

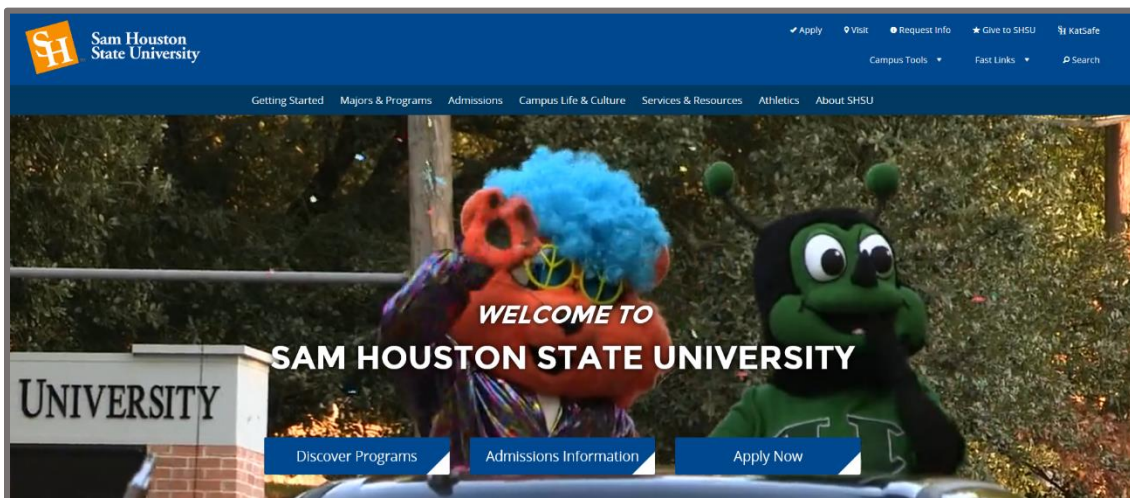


## PLAN AHEAD – *How-To Guide for Students*

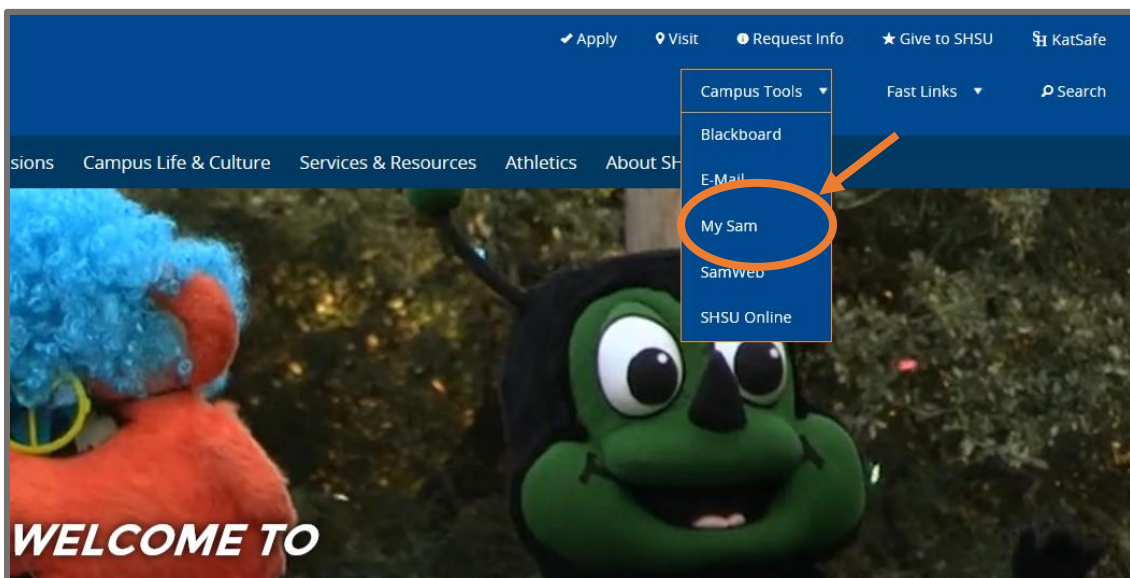
The Plan Ahead feature allows students to prepare for registration by creating a registration plan based on either courses or sections. Students may create the plan and utilize it to register for the courses/sections selected, and up to three plans may be built.

