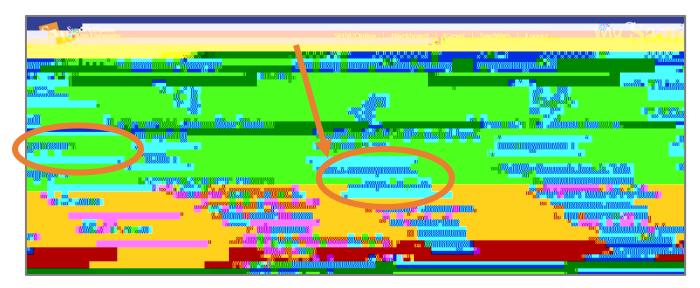
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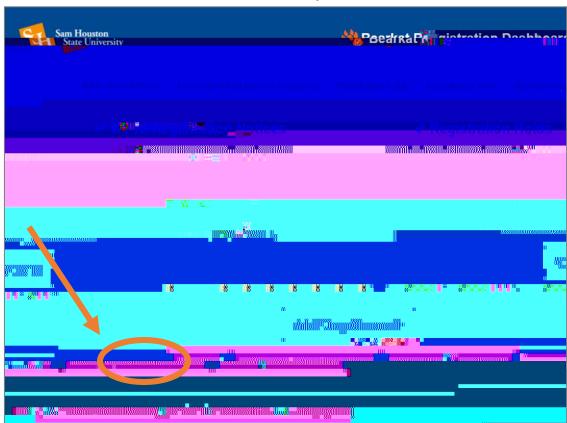
REGISTRAR'S OFFICE



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



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

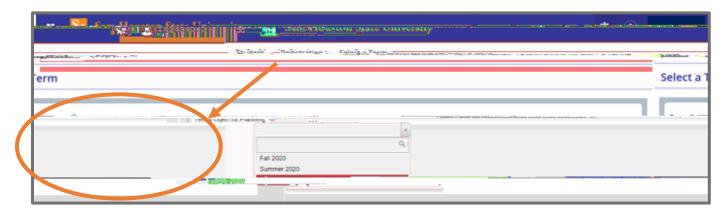


YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN





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

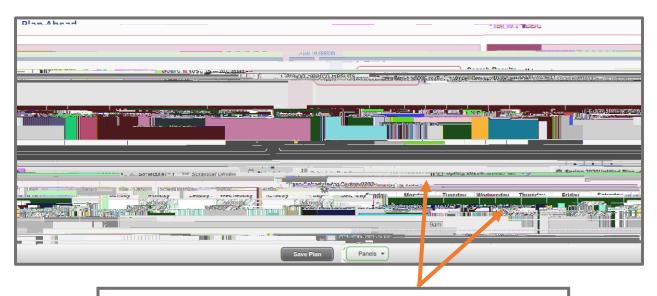


YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN

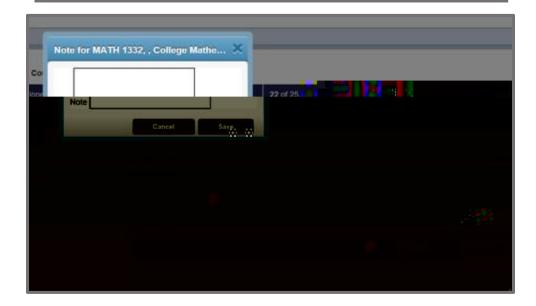




9. Courses/ sections will populate in the summary section once added. This feature will also include a calendar planning tool to assist you with resolving time conflicts.



