



How to Register - Not College Ready in Reading, Writing, and Math

REGISTRAR'S OFFICE Sam Houston State University

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This how-to register guide is for students who have TSI scores on file, but are <u>not college ready in</u> <u>Reading, Writing, and Math.</u> Students who are not college ready need additional developmental courses for both Math and English. Students should have their degree plan available with notes from the advisor indicating which courses the student should register for.

Math 1314, 1324, and 1384 have linked Math NO sections. For example, Math 1314 section 80 is linked to Math N014 section 01. Students must register for their Math and Developmental Math as well as their English and Developmental English courses together, before registering for the rest of their courses.

1. In MySam in the Registration Tab, click **"Bearkat Registration Dashboard** →" within the **"Bearkat Registration Dashboard (Add / Drop Classes)"** box.

Sam Houston State University	SHSUOnline Bla	ckboard E-mail SamWeb Logout	My Sam
🛎 All Users	T 0 1 11 11 1701		
Campus Resources	lexas Success Initiative (TSI)	Bearkat Registration Dashboard (Add / Drop Classes)	
▲ My Account	L Q		
₽ Registration	Update your TSI status before getting advised and registering.	Prepare for registration, build your schedule, and add/drop classes.	Make payment and tie-up loose
& Employees	TSI Info →	Bearkat Registration Dashboard →	Click Here
≜ Faculty	1. Get your TSI Status on file • If you have previously taken	• <u>Plan Ahead</u>	rks
4 Students	are exempt: • <u>Submit Previous TSI Scores</u>	Erowse Scriedule of Classes View registration start times How to register guide	A rept financial aid awards Check registration fee assessment



- 2. Select "Add / Drop Classes"
 - If the "Add/Drop Classes→" button is grayed out, you will need to take care of any outstanding items, prior to accessing registration.

Sam Houston State University	👑 Bearkat Registration Dashboard									
	Registration Holds Registration Time Need to Know									
✓ 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 25, 2021 1:00 PM Fall Semester: April 09, 2021 1:00 PM	✓ Need to Know You have reviewed all need-to-know items View Items									
Add / Drop Classes →										
Sam Houston State University Membe	er The Texas State University System									

3. Click "Register for Classes" to access the registration portal.



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4. Click the dropdown and select the **Term** you wish to register for and then click **Continue.**

Sam Houston State University	Student 💁 Sign Out
Banner Sett-Service Student Registration Select a Term	
Select A TERM Terms Open for Registration Fail 2016 Continue Continue	
Click "Continue"	

- 5. The student will need to add their core math first. Type "MATH" or "STAT" in the Subject box.
 - A dropdown option stating **"Mathematics"** or **"Statistics"** will appear, select the option that applies.

📰 🚰 Sam Houston State University
Student • Registration • Select a Term • Register for Classes
Register for Classes
Find Classes Enter CRNs Plans Schedule and Options
Enter Your Search Criteria 0 Term: Fall 2021
Subject Matri
Course Number Mathematics Type "MATH"
Keyword Search





:: Sam Houston State University	
Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options	
Enter Your Search Criteria 0 Term: Fall 2021	
Subject Math	Click Mathematics
Course Number Mathematics	Click Wathematics
Keyword Search <u>Clear</u> → <u>Advanced Search</u>	

6. Enter the course number in the Course Number box

• i.e. 1314, 1316, 1324, 1332, 1384, 1342, 1410, 1420

:: Sam Houston State University
Student • Registration • Select a Term • Register for Classes
Register for Classes
Find Classes Enter CRNs Plans Schedule and Options
Enter Your Search Criteria Term: Fail 2021 Subject Mathematics Course Number Type in course number Search Clear Advanced Search



7. Click "Search"

# Sam Houston State University	
Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options	
Enter Your Search Criteria 0 Term: Fall 2021	
Subject 😿 Mathematics	
Course Number 1332	
Search Clear > Advanced Search	Click Search
	`

- 8. Browse and select a MATH or STAT course that best fits your schedule.
 - The section number <u>must be 80 or above</u> since the student is not college ready in Math.
 - The section number is in the fourth column over from the left.