**\*\*\*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](http://www.shsu.edu).

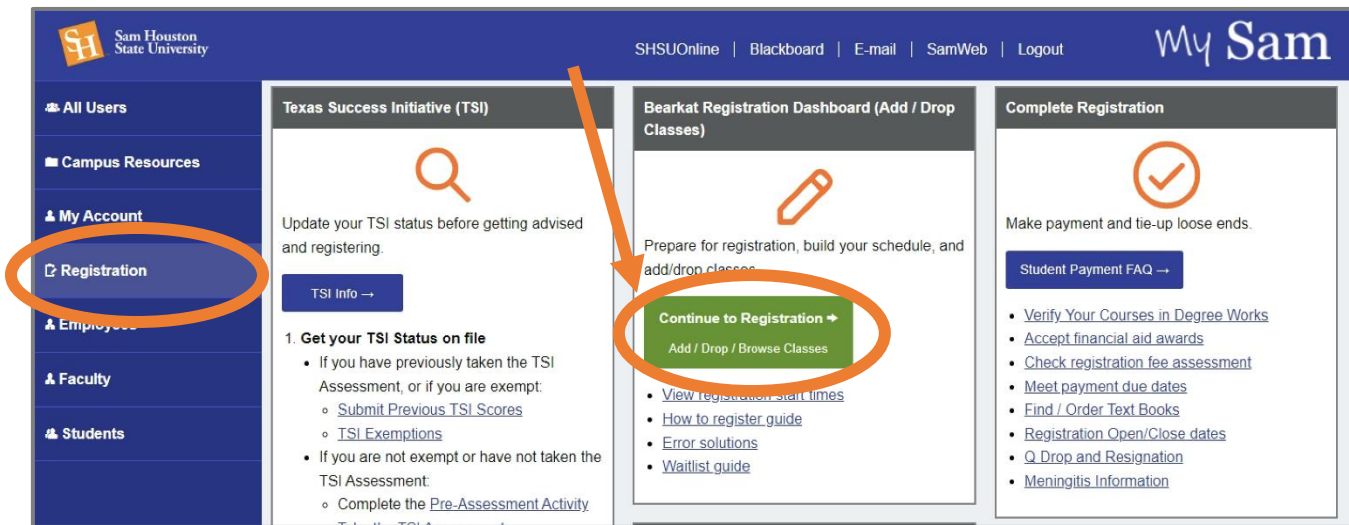


2. At the top of the screen, click the **Campus Tools** dropdown and then select **MySam**.

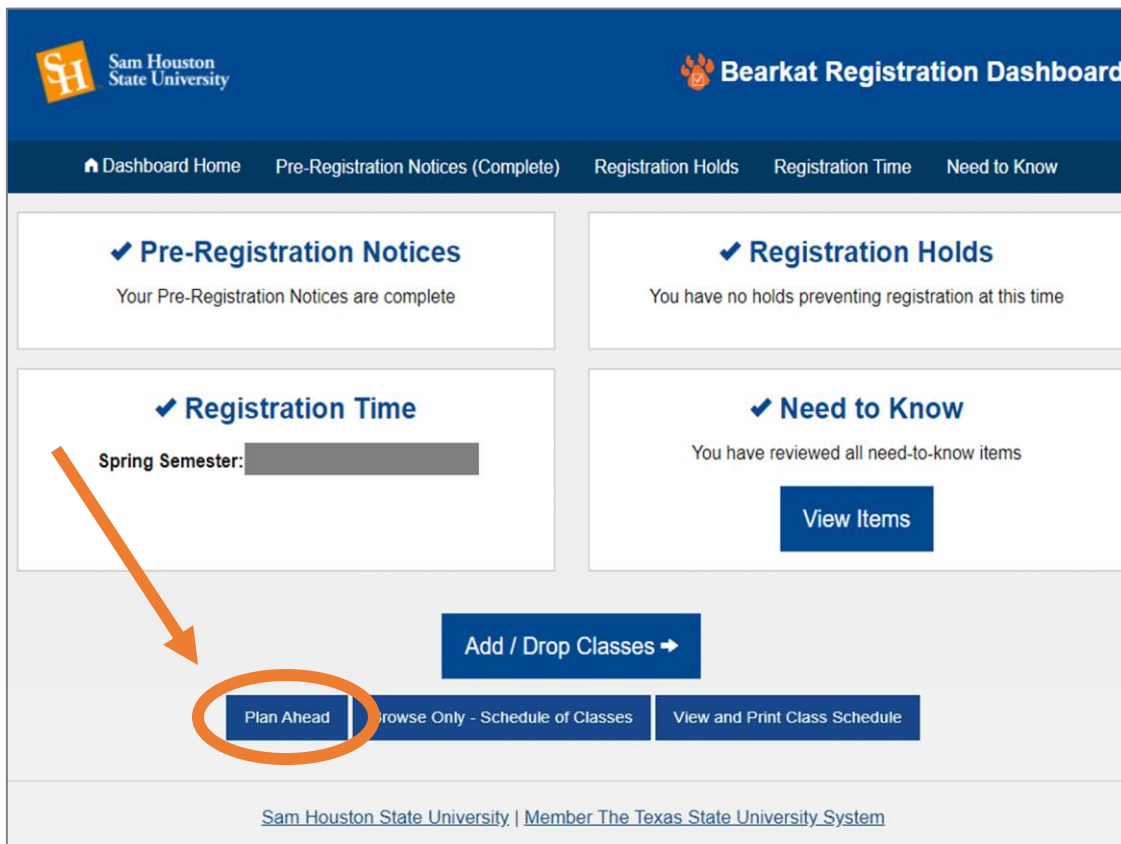




3. Select the **Registration** tab, then the **Continue to Registration** button.



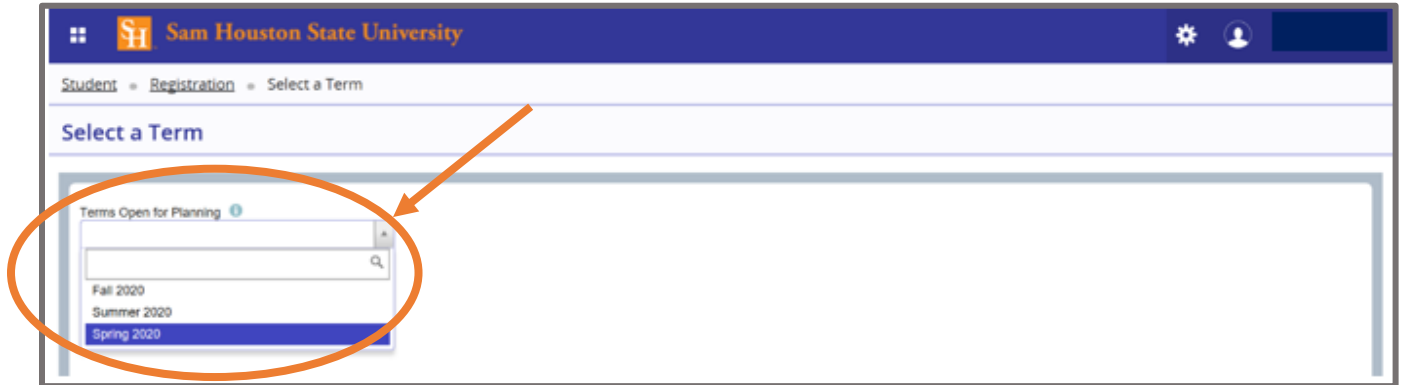
4. Select **"Plan Ahead"** at the bottom of your Dashboard screen.



