



Sam Houston State University

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Office of the Registrar

PLAN AHEAD – How to Guide for Students

The Plan Ahead feature allows students to prepare for registration by creating a registration plan based on either courses or sections. Students may create the plan and utilize it to register for the courses/sections selected, and up to three plans may be built.

*****YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN*****

1. To Begin, go to the Sam Houston State University home page at www.shsu.edu.

ABOUT ALUMNI ATHLETICS GIVING NEWS **TOOLS & SUPPORT** 



Academics ▾ Admissions ▾ Cost & Aid ▾ Campus Life ▾ | Visit Apply Request Info

YOU ARE WHO
YOU CHOOSE TO BE



COOKIE SETTINGS

2. At the top of the screen, click the Campus Tools dropdown and then select MySam.

ABOUT ALUMNI ATHLETICS GIVING NEWS **TOOLS & SUPPORT** 



Academics ▾ Admissions ▾ Cost & Aid ▾ Campus Life ▾ | Visit Apply F

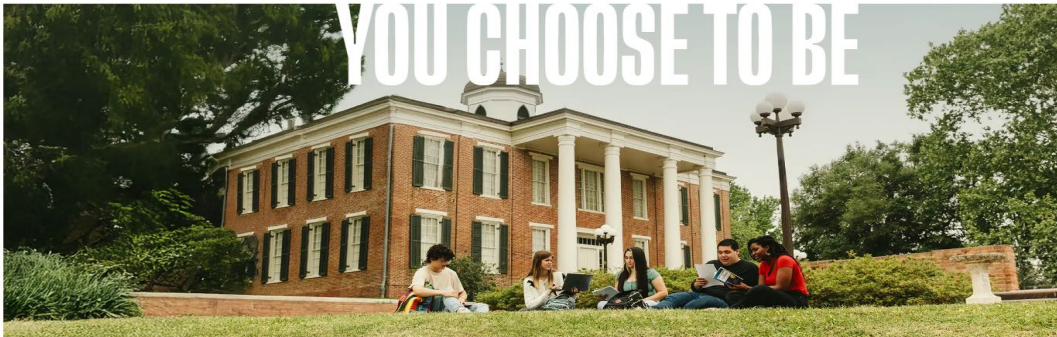
Tools

Blackboard
Email
My Sam
SamWeb
SHSU Intranet
Newton Gresham Library
Academic Calendar
Site Directory

Support

Academic Success Center
Career Success Center
First-Generation Center
SAM Center
Services for Students with Disabilities
Student Health Center
Student Money Management

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3. Once you're in MySam click the registration tab.

The screenshot shows the MySam homepage. At the top, there is a notification banner about the 2026-2027 Scholarships4Kats priority date. Below the banner is a navigation bar with links: Home, Bearkat Life, Campus Resources, Employees & Faculty, Graduation, My Account, News, **Registration** (highlighted with a red circle and an arrow), Reporting, and Students. Below the navigation bar are four main content areas: Campus Tools (Blackboard, E-Mail, SamWeb, SHSU Online), View My Info (Balance, Statements, 1098-T, Grades, Unofficial Transcript, Schedule), Banner Self-Service (SSB allows students to access their accounts and complete several tasks but not limited to Change/view personal information, Register/add/drop Classes, View/manage financial aid, View grades/classes, and much more. Includes a link to Banner Self Service Login), and Campus Connect (Campus Connect provides the entire campus a coordinated care and communication network that helps manage student risk from identification to resolution, using data and analytics to optimize student support and to improve student outcomes. Departments, colleges, and divisions-academic, administrative, and student services-are integrated in their efforts to drive student success. Includes a link to Go to Campus Connect).