📰 🛐 Sam Houston State University										
Student • Registration • Select a Term • Register for Classes										
Register for Classes										
Find Classes Enter CRNs Plans Schedule and Options Search Results — 15 Classes Term: Fail 2021 Subject: Mathematics Course Number: 1332	Core II - Mathematics	Search Again								
College Mathematics Methematics 1332 80 3 804	95 Fall 2 Martin Melissa (Primary) S T T T S 09:00 AM - 09:50 AM Type: Co-Req R Main PULL: 0 or 45 14 Core II - Mathematics Exclude from Walt-List	Add								
College Mathematics Mathematics 1332 81 3 804 Lecture	Core II - Mathematics 96 Fail 2 14 Core II - Mathematics Exclude from Wait-List	Add								
College Mathematics Lecture Mathematics 1332 82 5	Section Number STORE 11.00 AM - 11:50 AM Type: Co-Req R Main 2 of 45 seats rem Core II - Mathematics Exclude from Wait-Ust	Add								





9. Select "Add" next to the section you are wishing to register for.

# Sam Houston State University	Click "Add" next to the 🖉
Student • Registration • Select a Term • Register for Classes	section you wish to register
Register for Classes	for
Find Classes Enter CRNs Plans Schedule and Options	
Search Results — 15 Classes Term: Fall 2021 Subject: Mahematics Course Number; 1332	Search Again
Collage Mathematics 1332 80 3 80495 Fail 2 Martin-Melissa (Primary) S 🛛 T 🐼 T 🗟 09:00 AM - 09:50 AM Type: Co-Req R Main 🚱 Full	Core II - Mathematics 14 Core II - Mathematics Exclude from Walt-List
College Mathematics Mathematics 1332 81 3 80496 Fail 2 S 🖬 T 🐼 T 🖬 S 10.00 AM - 10.50 AM Type: Co-Req R Main 4 of 45 Lecture	Core II - Mathematics eals rem 14 Core II - Mathematics Exclude from Wait-List Add
College Mathematics Mathematics 1332 82 3 80497 Fail 2 Martin Melissa (Primary) S 型 T 型 T E S 11:00 AM - 11:50 AM Type: Co-Req R(Main 2 of 45 cm	core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List

• The course selected should now say "Pending" in your course summary. DO NOT HIT SUBMIT.

Summary	_						
Title	Details	Hours	CRN	Schedule Typ	Status	Action	\$.
College Mathematics	MATH 1332, 81	3	80496	Lecture	Pending	**Web Registered**	

10. Click the green "Search Again" button in the top right corner of your screen.

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Student • Registration • Select a Term • Register for Classes											
Register for Classes											
Find Classes Enter CRNs	Plans Scheo	dule and Opt	ions								
Search Results — 15 Classes Term: Fall 2021 Subject: Mathem	natics Course Nu	mber: 1332									Search Again
<u>College Mathematics</u> Lecture	Mathematics	1332	80	3	80495	Fall 2	<u>Martin, Melissa</u> (Primary)	[호 M T M T E S 09:00 AM - 09:50 AM Type: Co-Req R Main	FULL: 0 of 45	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
<u>College Mathematics</u> Lecture	Mathematics	1332	81	3	80496	Fall 2		ड 🛄 T 🔯 T 🔚 S 10:00 AM - 10:50 AM Type: Co-Req R 🛛 Main	4 of 45 seats rem	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add
College Mathematics Lecture	Mathematics	1332	82	3	80497	Fall 2	<u>Martin, Melissa</u> (Primary)	ड 🕅 T 🕅 T 🗃 ड 11:00 AM - 11:50 AM Type: Co-Reg Ri Main	2 of 45 seats rem	Core II - Mathematics 14 Core II - Mathematics Exclude from Wait-List	Add

Click "Search Again"





- 11. Remove the course number that was previously entered.
 - Leave "Mathematics" in the subject box.
- 12. Enter the developmental course number in the course number box.
 - This number will start with "N0" i.e. N014, N024, N084, N032, N042.

# Sam Houston State University	*
Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options Enter Your Search Criteria • • Type in Term: Fall 2021 • Mathematics Type in Course Number N032 • num Keyword • Search Clear • Advanced Search	course nber

13. Click "Search"

# Sam Houston State University	*
Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options	
Enter Your Search Criteria 0 Term: Fall 2021	
Subject X Mathematics	
Course Number N032	
Search Search Click Search	



14. Once you have chosen the section you wish to register for, select "Add".

# Sam Houston State University	*
Student • Registration • Select a Term • Register for Classes	Click "Add" next to the
Register for Classes	section you wish to register
Find Classes Enter CRNs Plans Schedule and Options	for
Search Results – 12 Classes Term: Fall 2021 Subject: Mathematics Course Number: N032	Search Again
Support for College Math Mathematics N032 05 Fail 2021 Fail 2 S T F S 12.00 PM - 12.50 PM Ty Lecture	Proc. Co-Req.R. Main 5 of 28 seats rem TSI Met for Prerequisite Exclude from Walt-List Exclude from Q Drop Limit
Suscont for College Math Mathematics N032 06 1 80311 Fail 2 S 🖬 T 🕅 T F S 02 00 PM - 02:50 PM T	14 of 28 seats return 14 of 28 seats re TSI Met for Prerequisite Exclude from Vair-List Exclude from Q Drop Limit
	Fuanat Ram Speel Calculation