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



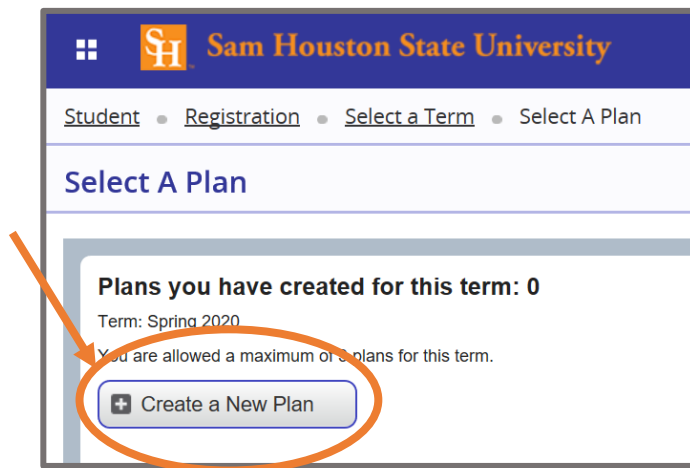
5. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue**



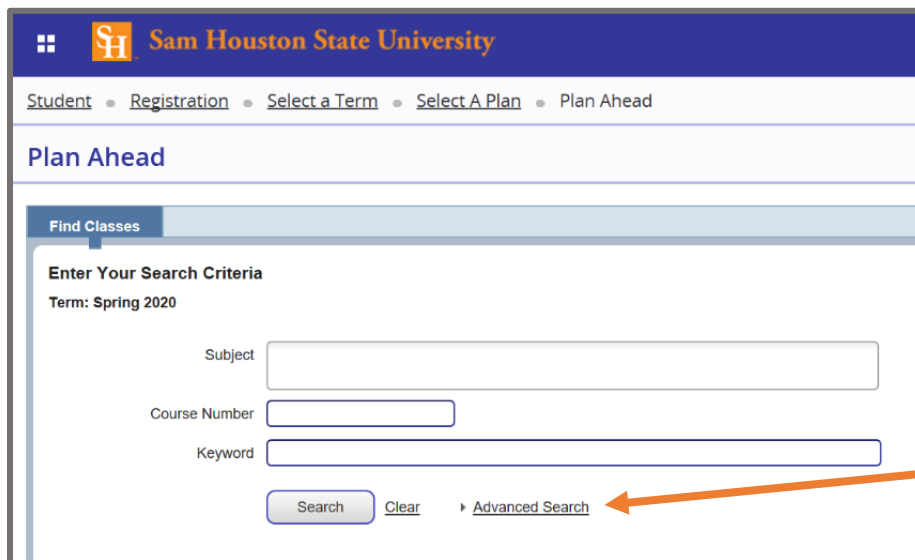
**\*\*\*YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN\*\*\***



6. Click on **“Create a New Plan.”**



7. **Browse** through the courses/sections as you would during registration.



You may use the **Advanced Search** feature to browse for specific courses

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



8. **Add** the courses/sections you wish to add to your plan.

The screenshot shows the 'Plan Ahead' page with search results for 'College Mathematics'. The 'Add Course' button is circled in orange, and an arrow points to it from the bottom right.

The screenshot shows a list of 'Core II - Mathematics' sections. The 'Add' button for the second section is circled in orange, and an arrow points to it from the bottom right.

Adding from the catalog level will add all active sections in that term.  
 Adding by sections to your plan is more specific.

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



9. **Courses/sections will populate in the summary section once added.** This feature will also include a **calendar planning tool** to assist you with resolving time conflicts.

The screenshot shows the 'Plan Ahead' interface. At the top, there's a 'Find Classes' section with search results for 'MATH1332 Mathematics'. Below that is a 'Class Schedule for Spring 2020' calendar view. To the right is a table of added classes. An orange arrow points to the 'Note' column in the table, which contains a yellow notepad icon.

Title	Details	Hour	CRN	Schedule	Note	Status	Action
College Mathem...	MATH 1...	3	21511	Lecture		Pending	Add

*\*Note feature will also be available to make notes during planning*

This screenshot shows a dialog box titled 'Note for MATH 1332, College Mathe...' with a text input field and 'Cancel' and 'Save' buttons. The background shows the same class list table as the previous screenshot, with the 'Note' column highlighted.

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





10. Click **Save Plan** to save selected courses/selections.

Save Successful

Plan Ahead

Find Classes

Catalog Search Results

Search Results — 20 Classes  
Term: Spring 2020 Subject and Course Number: MATH1332 Mathematics

Title	Subject Desc	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
College Mathematics Lecture	Mathe...	1...	01	3	2...	S...	Doppel, David (...)	M... 08:00 AM - 08:50	M...	22 of 25...	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List

Schedule

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		MATH1332 Planned		MATH1332 Planned		MATH1332 Planned	
9am							

Title	Details	Hour	CRN	Schedule	Note	Status	Action
College Mathem...	MATH 1...	3	21511	Lecture		Planned	None

Total Planned Hours: 3

Save Plan

*Name of Plan will populate here.*

\* Clicking **Save Plan** will prompt a title box, where you will name your plan.

