



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Office of the Registrar



# **SMART PLAN**

# **STUDENT MANUAL**

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# About Smart Plan

Smart Plan is a degree planning tool to help you navigate your path to graduation. With Smart Plan, you can plan and register for all your courses in a guided, intuitive system personalized to your needs and preferences.

In this program, you can quickly:

- Visualize your pathway to graduation, term by term
- See when you are expected to graduate and understand how any changes to your plan affect your graduation timeline
- Plan, schedule and register for all your courses in one intuitive interface
- View your entire academic history including any courses articulated from other institutions

## Instructions

### Log In

Log into your MySam portal. On the homepage select the Prepare to Register tab.

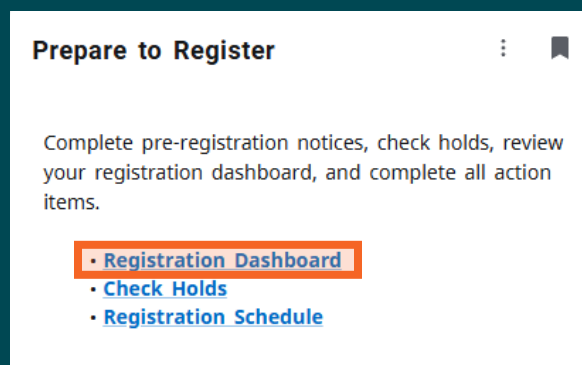
Then click Registration dashboard.

Under the Bearkat Registration

Dashboard, click on the Add/Drop

button.

Add / Drop Classes ➔



# View Academic History

In Smart Plan, each term is represented chronologically in a column. Terms with completed or articulated courses will be gray and can be seen to the left when you enter the system.

The screenshot displays the Smart Plan interface with a timeline of academic terms. The 'Completed courses' section on the left is highlighted with a red box, showing a list of completed courses for Fall 2023. The main timeline shows planned and registered courses for each term, with buttons to 'Update registration' and 'Add a course...'. The 'What is next?' section on the right shows upcoming courses for the next term.

If academic history is collapsed, it can be seen by clicking the Completed Terms bar on the left side of the screen.

The screenshot displays the Smart Plan interface with the 'Completed Terms' bar on the left side highlighted with a red box. The bar shows a list of completed terms from Fall 2023 to Fall 2027. The main timeline shows planned and registered courses for each term, with buttons to 'Update registration' and 'Add a course...'. The 'What is next?' section on the right shows upcoming courses for the next term.

## View Future Semesters

Upon entering Smart Plan, future terms are found under the What is next? section to the right of the current terms.

The screenshot displays the Smart Plan interface with a focus on future semesters. The interface is divided into several sections: 'Fall 2025', 'Spring 2026', and 'What is next?'. The 'What is next?' section is highlighted with an orange border and contains a table of courses for Fall 2026, Spring 2027, and Fall 2027. The 'Fall 2025' and 'Spring 2026' sections show a list of courses with their respective credits and registration status. The 'What is next?' section is a table with columns for the semester and the number of credits. It lists courses for Fall 2026 (13/16 CR), Spring 2027 (15/16 CR), and Fall 2027 (0/16 CR). The table includes course numbers, titles, and credits. For example, in Fall 2026, there are courses like ENGL 1302 (Composition II), HSTY 1302 (U.S. History to 1876), KINE 2115 (Lifetime Health and Wellness), POLS 2305 (Texas Government), and FSCN 2362 (Nutrition). In Spring 2027, there are courses like HLTH 2372 (Health & Medical Terminology), POLS 2306 (Texas Government), MCOM 2366 (Film Appreciation), PHIL 2306 (Contemporary Moral Issues), and SOCI 2319 (Introduction to Ethnic Studies). In Fall 2027, there are no courses listed.

