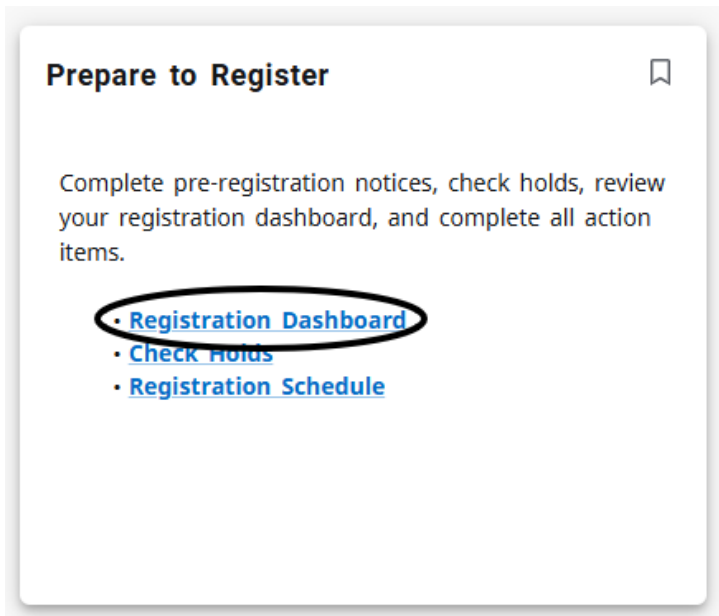




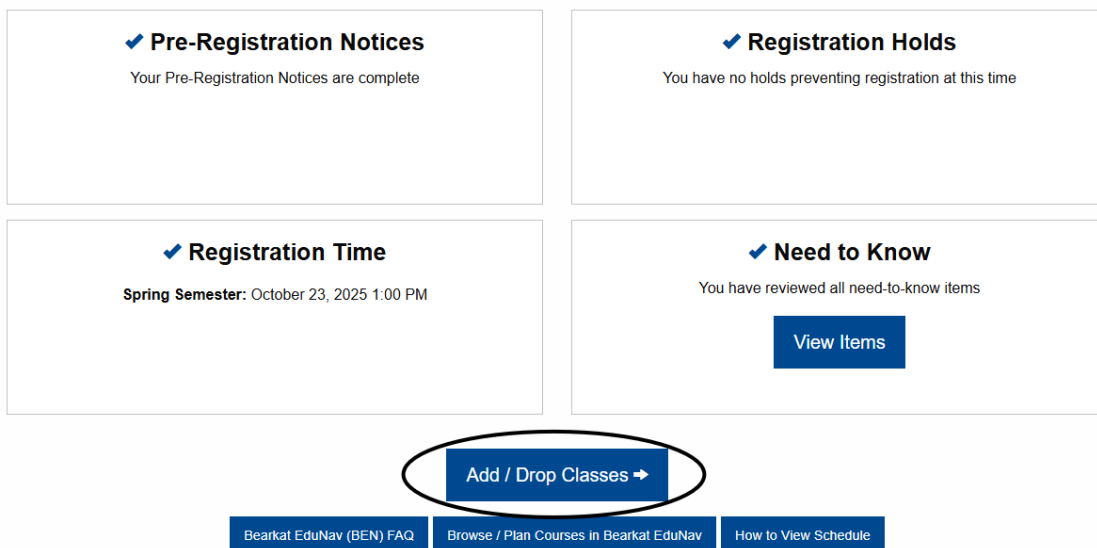
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How to Register (Banner)

1. Enter My Sam and select the Registration Tab, click **“Registration Dashboard”** under **“Prepare to Register”** or **“Register for Class”**



2. Then select **“Add/Drop Classes”**





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3. Select “**Register for Classes**” to access the registration portal.

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

4. Select the dropdown and select the **term** you wish to register for and select **continue**.

Select a Term

Terms Open for Registration

Spring 2026

Continue



Office of the Registrar

5. Begin typing the subject of the course you wish to search (example: "ACCT" or "Accounting," "ENGL" or "English," etc.)
 - A dropdown list of results will appear automatically as you begin typing. Select the appropriate subject from the dropdown list to select it.
 - Once the subject is selected add the course number

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

Enter Your Search Criteria ⓘ
Term: Spring 2026

Subject

ACCT

Course Number

Accounting

Instructional Methods

Part Of Term

Keyword

Attribute

Search

Clear

► [Advanced Search](#)



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6. Type the course number of the course you wish to search (example: 1401, 1301, etc.)
 - Once the subject and course number is selected, click **“Search”**

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2026

Subject: ✕ English

Course Number: 1301

Instructional Methods:

Part Of Term:

Keyword:

Attribute:

Search Clear [▶ Advanced Search](#)

7. Review the available sections and select **“Add”** next to the section you wish to register for.

Search Results — 16 Classes
Term: Spring 2026 Subject: English Course Number: 1301 Search Again