*Once it successfully saves the selected courses/selections, it will say "Planned".*

**NOTICE: WHEN PLANNING FOR COURSES REGISTRATION ERRORS WILL NOT POPULATE.**

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



## HOW TO REMOVE PLANNED COURSES

1. In the **summary section** click on the desired course you would like to remove.

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
<a href="#">Composition I</a>	ENGL 1301, 02	3	22714	Lecture	+	Planned	None
<a href="#">Dsqn/Presentation Bus.Proj...</a>	BUAD 2321, 03	3	20688	Lecture	+	Planned	None
<a href="#">Lifetime Health and Wellness</a>	KINE 2115, 08	1	21622	Lecture	+	Planned	None
<a href="#">Texas Government</a>	POLS 2306, 02	3	20801	Lecture	+	Planned	None

Total Planned Hours: 10

2. Click the **drop down** option for that course.

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
<a href="#">Composition I</a>	ENGL 1301, 02	3	22714	Lecture	+	Planned	None
<a href="#">Dsqn/Presentation Bus.Proj...</a>	BUAD 2321, 03	3	20688	Lecture	+	Planned	None Delete
<a href="#">Lifetime Health and Wellness</a>	KINE 2115, 08	1	21622	Lecture	+	Planned	None
<a href="#">Texas Government</a>	POLS 2306, 02	3	20801	Lecture	+	Planned	None

Total Planned Hours: 10

Save Plan





3. Select **"Delete"** and then click **"Save Plan."**

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Composition I	ENGL 1301, 02	3	22714	Lecture	+	Planned	None
Dsqn/Presentation Bus. Proj...	BUAD 2321, 03	3	20688	Lecture	+	Planned	Delete
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None
Texas Government	POLS 2306, 02	3	20801	Lecture	+	Planned	None

Total Planned Hours: 10

Save Plan

4. Once it has been **successfully deleted** it will be removed from the summary section.

Save Successful

Plan Ahead

Find Classes

Search Results - 5 Classes  
Term: Spring 2020 Subject and Course Number: BUAD2321 Business Administration

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
Dsqn/Presentation Bus. Projects Online Lecture	Business Ad...	2321	01	3	20466	Spring...	Bble_Dana (Primary)	10:00 AM - 10:50 AM	ONLINE	Main	FULL: 0 of 30 994 of 999 wa...	14 Core IX - Instt Option Distance Learning Writing Enhanced Add
Dsqn/Presentation Bus. Projects Online Lecture	Business Ad...	2321	02	3	20468	Spring...	Schieber_Danica (Primary)	10:00 AM - 10:50 AM	ONLINE	Main	FULL: 0 of 30 994 of 999 wa...	14 Core IX - Instt Option Distance Learning Writing Enhanced Add
Dsqn/Presentation Bus. Projects Lecture	Business Ad...	2321	03	3	20688	Spring...	Smith_Ashly (Primary)	10:00 AM - 10:50 AM	Lecture	Main	16 of 30 seats re... 999 of 999 wa...	14 Core IX - Instt Option Add

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		ENGL1301 (Planned)		ENGL1301 (Planned)		ENGL1301 (Planned)	
9am							
10am		POLS2306 (Planned)		POLS2306 (Planned)		POLS2306 (Planned)	
11am			KINE2115 (Planned)		KINE2115 (Planned)		
12pm							
1pm							

Basics

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Composition I	ENGL 1301, 02	3	22714	Lecture	+	Planned	None
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	+	Planned	None
Texas Government	POLS 2306, 02	3	20801	Lecture	+	Planned	None

Total Planned Hours: 7

Save Plan

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



## CHANGING YOUR PREFERRED PLAN

1. Visit your **MySam** and click on the **Registration** tab.

The screenshot shows the MySam website interface. At the top, there is a navigation bar with links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout. A 'My' logo is in the top right corner. On the left, a vertical menu lists various user roles: All Users, Campus Resources, My Account, Registration (highlighted), Employees, Faculty, and Students. The main content area features a large banner for 'SPRING 2020 REGISTRATION Has Started' with a close button (X) in the top right. Below the banner, a navigation pane on the left lists 'Registration Tab Overview', 'Registration Resources', and 'Registration Tools'. The 'Registration Tools' section is expanded, showing links for 'Pre-Registration Notices (Do this 1st!)', 'View Holds (Do this 2nd)', 'Add/Drop Classes - Register here!', 'Registration Fee Statement', 'View Test Scores', and 'Find/Order Text Books'. The 'Add/Drop Classes - Register here!' link is highlighted in orange. Other sections include 'Banner Self Service', 'Registration Contacts', and 'Advising'.

2. Select **"Add/Drop Classes – Register here!"** in the Registration Toolbox.

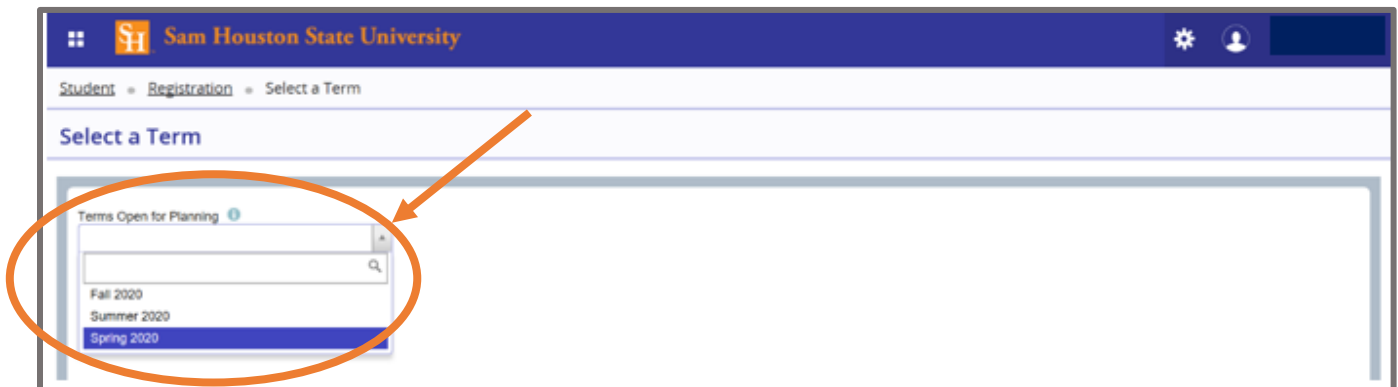
This screenshot is identical to the one above, but the 'Add/Drop Classes - Register here!' link in the 'Registration Toolbox' section is highlighted in orange, indicating it has been selected.