## Open Weekly Schedule

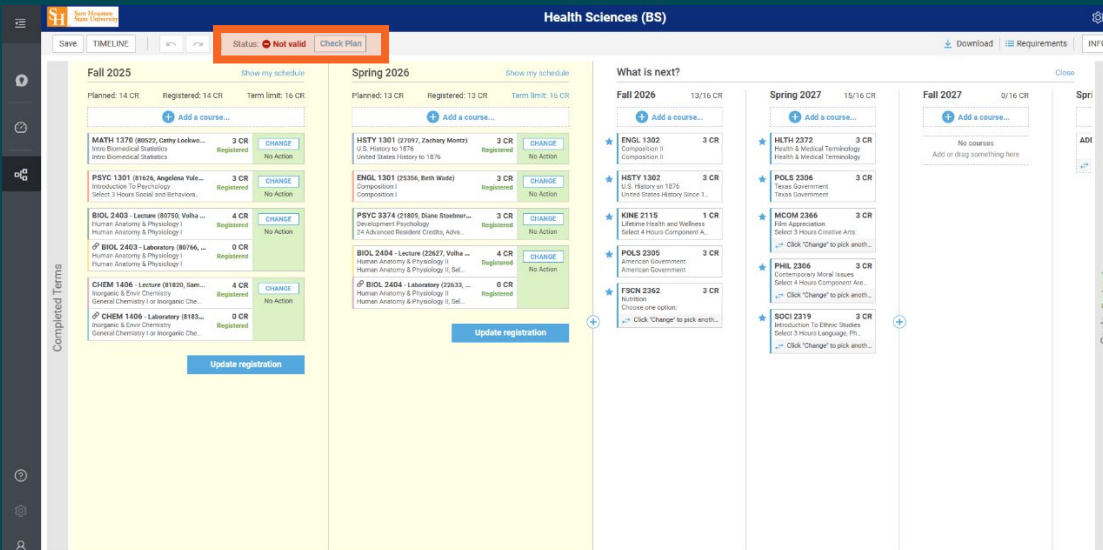
To view the weekly schedule view for the current or schedulable term, click on the Show my schedule link at the top of the column.

The screenshot displays the Smart Plan interface with a focus on the weekly schedule view. The interface is divided into several sections: 'Completed courses', 'Fall 2025', 'Spring 2026', and 'What is next?'. The 'Spring 2026' section is highlighted with an orange border and contains a 'Show my schedule' link. The 'Fall 2025' and 'Spring 2026' sections show a list of courses with their respective credits and registration status. The 'What is next?' section is a table with columns for the semester and the number of credits. It lists courses for Fall 2026 (13/16 CR), Spring 2027 (15/16 CR), and Fall 2027 (0/16 CR). The table includes course numbers, titles, and credits. For example, in Fall 2026, there are courses like ENGL 1302 (Composition II), HSTY 1302 (U.S. History to 1876), KINE 2115 (Lifetime Health and Wellness), POLS 2305 (Texas Government), and FSCN 2362 (Nutrition). In Spring 2027, there are courses like HLTH 2372 (Health & Medical Terminology), POLS 2306 (Texas Government), MCOM 2366 (Film Appreciation), PHIL 2306 (Contemporary Moral Issues), and SOCI 2319 (Introduction to Ethnic Studies). In Fall 2027, there are no courses listed.

