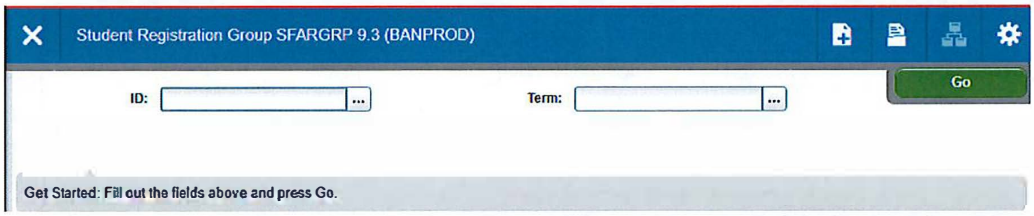
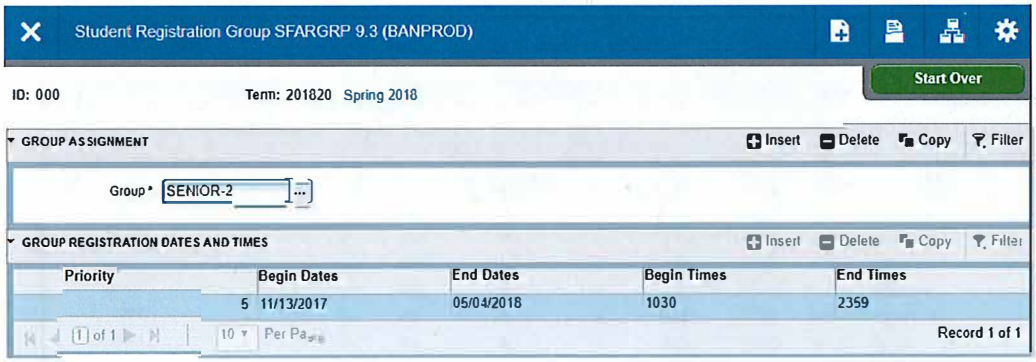
Sam Houston State University
Office of the Registrar

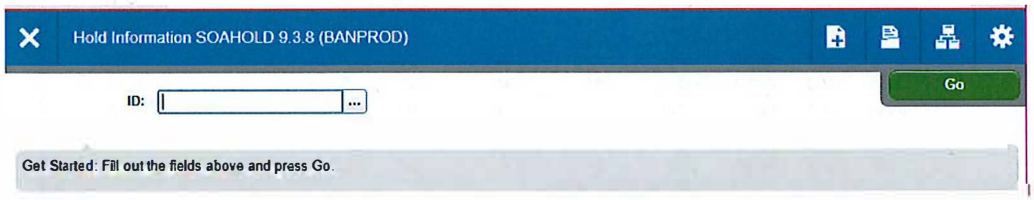
Add/ Drop Process

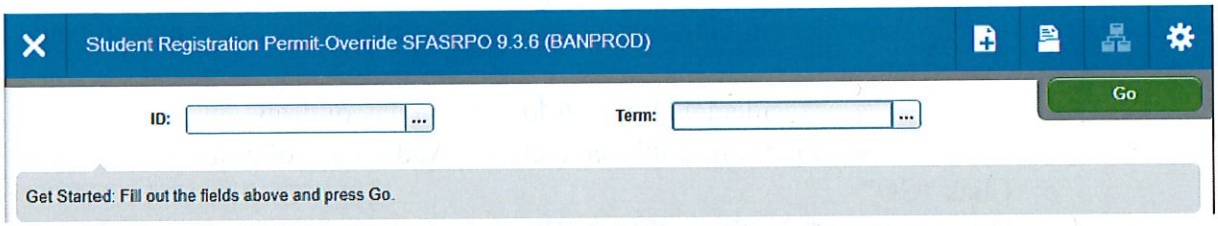
- Student submits an email to registrar@shsu.edu
  - Email must come from students SHSU email account and include:
    - Name
    - Sam ID number
    - CRN of class to be added
    - Reason for request to add
- Request is reviewed and decision is made if student will be added to the class
  - Things considered when making decision
    - Is registration open?
    - Students registration status-SFARGRP
    - Check to see if student is an athlete-SZAREGS-Student Term
      - If yes, refer them to the athletics department