3. Select **Plan Ahead**.



4. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue**.





5. Plans you have created will pop up.

**Plans you have created for this term: 2**  
Term: Spring 2020  
You are allowed a maximum of 3 plans for this term.  
[Create a New Plan](#)

**Plan: Basics** | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	New
Composition I	ENGL 1301, 02	3	22714	Lecture	Bibi_Azevedo_Amy (Primary)	Standard Letter-Undergraduate	
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	Odin_Simms (Primary)	Standard Letter-Undergraduate	
Texas Government	POLS 2306, 02	3	20801	Lecture	Smith_Karl (Primary)	Standard Letter-Undergraduate	
Total Planned Hours: 7							Records: 3

**Plan: Major Specific** | Created by: You | [Make Preferred](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	New
Family Relationships	FACS 3369, 02	3	23003	Lecture	Randall_George (Primary)	Standard Letter-Undergraduate	
Psychology And The Law	PSYC 3383, 02	3	23663	Online Lecture		Standard Letter-Undergraduate	
Total Planned Hours: 6							Records: 2

6. Click **“Make Preferred”** on the Plan you want to make your preferred.

**Plans you have created for this term: 2**  
Term: Spring 2020  
You are allowed a maximum of 3 plans for this term.  
[Create a New Plan](#)

**Plan: Basics** | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	New
Composition I	ENGL 1301, 02	3	22714	Lecture	Bibi_Azevedo_Amy (Primary)	Standard Letter-Undergraduate	
Lifetime Health and Wellness	KINE 2115, 08	1	21622	Lecture	Odin_Simms (Primary)	Standard Letter-Undergraduate	
Texas Government	POLS 2306, 02	3	20801	Lecture	Smith_Karl (Primary)	Standard Letter-Undergraduate	
Total Planned Hours: 7							Records: 3

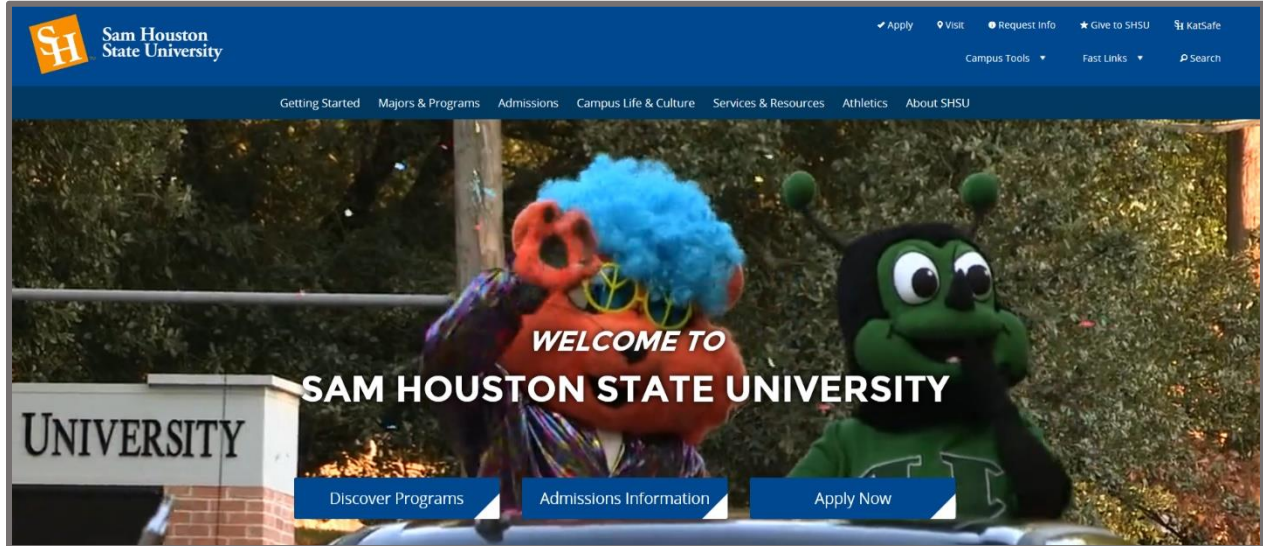
**Plan: Major Specific** | Created by: [Make Preferred](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	New
Family Relationships	FACS 3369, 02	3	23003	Lecture	Randall_George (Primary)	Standard Letter-Undergraduate	
Psychology And The Law	PSYC 3383, 02	3	23663	Online Lecture		Standard Letter-Undergraduate	
Total Planned Hours: 6							Records: 2