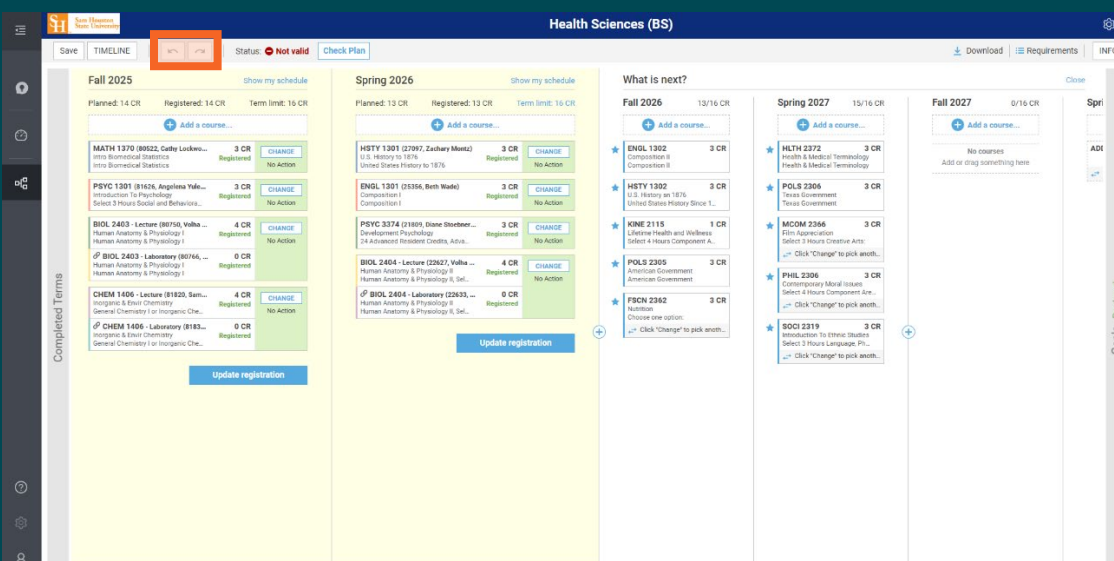


# Valid/Not Valid Functionality

Every time you make a change to your plan, Smart Plan checks to see if your plan is still valid. A valid plan is one that meets your graduation requirements and that you can register for. If you make a change that invalidates your plan, the status in the menu bar will change to Not Valid and a Check Plan button will appear.



If you want to undo the change, click the Undo button.



If you want Smart Plan to try to fix your plan, click the Check Plan button. After it checks, the system will provide a prompt. You can select to fix or keep your current

plan. If it can fix it, the status will change to Valid. If it cannot fix it, either click Undo or Check plan again, which will cause Smart Plan to regenerate a valid plan. You can make multiple changes (add a class, move a class, change an instructor, etc.) at once and wait for Smart Plan to validate all your changes.

## Change a Course

In the column of the term you would like to change, click Change, and then select Swap with another section if you would like to change the professor or time of your course. If you are trying to change a course for a requirement, select Swap with another course for requirement(s).

Spring 2026 [Show my schedule](#)

Planned: 13 CR Registered: 13 CR Term limit: 16 CR

[+ Add a course...](#)

<b>HSTY 1301 (27097, Zachary Montz)</b> U.S. History to 1876 United States History to 1876	3 CR Registered	<b>CHANGE</b> No Action
<b>ENGL 1301 (25356, Beth Wade)</b> Composition I Composition I	3 CR Registered	<b>CHANGE</b> No Action
<b>PSYC 3374 (21899, Diane Stoeber...</b> Development Psychology 24 Advanced Resident Credits, Adv...	3 CR Registered	<b>CHANGE</b> No Action

[+ Add a course...](#)

<b>HSTY 1301 (27097, Zachary Montz)</b> U.S. History to 1876 United States History to 1876	3 CR Registered	<b>CHANGE</b> No Action
<b>ENGL 1301 (25356, Beth Wade)</b> Composition I Composition I	3 CR Registered	<b>CHANGE</b> No Action
<b>PSYC 3374 (21899, Diane Stoeber...</b> Development Psychology 24 Advanced Resident Credits, Adv...	3 CR Registered	<b>CHANGE</b> No Action

A pop-up window will open which shows all other available options. Click Select next to the class you prefer, then click Save changes.

Swap  
Swap with another section in

Search for a course, section, instructor...