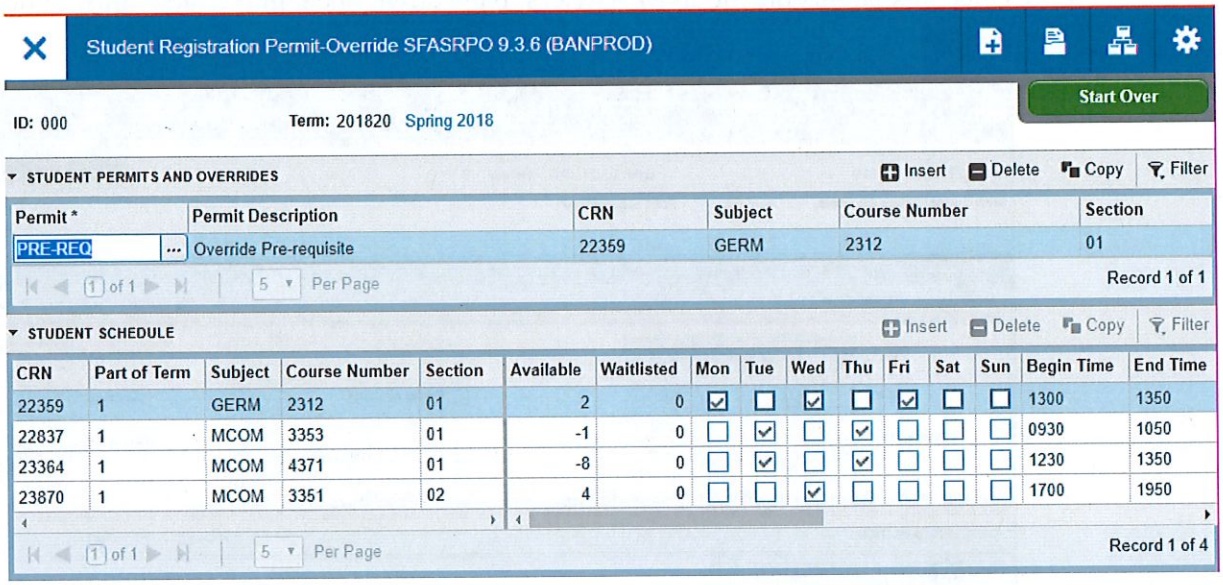




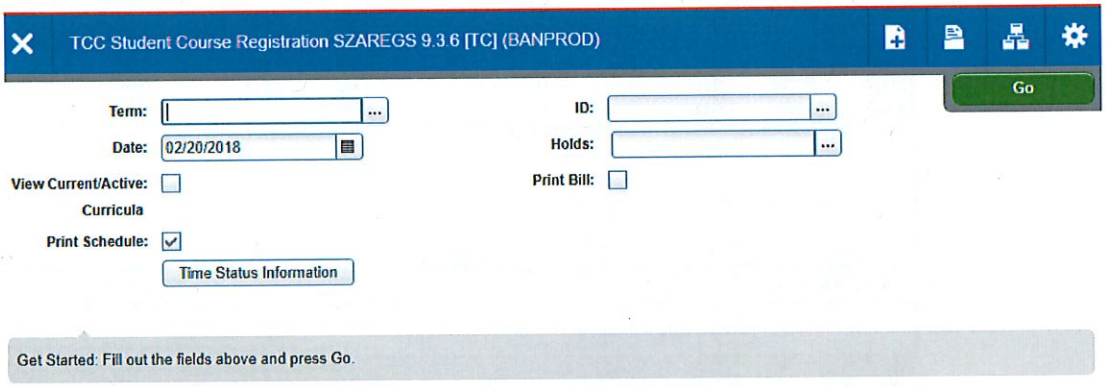
- Holds on students accounts –SOAHOLD





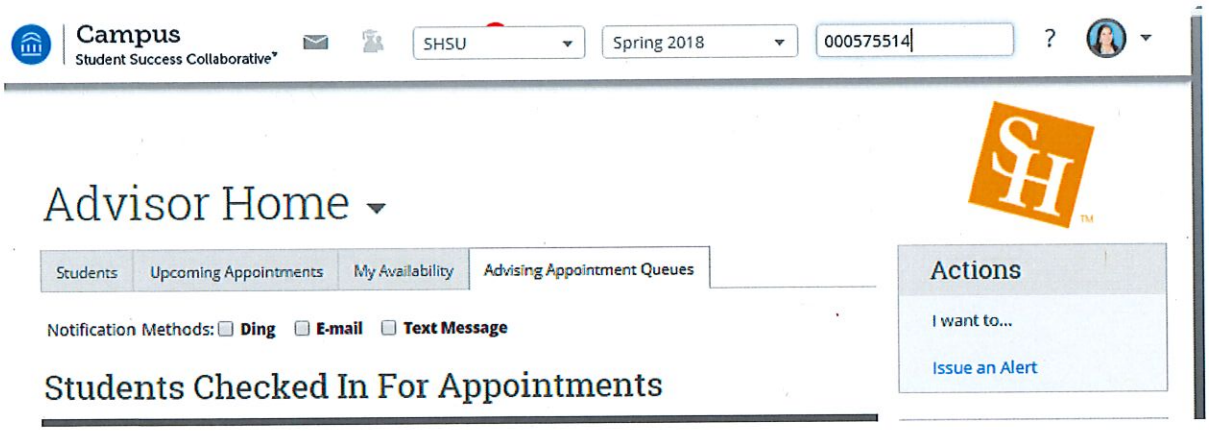


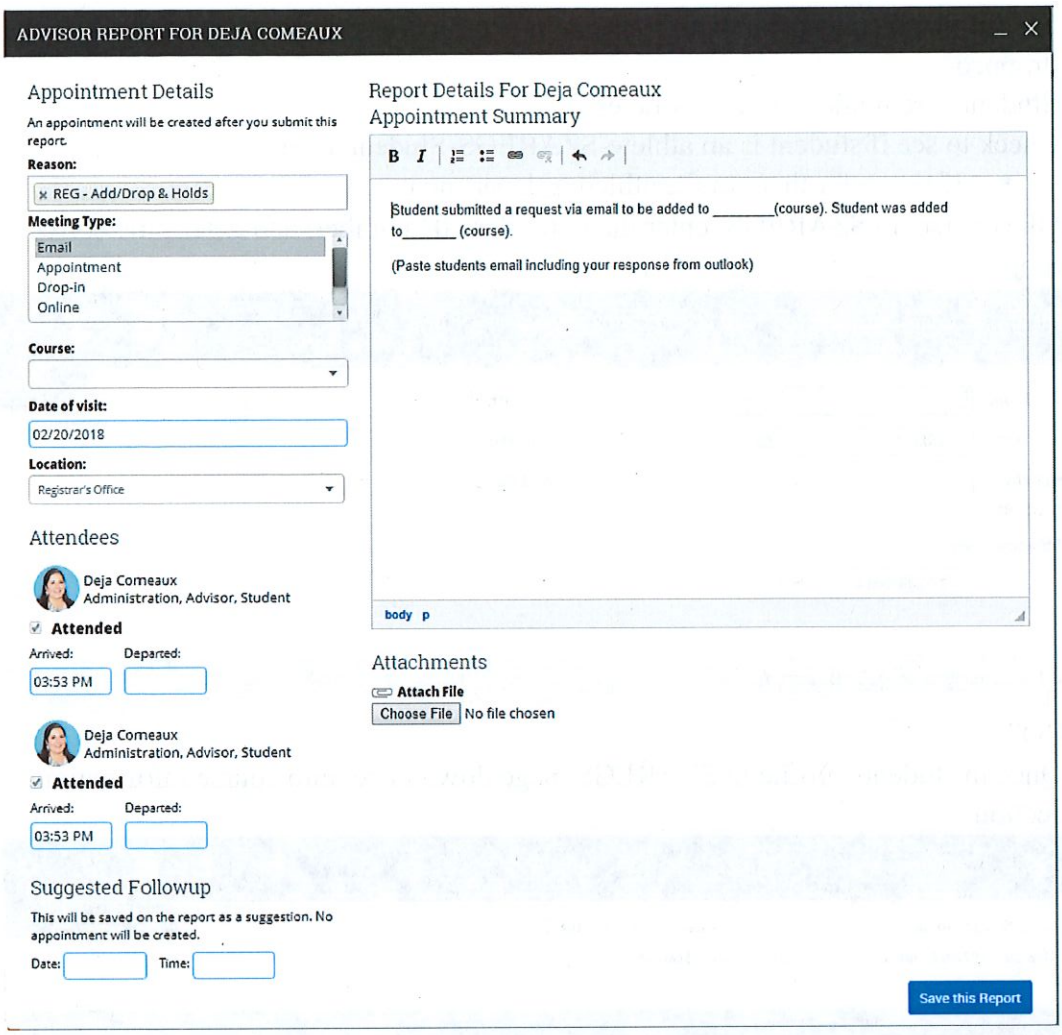
- If the decision made is NO
  - Respond to student's email
    - "Hello _____,
      Unfortunately we are unable to add the course _____ to your schedule because _____. (Suggest solution if possible)
      If you have any further questions or concerns please feel free to contact our office at 936-294-1040 or by email at registrar@shsu.edu.
      Thank you,
      Registrar's Office"
- If the decision made is YES
  - In SZAREGS, enter the term, Sam ID number and determine correct add date