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



YOU ARE NOT GUARANTEED THE COURSES ADDED TO YOUR PLAN*



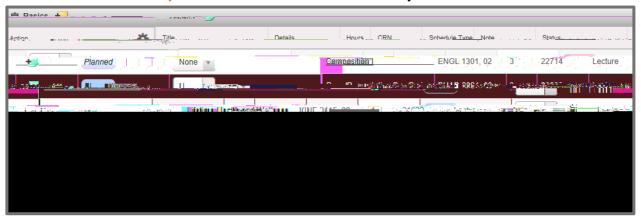
www.shsu.edu 1- 866-BEARKAT



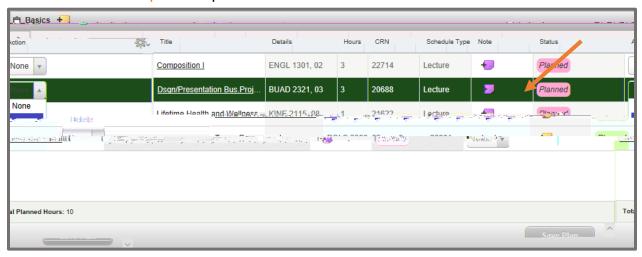


HOW TO REMOVE PLANNED COURSES

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



2. Click the drop down option for that course.







3. Select Delete

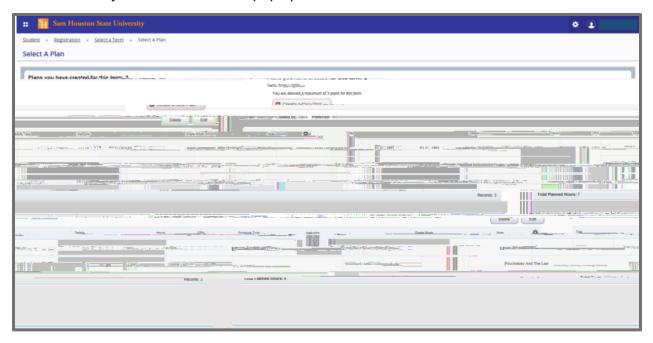


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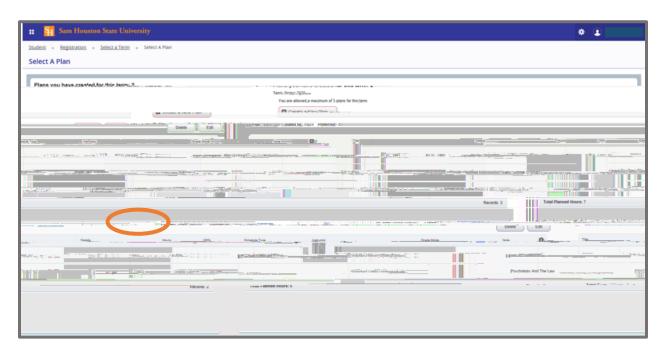




5. Plans you have created will pop up.



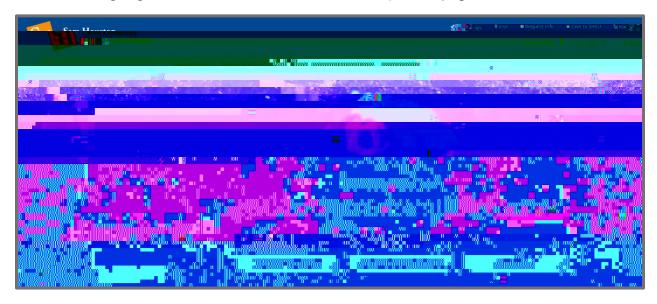
6. Make Preferred the Plan you want to make your preferred.





USING PLAN AHEAD DURING REGISTRATION

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



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







3. Select the Registration

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REGISTRAR'S OFFICE

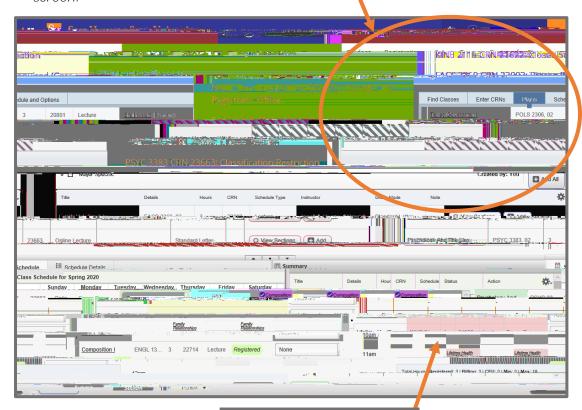


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10. Error checking- Any errors should show in the <u>upper right</u> corner of the registration screen.



If error messages are received, please view the <u>Registration Error</u>
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
- What happens if I receive an error when planning for classes?
 - o 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?
 - o 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?
 - o Plan ahead is indeed mobile friendly!