Students examine the cultural origins of the United States and growth of the rep...  
3 CR • Applied requirements: United States History to 1876. More details >

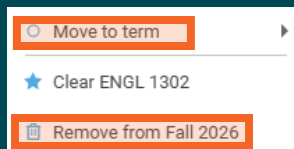
7 sections found (4 available)

<b>04. Cody Nager</b> U.S. History to 1876 Main, ONLN, Room #ONLN Available Internet, ZTC	<b>01. Adrian Brettle</b> U.S. History to 1876 Tue, Thu 9:30AM - 12:45AM, Main, ADA, Room #00220 Available Face-to-Face	<b>03. Nicholas Crawford</b> U.S. History to 1876 Mon, Wed, Fri 11:00AM - 11:50AM, Main, ADA, Room #00220 Available Face-to-Face
<b>11. Cody Nager</b> U.S. History to 1876 Main, Wed, Fri 10:00AM - 12:00AM, Main, ADA, Room #00220 Available Face-to-Face, ZTC	<b>09. Benjamin Park</b> U.S. History to 1876 Main, ONLN, Room #ONLN Available Internet	<b>02. Thomas Cox</b> U.S. History to 1876 Tue, Thu 11:00AM - 12:10PM, Main, CH HS, Room #00120 Available Face-to-Face, ZTC
<b>10. Zachary Montz</b> U.S. History to 1876 Tue, Thu 12:30PM - 4:45PM, Main, CH HS, Room #00120 Registered Face-to-Face, ZTC		

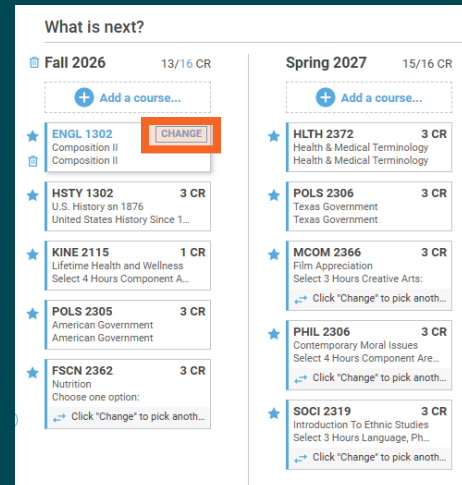
[Cancel](#) [Save changes](#)

## Remove and Move a Course

Hover over the course you would like to move or remove. Click the Change button, then select Remove to remove it, and Move to term if you would like to move it (moving a course to a different term can also be done by dragging and dropping it to your preferred term).



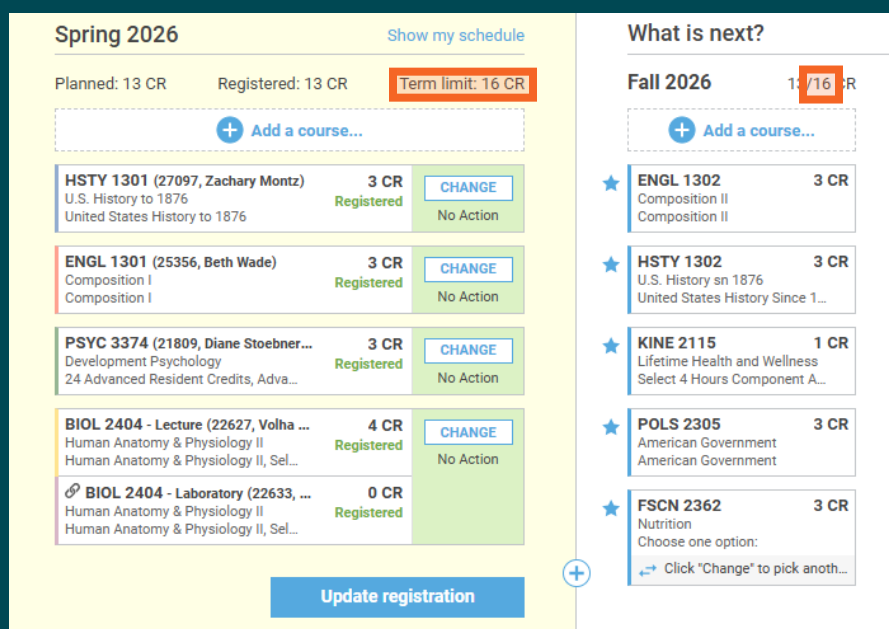
A dropdown menu with three options: "Move to term" (highlighted with a red box), "Clear ENGL 1302", and "Remove from Fall 2026" (highlighted with a red box).