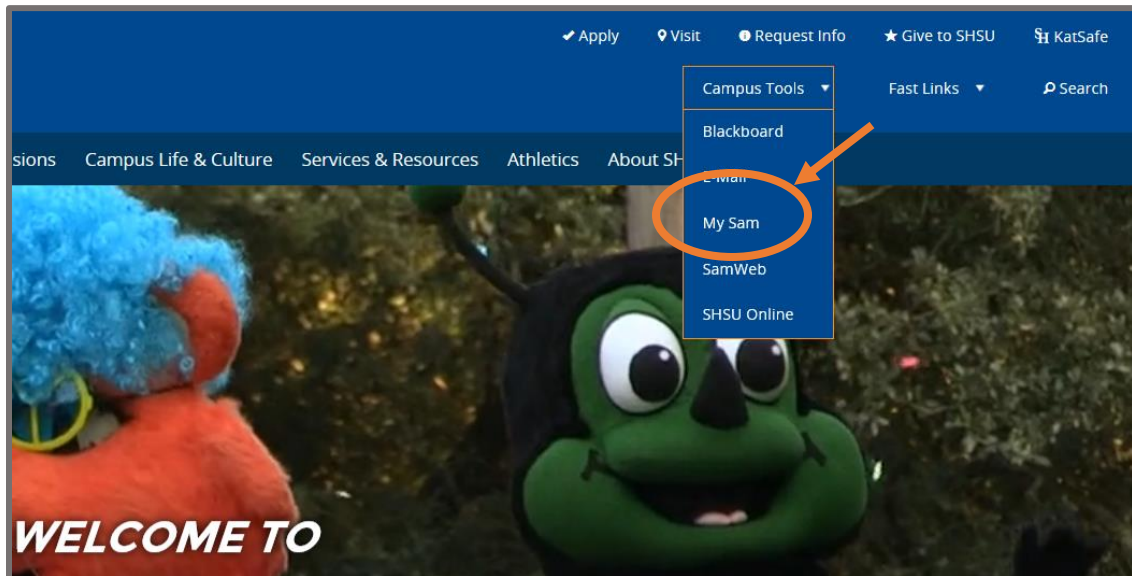


## USING PLAN AHEAD DURING REGISTRATION

1. To Begin, go to the **Sam Houston State University** home page at [www.shsu.edu](http://www.shsu.edu).

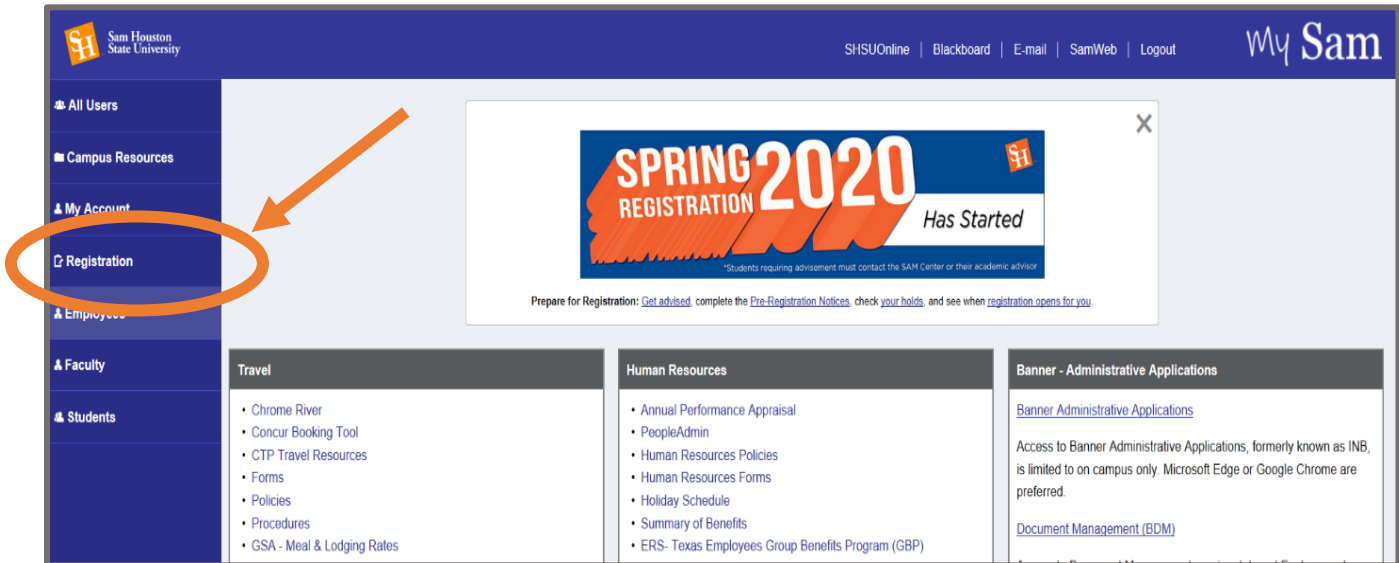