- Enter CRN of class to be added
- Select "SAVE" in bottom right corner of screen twice to save the course onto the students schedule

- Respond to student's email
  - "Hello _____,
    The course _____ has been successfully added to your schedule per your request.
    To discuss any changes to your account balance, due to adding this course to your schedule, please contact the Bursar's Office at 936-294-1083 and/or the Financial Aid Office at 936-294-1774.
    If you have any questions or concerns please contact our office at 936-294-1040 or by email at registrar@shsu.edu.
    Thank you,
    Registrar's Office"
- Print students email, including your response from Outlook sent folder
  - Write ADD CLASS at top of page
  - Write students Sam ID number in top left corner of page
  - Sign and date page
- Add Advising Appointment Report to students Campus Connect profile
  - Log into Mysam>Go to Campus Connect>Enter Students Sam ID Number in search bar in top right corner>Select Student>Select "Report on Advising Appointment" from menu on right side

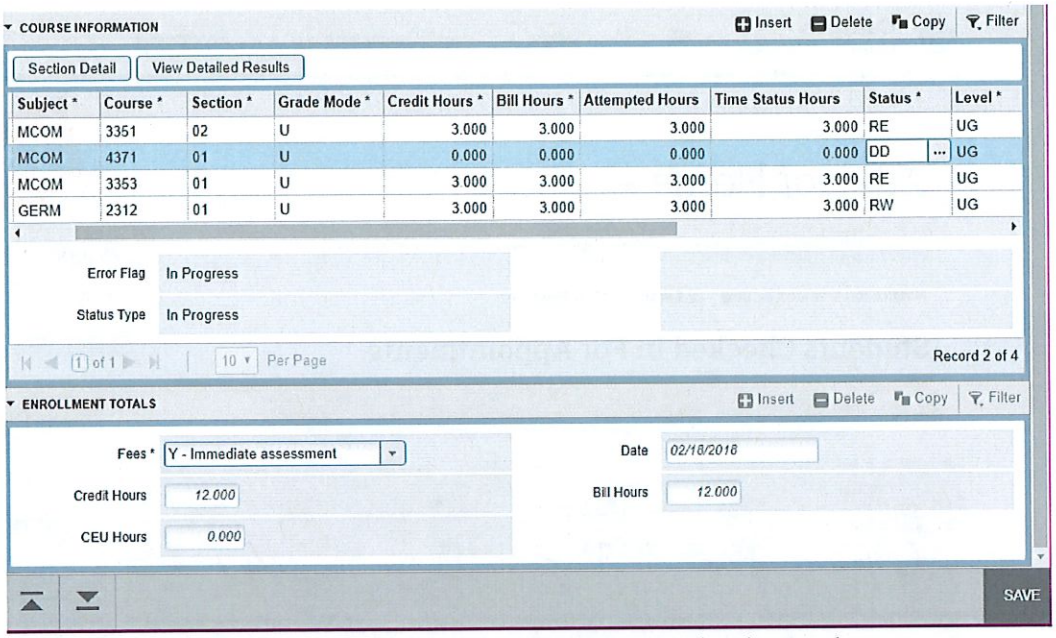




- At the end of the day, a second person will need to check over printed, signed forms, and verify they have been successfully added
  - Once verified, second person will sign and date form
- Submit page into box labeled "Add/Drop" to be BDMS'ed into the student's record in DegreeWorks

Drop Class

- Student submits an email to registrar@shsu.edu
  - Email must come from students SHSU email account and include:
    - Name
    - Sam ID number
    - CRN of class to be dropped
    - Reason for request to drop
- Request is reviewed and decision is made if student will be dropped from course



- Select the cell in the "Status" column of the course to be dropped
- Enter appropriate code to drop course
  - Before Census Date = Enter "DD" into cell and select "Delete" from the banner above the courses
  - After Census Date = Enter "DQ" into the cell (this will result in a Q for the student)
- Select "Save" twice in the bottom right corner to save changes to schedule

- Reply to student email
  - "Hello _____,

    The course _____ has been successfully dropped from your schedule for the _____ (Term) semester. (If DQ add: You will receive a grade of Q for this course.)