4. Under the “Prepare to Register” box you want to click on “Registration Dashboard”.

The screenshot shows the MySam Registration page. The navigation bar is the same as the previous screenshot, but the 'Registration' tab is now active. Below the navigation bar are four main content areas: Important Dates - Registration (Academic Calendar, Add/Drop Deadlines, Final Exam Schedule, Registration Schedule), Academic Advising (MANDATORY ADVISING GUIDELINES: All students are encouraged to be advised to ensure they are taking classes that fall within their degree plan. Mandatory advisement is required for: Freshmen and Transfers in their first two semesters; Students with 90+ hours (advisement required until student graduates); Students who are not TSI Met; Students with SHSU and/or Overall GPAs below 2.0), Texas Success Initiative (TSI) (Incoming students must submit scores or exemptions before getting advised and registering. Note: TSI is only required for undergraduate students. TSI Information. UPDATE YOUR TSI STATUS ON RECORD: If you have previously taken the TSI Assessment, or if you are exempt: Submit Previous TSI Scores, TSI Exemptions), and **Prepare to Register** (Complete pre-registration notices, check holds, review your registration dashboard, and complete all action items. Includes links to Registration Dashboard, Check Holds, and Registration Schedule). The 'Prepare to Register' box is highlighted with a red circle and an arrow, and the 'Registration Dashboard' link is highlighted with a red circle and an arrow.





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5. Click Plan Ahead & Select your desired term.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Planning ⓘ

Spring 2026

Spring 2026

Fall 2025

Summer 2025

Spring 2025

Fall 2024

6. Click "Create a New Plan".


[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

Select A Plan

Plans you have created for this term: 0

Term: Spring 2026

You are allowed a maximum of 3 plans for this term.

 Create a New Plan





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7. Search for the course of your choice.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: Summer 2025

Subject:

Course Number:

Keyword:

[Advanced Search](#)

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

8. Pick your course and search for more if needed.

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

Find Classes

Search Results — 1 Courses
Term: Summer 2025 Subject: English Course Number: 1301

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Composition I	English	1301	3	Students develop rhetorical knowledge, L...		<input type="button" value="Add Course"/>

Page 1 of 1 | 10 Per Page Records: 1

Schedule

Class Schedule for Summer 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

Summer 2025Untitled Plan

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	ENGL 1301	3			Pending	<input type="button" value="Add"/>

Total Planned Hours: 0





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9. Once completed you will save your plan, and you will be asked to name it.

The screenshot shows the 'Plan Ahead' interface. A 'Name Your Plan' dialog box is open, prompting the user to enter a 'Plan Name'. An orange arrow points to the 'Name Your Plan' button. Below the dialog box, the 'Save Plan' button is circled in orange, with another orange arrow pointing to it. The background shows a list of courses and a schedule grid.

Search Results — 108 Courses	Term: Summer 2025	Subject: Mathematics				
Pre Calculus Algebra	Mathematics	1314	3	Students engage in a brief review of intro...	NOT OFFERED FOR TERM	Add Course
Plane Trigonometry	Mathematics	1316	3	Students study coordinate systems, circu...	NOT OFFERED FOR TERM	Add Course
Mathematics for Managerial Decision Making	Mathematics	1324	3	Students engage in a review of introduct...	NOT OFFERED FOR TERM	Add Course
College Mathematics	Mathematics	1332	3	This course is designed to meet the obje...	NOT OFFERED FOR TERM	Add Course
Elementary Statistics	Mathematics	1342	3	Students engage in a survey in elementa...	NOT OFFERED FOR TERM	Add Course
Introduction to Biomedical Statistics	Mathematics	1370	3	This elementary statistics course is desig...	NOT OFFERED FOR TERM	Add Course

Class Schedule for Summer 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
Elementary Statistics	MATH 1342	3			Pending	Ada
Composition I	ENGL 1301	3			Pending	Ada

10. Finally, you will know that your plan was successful if your screen says "Save Successful"

The screenshot shows the 'Plan Ahead' interface after a successful save. A green banner at the top right displays 'Save Successful'. The 'Name Your Plan' dialog box is no longer present. The 'Save Plan' button is now visible at the bottom right of the screen. The background shows the same list of courses and schedule grid as the previous screenshot.

Search Results — 108 Courses	Term: Summer 2025	Subject: Mathematics				
Pre Calculus Algebra	Mathematics	1314	3	Students engage in a brief review of intro...	NOT OFFERED FOR TERM	Add Course
Plane Trigonometry	Mathematics	1316	3	Students study coordinate systems, circu...	NOT OFFERED FOR TERM	Add Course
Mathematics for Managerial Decision Making	Mathematics	1324	3	Students engage in a review of introduct...	NOT OFFERED FOR TERM	Add Course
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Class Schedule for Summer 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	ENGL 1301	3			Planned	None
Elementary Statistics	MATH 1342	3			Planned	None



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