• Reminder: Math 1314, 1324, and 1384 have linked Math NO sections, meaning one section must be taken with the other. For example, Math 1314 section 80 is linked to Math N014 section 01. Please refer to the reference table below for the list of linked courses.

Linked Corequisite Sections										
Area	College Level	Section	CRN	Linked with	Section	CRN				
	MATH 1314	80	80403	MATH N014	01	80289				
	MATH 1314	81	80404	MATH N014	02	80290				
	MATH 1314	82	80406	MATH N014	03	80291				
	MATH 1314	83	80407	MATH N014	04	80292				
	MATH 1314	84	80409	MATH N014	05	80293				
	MATH 1314	85	80411	MATH N014	06	80294				
	MATH 1314	86	80412	MATH N014	07	80295				
	MATH 1314	87	80413	MATH N014	08	80296				
Math*	MATH 1314	88	80415	MATH N014	09	80297				
	MATH 1314	89	80418	MATH N014	10	80298				
	MATH 1314	90	80419	MATH N014		80299				
	MATH 1324	80	80476	MATH N024	01	80300				
	MATH 1324	81	80481	MATH N024	02	80301				
	MATH 1324	82	80484	MATH N024	03	80302				
	MATH 1324	83	80485	MATH N024	04	80303				
	MATH 1324	84	80486	MATH N024	05	80304				
	MATH 1324	85*	80487	MATH N024	06*	80305				
		Online Section	Online		Online Section	Online Students				
			Students Only			Only				
	MATH 1384	80	80529	MATH N084	01	80357				
	MATH 1384	81	80530	MATH N084	02	80358				



- 15. The Math course and the NO course will populate in the summary section and the status will say "Pending."
 - DO NOT HIT SUBMIT.

Summary							
Title	Details	Hours	CRN	Schedule Typ	Status	Action	☆.
College Mathematics	MATH 1332, 86	3	80501	Lecture	Pending	**Web Registered**	
Support for College Math	MATH N032, 06	1	80311	Lecture	Pending	**Web Registered**	

16. Select **"Search Again"** at the top right of your screen.

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Student • Registratio	tudent • Registration • Select a Term • Register for Classes										
Register for Classes											
Find Classes Enter CRNs	Plans Sche	dule and Op	tions								
Search Results — 12 Classes Term: Fall 2021 Subject: Mathem	matics Course N	umber: N032	2							Search Again	
<u>Support for College Math</u> Lecture	Mathematics	N032	05	Fall 2021		Fall 2	S M T W T F S 12 00 FM - 12 50 FM Type: Co-Reg R Main 5 o	i of 28 seats rem	Developmental TSI Met for Prerequisite Exclude from Wait-List Exclude from Q Drop Limit	Add	
Support for College Math Lecture	Mathematics	N032	06	1	80311	Fall 2	S 図 T W T F S 02.00 PM - 02.50 PM Tynet ぷ22%seufs reinain. 14	4 of 28 seats re	Exempt from 3peet Calculation Developmental TSI Met for Prerequisite Exclude from Walt-List Exclude from Q Drop Limit	Add	
									Evampt from 3nost Colouistian	•	
									Click "Sea	rch Again"	

18. Type in "ENGL" and select "English."



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19. Type in the course number "1301."



20. Click "Search"

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Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options	
Enter Your Search Criteria Term: Fall 2021 Subject English Course Number 1301 These special characters are gnored. **N@SEAS7[1] Keyword Search Clear + Advanced Search Click Search	
,	