2. At the top of the screen, click the **Campus Tools** dropdown and then select **MySam**.

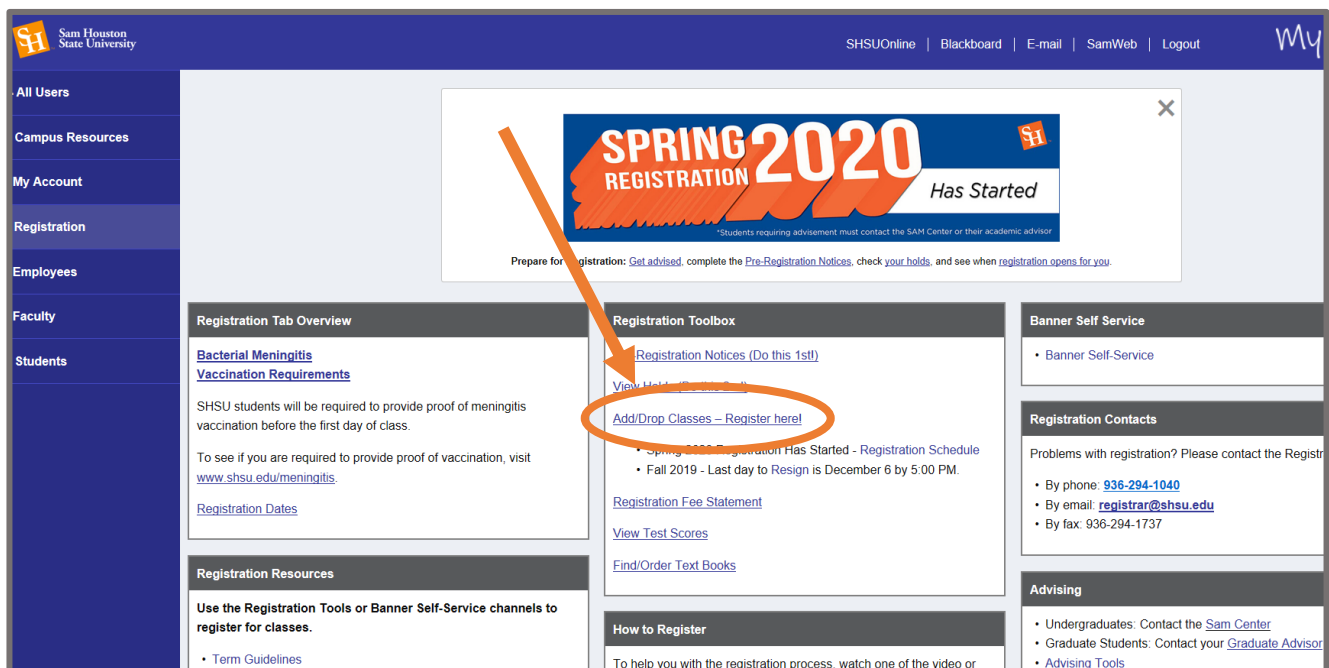




3. Select the **Registration** tab.



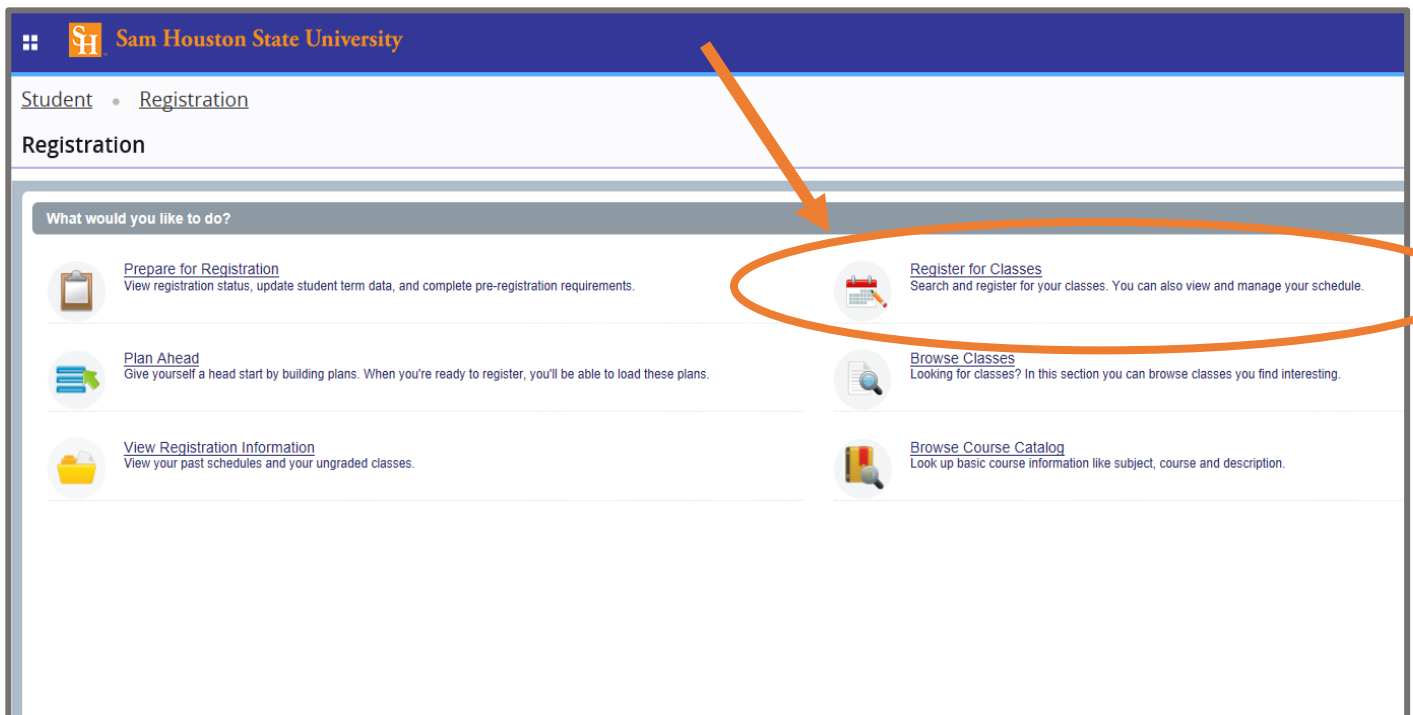
4. Select **"Add/Drop Classes – Register here!"** in the Registration Toolbox.



