



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Office of the Registrar

How-To View & Print Schedule (Smart Plan)

1. To begin, go to the **Sam Houston State University** page at www.shsu.edu.
2. At the top of the screen, click **Tools and Support**, then select **MySam**.



The screenshot shows the Sam Houston State University website. At the top, there is a navigation bar with links: ABOUT, ALUMNI, ATHLETICS, GIVING, NEWS, TOOLS & SUPPORT, and a search icon. Below the navigation bar, there is a large banner image of a brick building with the text "YOU ARE WHO YOU CHOOSE TO BE" overlaid. On the right side, a "Tools and Support" dropdown menu is open, listing various services. The "My Sam" option is highlighted with an orange circle.

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. In MySam on the **Registration tab**, under “**Prepare to Register**”, select the “**Registration Dashboard**”

The screenshot shows the MySam website's Registration tab. The top navigation bar includes links for Home, Bearkat Life, Campus Resources, Employees & Faculty, Graduation, My Account, News, Registration, Reporting, and Students. The Registration tab is active. Below the navigation bar, there are several panels. The 'Prepare to Register' panel on the right contains a link to the 'Registration Dashboard', which is circled in orange. Other panels include 'Important Dates - Registration', 'Academic Advising', 'Texas Success Initiative (TSI)', 'Register for Classes', 'After Registering', 'Drop or Resign', and 'Need Help? (Registration Resources)'.

4. Once you make it to the **Registration Dashboard**, you will select “**Add/Drop Courses**”

The screenshot shows the Registration Dashboard. At the top, there is a navigation bar with links for Dashboard Home, Pre-Registration Notices (Complete), Registration Holds, Registration Time, and Need to Know. Below this, there are four main sections: 'Pre-Registration Notices' (Your Pre-Registration Notices are complete), 'Registration Holds' (You have no holds preventing registration at this time), 'Registration Time' (Summer Semester: March 28, 2023 4:00 AM; Fall Semester: April 12, 2023 4:00 AM), and 'Need to Know' (You have reviewed all need-to-know items). At the bottom, there is a large blue button labeled 'Add / Drop Classes' with a right arrow, which is highlighted with an orange box. Below this button are three smaller buttons: 'Bearkat EduNav (BEN) FAQ', 'Browse / Plan Courses in Bearkat EduNav', and 'How to View Schedule'.

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5. To view your schedule, you will then select **download**.

Save

TIMELINE

Clear

Status: Pending review

Check Plan

Download

Requirements

Progress:

Spring 2023

Hide my schedule

Planned: 18 CR

Registered: 18 CR

Term limit: 18 CR

+

Add a course...

ENGL 3363 (21407, Band H8)

Mythology

3 CR

Registered

CHANGE

No Action

ENGL 3327 (24589, Diane Dowdy)

African-American Literature

3 CR

Registered

CHANGE

No Action

ENGL 3374 (21410, Adam Hubrig)

Teaching Writing and Lit

3 CR

Registered

CHANGE

No Action

CISE 4374 (23559, Mar Lane)

Human Growth and Learning

3 CR

Registered

CHANGE

No Action

TESL 4303 (24925, Chuck Denton)

Teaching Eng As A Second Lang

3 CR

Registered

CHANGE

No Action

SPED 3301 (23782, Megan Bodish)

Learn and Instruct Child With Dis

3 CR

Registered

CHANGE

No Action

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Click on the cell to block time (or press Alt+B)

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

ENGL 3363

ENGL 3363

Summer 2023

Show my schedule

Planned: 9 CR

Registered: 0 CR

Term limit: 12 CR

+

Add a course...

CISE 3383 Choose a section

Planning Insts With Tech Impl

Planning Insts With Tech Insts

3 CR

CHANGE

CISE 4380 Choose a section

Respon Of Pro Educator

Respon Of Pro Educator

3 CR

CHANGE

READ 4378 Choose a section

Multiple Literacies in Sec Ed

Multiple Literacies in Secondary Educ...

3 CR

CHANGE

Registration begins 3/28/2023 4:00 AM

You have to choose a section for CISE 3383, CISE 4380, READ 4...

Fall 2023

Planned: 15 CR

+

Add a course...

CISE 4364 Choose a section

Mh-Tch Secondary 3rd

Mh-Tch Secondary 3rd

3 CR

CHANGE

CISE 4377 Choose a section

Assess Stndt Long In Se

Assess Stndt Long In Se

3 CR

CHANGE

READ 4379 Choose a section

Differentiated Pedagog

Differentiated Pedagog

3 CR

CHANGE

ENGL 4364 Choose a section

Mh-Tch Eng in Sec Ed

Mh-Tch Eng in Sec Ed

3 CR

CHANGE

ENGL 4331 Choose a section

Comp Thy & the Tchn

Comp Thy & the Tchn

3 CR

CHANGE

Registration begins 3/28/2023 4:00 AM

You have to choose a section for CISE 4364, CISE 4377, READ 4379, ENGL 4364, ENGL 4331

- This will bring up your EduNav plan as well as your registered classes in a pdf form. You can print your schedule by selecting the print icon on the top right corner.

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100%

SH

Shippensburg

State University

Spring 2023 - Schedule

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

ENGL 3363

ENGL 3363

Subject	Num	Sec	CRN	Title	Instructor	Credits	Days	Time	Location	Status
ENGL	3363	01	21407	Mythology	Darci Hill	3	MW	2:00 P - 3:15 P	M	Registered
ENGL	3337	01	24589	African-American Literature	Diane Dowdey	3	-	---	M	Registered
ENGL	3374	01	21410	Teaching Writing and Lit	Adam Hubrig	3	-	---	M	Registered
CISE	4374	01	23599	Human Growth and Learning	Mae Lane	3	-	---	M	Registered
TESL	4303	03	24925	Teaching Eng As A Second Lang	Chuck Deaton	3	-	---	M	Registered
SPED	3301	03	23782	Learn and Instruct Child W/Disa	Megan Bodish	3	-	---	M	Registered

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EDUNAV



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7. If you want to view the locations of the courses, you can do so through EduNav by clicking on the courses in your current term schedule.

