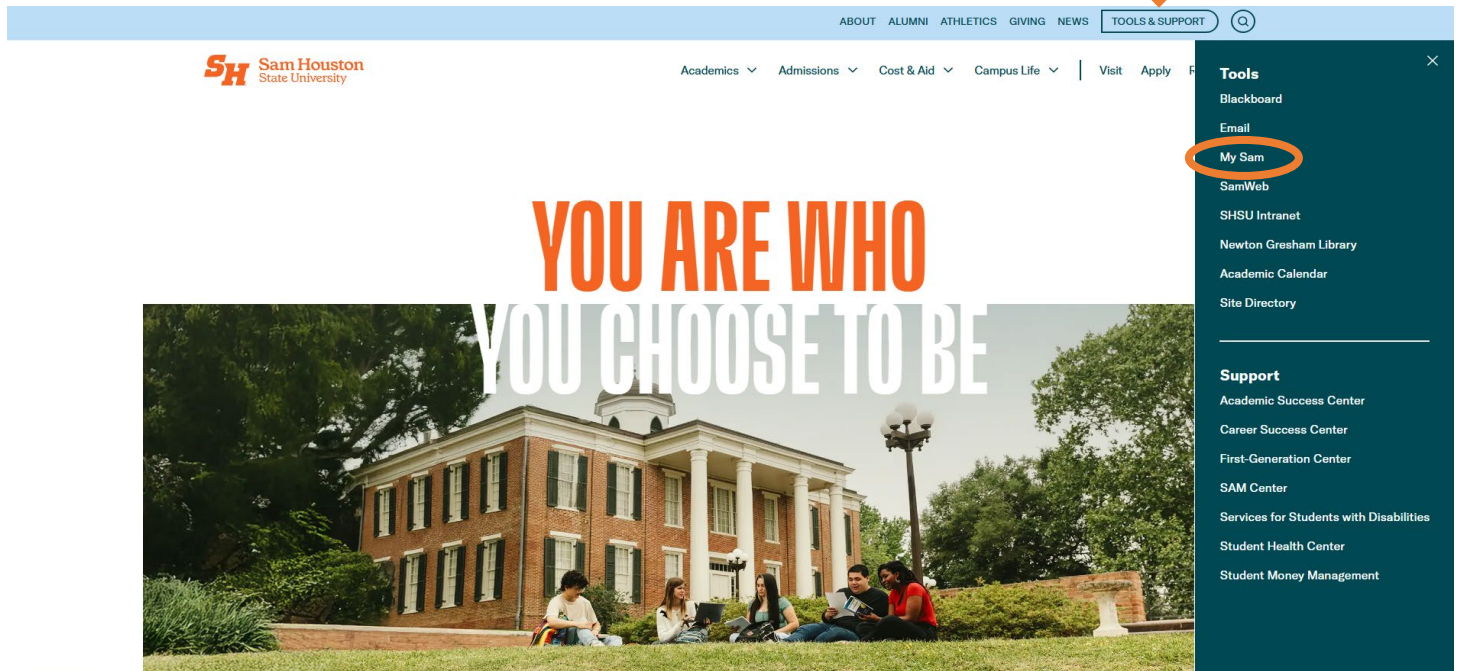
Office of the Registrar

How-To Drop a Class

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 **Tools and Support** tab, then select **MySam**.





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3. Select the **Registration** tab.

The screenshot shows the Registrar website with the 'Registration' tab highlighted in the top navigation bar. The main content area is divided into several sections:

- Important Dates - Registration:** Includes links to Academic Calendar, Add/Drop Deadlines, Final Exam Schedule, and Registration Schedule.
- Academic Advising:** Contains 'MANDATORY ADVISING GUIDELINES' and 'Mandatory advisement is required for:' followed by a list of student categories.
- Texas Success Initiative (TSI):** Explains that incoming students must submit scores or exemptions before getting advised and registering. It includes a note about TSI requirements for undergraduates and links to 'TSI Information', 'Submit Previous TSI Scores', and 'TSI Exemptions'.
- Prepare to Register:** Instructs users to complete pre-registration notices, check holds, review their registration dashboard, and complete all action items. It lists links to 'Registration Dashboard', 'Check Holds', and 'Registration Schedule'.
- Register for Classes:** Includes 'ADD/DROP CLASSES' and 'RESOURCES' with links like 'How to Register', 'Registration Error Solutions', and 'How to Join a Waitlist'.
- After Registering:** Provides links to 'Review your Degree Plan', 'Review Financial Aid Information', and 'Know Payment Due Dates'.
- Drop or Resign:** Explains the process for dropping or resigning from courses, including deadlines and links to 'Add/Drop Deadlines'.
- Need Help? (Registration Resources):** Provides contact information for the Registrar's Office, including email, phone, and physical address.

4. Select the **Registration Dashboard** under the **Prepare to Register** tab.

This screenshot shows the Registrar website with the 'Registration' tab selected. The 'Prepare to Register' section is highlighted, and the 'Registration Dashboard' link is circled in red. The 'Texas Success Initiative (TSI)' section is also visible, providing information about TSI requirements and links to 'TSI Information', 'Submit Previous TSI Scores', and 'TSI Exemptions'.



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5. Select “Add/Drop Classes”

The screenshot shows the Bearkat Registration Dashboard. At the top right is the 'Bearkat Registration Dashboard' header. Below it are four status boxes: 'Pre-Registration Notices' (complete), 'Registration Holds' (no holds), 'Registration Time' (Spring Semester: October 30, 2025 1:00 PM), and 'Need to Know' (reviewed all items). Below these is a blue button labeled 'Add / Drop Classes' with a right arrow, which is highlighted with an orange box. At the bottom are three links: 'Bearkat EduNav (BEN) FAQ', 'Browse / Plan Courses in Bearkat EduNav', and 'How to View Schedule'.

6. Select a **term**, then **continue**.

The screenshot shows the 'Select a Term' page. At the top is the Sam Houston State University logo and navigation links: 'Student', 'Registration', and 'Select a Term'. Below is a section titled 'Select a Term'. Inside this section is a dropdown menu labeled 'Terms Open for Registration'. The dropdown is open, showing a search bar and a list of terms: 'Fall 2020' (highlighted), 'Summer 2020', and 'Spring 2020'. An orange oval highlights the entire dropdown menu area.



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7. You will then go to the **summary section**.

The screenshot shows the 'Register for Classes' interface. The 'Summary' section is circled in orange. It displays a table with the following data:

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	3	80424	Lecture	Registered	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

Below the table, it shows: Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 10. A 'Submit' button is at the bottom right.

8. Click the **drop-down arrow** for the course you wish to **drop**.

This is a close-up of the 'Summary' table. The 'Action' column for the first row, 'Abnormal Psychology', is circled in orange. The drop-down menu is open, showing 'None' as the selected option.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	3	80424	Lecture	Registered	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

At the bottom, it says: Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 10. A 'Submit' button is at the bottom right.



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9. Select “**Student drop by Web**”, then hit **submit**.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	3	80424	Lecture	Registered	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

10. Once you have removed the course from your schedule, the **status** will changed to “**Deleted**”

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Abnormal Psychology	PSYC 3331,...	0	80424	Lecture	Deleted	None
Close Relationships	PSYC 3365,...	3	80416	Lecture	Registered	None
Development Psychol...	PSYC 3374,...	3	80420	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 19

Submit