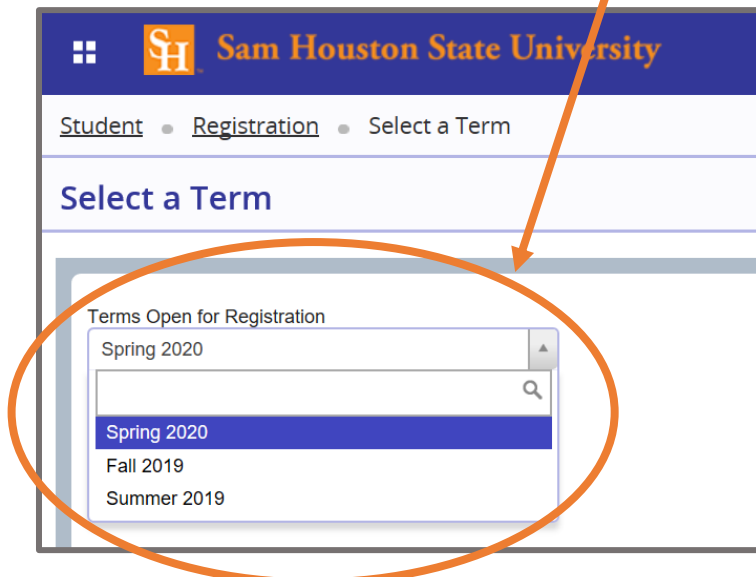




5. Click on “**Register for Classes.**”



6. Click the **Term dropdown** and select the term in which you wish to plan for, then **Continue.**





7. Select the “Plans” tab at the top.

The screenshot shows the 'Register for Classes' interface. At the top, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is selected and circled in orange. Below the tabs is a section titled 'Enter Your Search Criteria' with a term set to 'Spring 2020'. There are input fields for 'Subject', 'Course Number', and 'Keyword'. At the bottom of this section are buttons for 'Search', 'Clear', and 'Advanced Search'.

8. You may then **add the courses individually** or “Add All”

The screenshot shows the 'Register from a plan' interface. At the top, the 'Plans' tab is selected. Below it, there is a section titled 'Register from a plan.' with a term set to 'Spring 2020'. A dropdown menu shows 'Test' selected and circled in orange. To the right, it says 'Created by: You (Preferred)' and there is an 'Add All' button circled in orange. Below this is a table of courses with columns for Title, Details, Hours, CRN, and Grade Mode. Each row has 'View Sections' and 'Add' buttons. The 'Add' button for the second row is circled in orange.

Title	Details	Hours	CRN	Grade Mode	
College Mathematics	MATH 1332, 01 Standard Letter-Undergraduate		21511	Standard Letter-...	View Sections Add
United States History t...	HIST 1301, 04	3	20050	Standard Letter-...	View Sections Add
Composition I	ENGL 1301, 03	3	22751	Standard Letter-...	View Sections Add

*Title of the Plan*



9. The courses will **populate** in the **summary section**, and once they are added **click "Submit"** to save selections.

The screenshot shows the 'Register for Classes' interface. On the left is a class schedule for Spring 2020 with columns for days of the week and time slots. On the right is a summary table with columns for Title, Details, Hours, CRN, Schedule, Status, and Action. The status for all listed courses is 'Pending'. An orange arrow points from the 'Submit' button at the bottom right to the text above.

Title	Details	Hours	CRN	Schedule	Status	Action
American Governm...	POLS 230...	3	21672	Lecture	Pending	"Web Registered"
Composition I	ENGL 130...	3	22751	Lecture	Pending	"Web Registered"
United States Histo...	HIST 1301...	3	20050	Lecture	Pending	"Web Registered"
College Mathematics	MATH 133...	3	21511	Lecture	Pending	"Web Registered"

The screenshot shows the same interface as above, but the status for all courses in the summary table is now 'Registered'. The 'Status' column is circled in orange. A callout box on the right contains text explaining the status change.

Title	Details	Hours	CRN	Schedule	Status	Action
American Governm...	POLS 230...	3	21672	Lecture	Registered	None
Composition I	ENGL 130...	3	22751	Lecture	Registered	None
United States Histo...	HIST 1301...	3	20050	Lecture	Registered	None
College Mathematics	MATH 133...	3	21511	Lecture	Registered	None

Courses for which you are **successfully registered** for will appear as **"Registered"**.



10. **Error checking**- Any errors should show in the upper right corner of the registration screen.

The screenshot displays the 'Register for Classes' interface. In the upper right corner, a blue box contains the following error messages:

- KINE 2115 CRN 21622: Closed Section
- FACS 3369 CRN 23003: Prereq Required (Core Math, Dev Ed, or Other Course) - Contact The Registrar's Office
- FACS 3369 CRN 23003: Closed Section
- PSYC 3383 CRN 23663: Closed Section
- PSYC 3383 CRN 23663: Classification Restriction

The main interface shows a table of classes with columns for Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, and Note. Below this is a 'Major Specific' section and a 'Class Schedule for Spring 2020' grid. A 'Summary' table on the right lists the classes with their status: 'Errors Preve...' for the problematic ones and 'Registered' for the one that was successfully added. A 'Submit' button is at the bottom right.

If error messages are received, please view the [Registration Error Message Solutions Guide](#)



---

## Frequently Asked Questions?

- Will this automatically enroll me in the classes I chose once registration opens?
  - No, this feature is designed to help you cut time from having to browse for courses the day of registration. You will know whether or not you are registered for the class if it says “registered”.
- What happens if I receive an error when planning for classes?
  - When planning your courses/sections using Plan Ahead, it will not check for errors/restrictions. When registrations opens and you submit your class schedule, then it will let the student know whether there is something preventing them from registering for that course.
- What happens if I plan for more than the maximum credit hour limit?
  - When planning there is no restrictions as to how many courses you can add on one plan. However, once the student goes into registration, it will prevent them from adding more than 19 hours. There is no pattern the system follows in this case.
- Can I use Plan Ahead on my phone?
  - Plan ahead is indeed mobile friendly!