21. Browse and select any section of English 1301 to register for. Once you have chosen a section, select "Add".

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Student •	Registratio	on <u>selec</u>	t a Terr	n • R	legister	for Clas	sses							
Register fo	or Classes													
Find Classes	Enter CRNs	Plans Sched	lule and Opt	ions										
Search Result Term: Fall 2021	ts — 61 Classes Subject: English	Course Number	: 1301										Sea	arch Again
Title	Ş	Subject Descriptio	CourseN	L Section	Hours	CRN \$	Term \$	Instructor	Meeting Times	Campus	Status	Attribute		* -
Composition I Lecture		English	1301	21	3	80135	Fall 2	Jones, Philip (Primary)	s M T W T F S 03:00 PM - 04:15 PM Type: Lecture E	3 Main	3 of 24 seats rem 999 of 999 waitlist	Core I - English 14 Core I - Communication Writing Enhanced	Add	>
<u>Composition I</u> Lecture		English	1301	22	3	80136	Fall 2		[호 11] 〒 12] 〒 12] 08:00 AM - 08:50 AM Type: Lecture E	3 Main	10 of 24 seats re 999 of 999 waitlist	Core I - English 14 Core I - Communication EWCAT Writing Enhanced	Add	
												Core I - English		•
												Click "Add" section you w fc	next to th ish to reg or	ne ister

22. You should now have both Math courses and one English course "Pending" in your Summary.

• DO NOT HIT SUBMIT.

Summary	_						
Title	Details	Hours	CRN	Schedule Typ	Status	Action	* -
Composition I	ENGL 1301, 16	3	80130	Lecture	Pending	**Web Registered**	
Support for College Math	MATH N032, 09	1	80314	Lecture	Pending	**Web Registered**	
College Mathematics	MATH 1332, 81	3	80496	Lecture	Pending	**Web Registered**	



23. Click "Search Again" at the top right of your screen.

:: 🔢 S	:: 🛐 Sam Houston State University												*	
Student • Registration • Select a Term • Register for Classes														
Register fo	Register for Classes													
Find Classes	Find Classes Enter CRNs Plans Schedule and Options													
Search Results 61 Classes Term: Fall 2021 Subject: English Course Number: 1301											Search Ag	ain		
Title	\$	Subject Descriptio	CourseN	Section	Hours	CRN \$	Term 🌣	Instructor	Meeting Times	Campus	Status	Attribute		*
Composition I Lecture		English	1301	21	3	80135	Fall 2	Jones. Philip (Primary)	S M T W T F S 03:00 PM - 04:15 PM Type: Lecture B	Main	3 of 24 seats rem 999 of 999 waitlist	Core I - English 14 Core I - Communication Writing Enhanced	bbA	
<u>Composition I</u> Lecture		English	1301	22	3	80136	Fall 2		토 🖬 〒 📷 〒 🖬 토) 08:00 AM - 08:50 AM Type: Lecture B	Main	10 of 24 seats re 999 of 999 waitlist	Core I - English 14 Core I - Communication EW/CAT Writing Enhanced	Add	
												Core I - English		•
													Click "Sear	ch

Again"

24. Remove "English" from the subject box and "1301" from the course number box.

25. Type "INRW" in the subject box and select "Integrated Reading and Writing."

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Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter Your Search Criteria Enter Your Search Criteria Term: Fail 2021 Subject Subject Integrated Reading and Writing Course Number Integrated Reading and Writing Search Clear	





26. Type the course number **"0014"** in the Course Number box.

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Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options Enter Your Search Criteria Image: Search Criteria Type in course Old These special characters Course Number Old Keyword Search Clear > Advanced Search	

27. Select "Search"

# Sam Houston State University	*
Student • Registration • Select a Term • Register for Classes	
Register for Classes	
Find Classes Find Classes Second Criteria Enter Your Search Criteria • Term: Fail 2021 Subject • Integrated Reading and Witting Course Number 0014 Tase special characters are ignored.**(§S48:Y1() I. The % is allowed. Search Class • Advanced Search Click Search Click Search	



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28. You may choose any section of INRW 0014 to register.

Once you have chosen a section, select "Add." •

🔢 🛐 Sam Houston State University									Click "Add" I	next to the		
Student • Registration • Select a Term • Register for Classes									section vou wis	sh to register		
Register for Classes									fo	r		
Find Classes Enter CRNs Plans Schedule and Options												
Search Results – 4 Classes Term: Fall 2021 Subject: Integrated Reading and Writing Course Number: 0014								Search Again				
Title \$	Subject Descriptio	CourseN	L Section ²	Hours	CRN ¢	Term 🗘	Instructor	Meeting Times	Campus	Status	Attribute	* . ^
<u>Tutorial for Inteo Read/Write</u> Lecture	Integrated Re	0014	01	1	80047	Fall 2		S I T W T F S 09:00 AM - 09:50 AM Type: Lecture B S M T I T F S 09:00 AM - 09:50 AM Type: Synchronic	Main	9 of 22 seats rem	Exempt from 3peat Calculation Developmental TSI Met for Prerequisite Exclude from Walt-List Exclude from Q Drop Limit	Add
Tutorial for Inteo Read/Write Lecture	Integrated Re	0014	02	1	80048	Fall 2		S S T VYTFS 10:00 AM - 10:50 AM Type: Lecture B S M T W T F S 10:00 AM - 10:50 AM Type: Synchron	Main	10 of 22 seats re Time Conflict!	Exempt from 3peat Calculation Developmental TSI Met for Prerequisite Exclude from Wait-List	(Add)