A screenshot of a course selection interface titled "What is next?". It shows two columns for Fall 2026 and Spring 2027. Each column has a list of courses with a "CHANGE" button next to them. The "CHANGE" button for ENGL 1302 in Fall 2026 is highlighted with a red box.

## Edit Target Credits

The number of credits scheduled, registered, and target credits planned can be seen at the top of each term. The first number listed is the number of credits currently planned. The second blue hyperlinked number is the target credits for that term. If a course is in your current schedulable term, it will be the hyperlink that says Term limit. To change the target credits, click the blue hyperlink number and type the number of credits you'd prefer to take.



A screenshot of a course selection and registration interface. The left panel shows the Spring 2026 term with a list of courses and their credits. The right panel shows the "What is next?" section for Fall 2026. The "Term limit: 16 CR" is highlighted with a red box. The "CHANGE" button for ENGL 1302 in Fall 2026 is highlighted with a red box.

Term	Planned	Registered	Term limit
Spring 2026	13 CR	13 CR	16 CR

Course	Credits	Status	Action
HSTY 1301 (27097, Zachary Montz)	3 CR	Registered	CHANGE
ENGL 1301 (25356, Beth Wade)	3 CR	Registered	CHANGE
PSYC 3374 (21809, Diane Stoeber...	3 CR	Registered	CHANGE
BIOL 2404 - Lecture (22627, Volha ...)	4 CR	Registered	CHANGE
BIOL 2404 - Laboratory (22633, ...)	0 CR	Registered	CHANGE

Term	Planned	Registered	Term limit
Fall 2026	13 CR	13 CR	16 CR

Course	Credits	Status	Action
ENGL 1302	3 CR	Registered	CHANGE
HSTY 1302	3 CR	Registered	CHANGE
KINE 2115	1 CR	Registered	CHANGE
POLS 2305	3 CR	Registered	CHANGE
FSCN 2362	3 CR	Registered	CHANGE



## Add A Term

Additional terms that can be added to the plan will be denoted as a + sign between the semesters where the term is available. To add a term to your plan, simply click on the + sign. The system will immediately build a new plan with that term added.

Spring 2026 [Show my schedule](#)

Planned: 13 CR Registered: 13 CR Term limit: 16 CR

[+ Add a course...](#)

**HSTY 1301** (27097, Zachary Montz) 3 CR  
U.S. History to 1876  
United States History to 1876  
[CHANGE](#)  
Registered No Action

**ENGL 1301** (25356, Beth Wade) 3 CR  
Composition I  
Composition I  
[CHANGE](#)  
Registered No Action

**PSYC 3374** (21809, Diane Stoeber...) 3 CR  
Development Psychology  
24 Advanced Resident Credits, Adva...  
[CHANGE](#)  
Registered No Action

**BIOL 2404 - Lecture** (22627, Volha ...) 4 CR  
Human Anatomy & Physiology II  
Human Anatomy & Physiology II, Sel...  
[CHANGE](#)  
Registered No Action

**BIOL 2404 - Laboratory** (22633, ...) 0 CR  
Human Anatomy & Physiology II  
Human Anatomy & Physiology II, Sel...  
[CHANGE](#)  
Registered No Action

[Update registration](#)

Click to add "Summer 2026"

## Remove A Term

To remove a term, simply drag and drop each of the courses in that term to other terms. Once the term has no courses remaining, click the trash can icon to the left of the term name (e.g. Summer 2026) to delete from the plan.

What is next?

**Summer 2026** 0/8 CR

[+ Add a course...](#)

No courses  
Add or drag something here

## Drop A Registered Course

On the course you would like to drop, click Change, and then select Mark to drop. A dialog box will appear asking you to confirm that you wish to drop the course. Click Yes. Click Update registration to complete the action.

**HSTY 1301** (27097, Zachary Montz) 3 CR  
U.S. History to 1876  
United States History to 1876  
[CHANGE](#)  
Registered No Action

☒ Mark to drop

☐ Swap with another course for requirement(s)

☐ Swap with another section in HSTY 1301