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Reserved Seat	Attribute	Instructional Method	Linked Sections	Add
Composition I	English	1301	01	3	21176	Spring	Dumayor, Roland (...)	S M T W T F S 09:30 AM - 10:45 AM Ty	Main	12 of 24 seat... 999 of 999 w...	Lecture		Core I - English 14 Core I - Communication Writing Enhanced \$0 Textbook Cost - Free Books	Face-to-Face		Add
Composition I	English	1301	02	3	21177	Spring	Sellers, Maroara (...)	S M T W T F S 08:00 AM - 09:15 AM Ty	Main	19 of 24 seat... 999 of 999 w...	Lecture		Core I - English 14 Core I - Communication Writing Enhanced	Face-to-Face		Add
Composition I	English	1301	03	3	21178	Spring	Pitts, Charlotte (Pri...	S M T W T F S - Type: Online On Dem	Main	FULL: 0 994 of 9...	Online Le...		Core I - English 14 Core I - Communication Distance Learning Online On Demand Writing Enhanced	Internet		Add



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8. The registration status will be “**Pending**” on the summary panel in the lower-right corner. Select “**Submit**” to submit the registration.

The screenshot shows a registration summary panel with the following details:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	ENGL 1301, 01	3	21176	Lecture	Pending	**Web Registered**

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 19

Submit

- 8 (a). If registration errors occur, a pop-up notification will provide the specific error message that is preventing the registration, and the Registration Status will update to “**Errors Preventing Registration**” in red.

- A full list of error messages can be found on our website and will help you find the solution to the error you are encountering.
- You can also contact the Registrar’s Office at (936) 294-1040 or at registrar@shsu.edu for assistance and clarification on the error and possible solutions.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

The screenshot shows the registration interface with a search results table and a summary panel.

Search Results — 6 Classes
Term: Spring 2026 Subject: Chemistry Course Number: 2325

Title	Subject	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Reserved Seat	Attribute	Instructional Method	Linked Sections	Add
Organic Chemistry II Le...	Chemistry	2325 01	3	20589	Spring	Arney, Benny (Pri...	S M T W T F 08:00 AM - 08:50 AM	Main	22 of 30 seats... 988 of 99...	Lecture		\$0 Textbook Cost - Free Books	Face-to-Face		Add
Organic Chemistry II Le...	Chemistry	2325 02	3	20592	Spring	Hinze, Meagan (Pri...	S M T W T F 09:00 AM - 09:50 AM	Main	FULL: 0 988 of 99...	Lecture		\$0 Textbook Cost - Free Books	Face-to-Face		Add
Organic Chemistry II Le...	Chemistry	2325 03	3	20593	Spring	Hinze, Meagan (Pri...	S M T W T F 10:00 AM - 10:50 AM	Main	FULL: 0 988 of 99...	Lecture		\$0 Textbook Cost - Free Books	Face-to-Face		Add
Organic Chemistry II Le...	Chemistry	2325 04	3	20594	Spring	Arney, Benny (Prim...	S M T W T F 11:00 AM - 11:50 AM	Main	13 of 30 seats... 999 of 999 w...	Lecture		\$0 Textbook Cost - Free Books	Face-to-Face		Add
Organic Chemistry II Le...	Chemistry	2325 05	3	26932	Spring	Hinze, Meagan (Pri...	S M T W T F 04:00 PM - 04:50 PM	Main	FULL: 0 991 of 99...	Lecture		\$0 Textbook Cost - Free Books	Face-to-Face		Add
Organic Chemistry II Le...	Chemistry	2325 06	3	28072	Spring		S M T W T F 12:00 PM - 12:50 PM	Main	23 of 30 seats... 999 of 999 w...	Lecture			Face-to-Face		Add

Page 1 of 1 | 10 Per Page | Records: 6

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Organic Chemistry II Lecture	CHEM 2325, 01	3	20589	Lecture	Errors Preventing Registration	Remove

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 19

Submit



Office of the Registrar

8 (b). If there were no registration errors, a green check mark will appear at the top of the screen and state **“Save Successful.”** The registration status will also update to **“Registered”** in green. The registration was submitted successfully, and the course has been added to your schedule.

Schedule **Summary**

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am			Statistical Methods in Practice		Statistical Methods in Practice		
11am			Violence Against Women		Violence Against Women		
12pm							
1pm			Criminal Justice and Social Dev		Criminal Justice and Social Dev		
2pm		Substance Use And Abuse		Substance Use And Abuse			
3pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Criminal Justice and Social Dev	CRJ 4385, 01	3	21114	Lecture	Registered	None
Statistical Methods in Practice	MATH 3379, 03	3	22559	Lecture	Registered	None
Substance Use And Abuse	CRJ 4362, 02	3	27474	Lecture	Registered	None
Trauma and Crisis Intervention	VCST 4351, 01	3	24026	Online Lect	Registered	None
Violence Against Women	VCST 4390, 02	3	26177	Lecture	Registered	None

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 10

Submit