29. You should now have Math, English, and INRW "Pending" in your Summary.

	Summary							
	Title	Details	Hours	CRN	Schedule Typ	Status	Action	*- ^
	Tutorial for Integ Read/Write	INRW 0014, 01	1	80047	Lecture	Pending	**Web Registered**	
	Composition I	ENGL 1301, 16	3	80130	Lecture	Pending	**Web Registered**	
	Support for College Math	MATH N032, 05	1	80310	Lecture	Pending	**Web Registered**	
\setminus	College Mathematics	MATH 1332, 81	3	80496	Lecture	Pending	**Web Registered**	

30. Select Submit

• The courses status will change to registered once added successfully.

Summary								
Title	Details	Hours	CRN	Schedule Type	Status	Action		
Tutorial for Integ Read/Write	INRW 0014, 01	1	80047	Lecture	Registered	None v		
Composition I	ENGL 1301, 61	3	84262	Lecture	Registered	None v		
Support for College Math	MATH N032, 05	1	80310	Lecture	Registered	None v		
College Mathematics	MATH 1332, 81	3	80496	Lecture	Registered	None		



Registration Error Solutions:

Error Message	What Does It Mean?	How Do I Fix It?	
MATH N032 CRN 80310: Prereq Required (Core Math, Dev Ed, or Other Course) - Contact The Registrar's Office	The Math course you are attempting to add with your developmental course is section 80 or below.	Select a Math with a section 80 or above then add Math NO, English and INRW together. All four courses need to be submitted together.	
MATH 1314 CRN 80407: Corequisite MATH N014 (CRN 80292) required MATH N014 CRN 80291: Corequisite MATH 1314 (CRN 80406) required	The Math you are attempting to Register for has a linked Math NO course.	Please view the <u>linked corequisite</u> <u>table</u> to identify which courses are linked.	
MATH 1314 CRN 80397: Student Attribute Restriction	This class is restricted to students with a specific attribute (ex: Honors,	Select a different section if you do not belong to the required attribute group	
ENGL 1301 CRN 80130: Student Attribute Restriction	Athlete, etc.)		
MATH 1332 CRN 80493: Prereq Required (Core Math, Dev Ed, or Other Course) - Contact The Registrar's Office	You are unable to register because are not submitting your Math and English courses together.	Register for your Math, Math N0, English, and INRW together, prior to moving forward with registering for your remaining courses.	
CRIJ 2361 CRN 80567: TSI Restriction Error	This class requires college-level readiness.	Students who are completing INRW can take one additional reading intensive course.	
		Please contact the TSI team at <u>tsi@shsu.edu</u> if you needing a TSI override for a reading intensive course.	



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Students who have a status of not being college ready in reading or writing and attempt to register for a reading intensive course, will need a TSI override. Students who are completing INRW can take **one** additional reading intensive course. **Below is a list of reading intensive courses**.

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Please contact the TSI team at <u>tsi@shsu.edu</u> if you needing a TSI override for one of the courses listed below while completing your INRW coursework.

Reading Intensive Courses						
Subject	Course Numbers					
ARTS	1303 and 1315					
BUAD	2301 and 2321					
CRIJ	2361 and 2362					
ECON	2300, 2301, and 2302					
ENGL	1301, 1302, 2332, and 2333					
GEOG	1321, 2355, and 2356					
HIST	1301, 1302, 2311, and 2312					
MUSI	2348					
PHIL	1301, 2303, and 2306					
POLS	2305 and 2306					
PSYC	1301 and 2315					
SOCI	1301, 1306, and 2319					



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Students who have a not college ready reading or writing status who try to register for a non-reading intensive course will not require a TSI override for the course. These courses can be used to fill out a student's schedule while they are completing their developmental INRW coursework.

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Non-Reading Intensive Courses

Subject	Course Numbers
ARTS	1301 and 1302
CHEM	1406
мсом	1330, 1332, and 2366
COMS	1361
CRIJ	2367 and 2368
KINE	2115
THEA	1366
DANC	1372