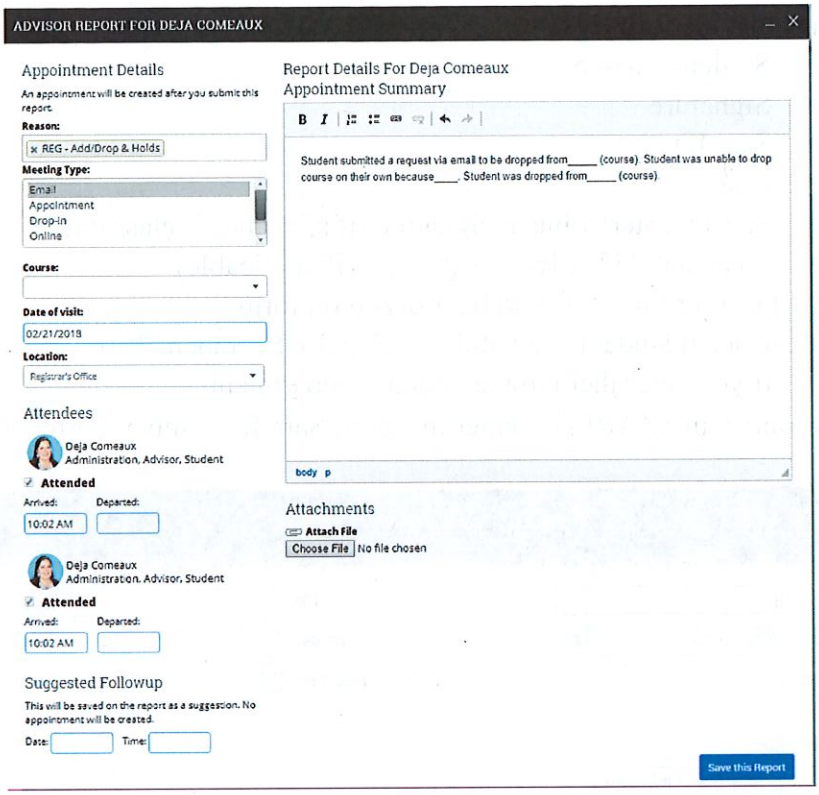
    Please click HERE to review drop policies. (Link to Drop Policies)

    If you have any questions or concerns please contact our office at 936-294-1040 or by email at registrar@shsu.edu.

    Thank you,

    Registrar's Office"

- Print the student's email and your response from Outlook sent folder
  - Write DROP CLASS at top of page
  - Write students Sam ID number in top left corner of page
  - Sign and date page
- Add Advising Appointment Report to students Campus Connect profile

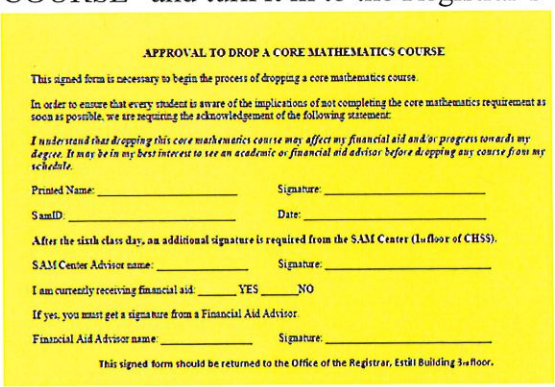


- Save report

- At the end of the day, a second person will need to check over printed, signed forms, and verify they have been successfully dropped
  - Once verified, second person will sign and date form
- Submit page into box labeled "Add/Drop" to be BDMS'ed into the student's record in DegreeWorks

Core Math Drops

- Student will fill out form labeled "APPROVAL TO DROP CORE MATHMATICS COURSE" and turn it in to the Registrar's Office



APPROVAL TO DROP A CORE MATHEMATICS COURSE

This signed form is necessary to begin the process of dropping a core mathematics course.

In order to ensure that every student is aware of the implications of not completing the core mathematics requirement as soon as possible, we are requiring the acknowledgement of the following statement:

I understand that dropping this core mathematics course may affect my financial aid and/or progress towards my degree. It may be in my best interest to see an academic or financial aid advisor before dropping any course from my schedule.

Printed Name: _____ Signature: _____

SamID: _____ Date: _____

After the sixth class day, an additional signature is required from the SAM Center (1st floor of CHSS).

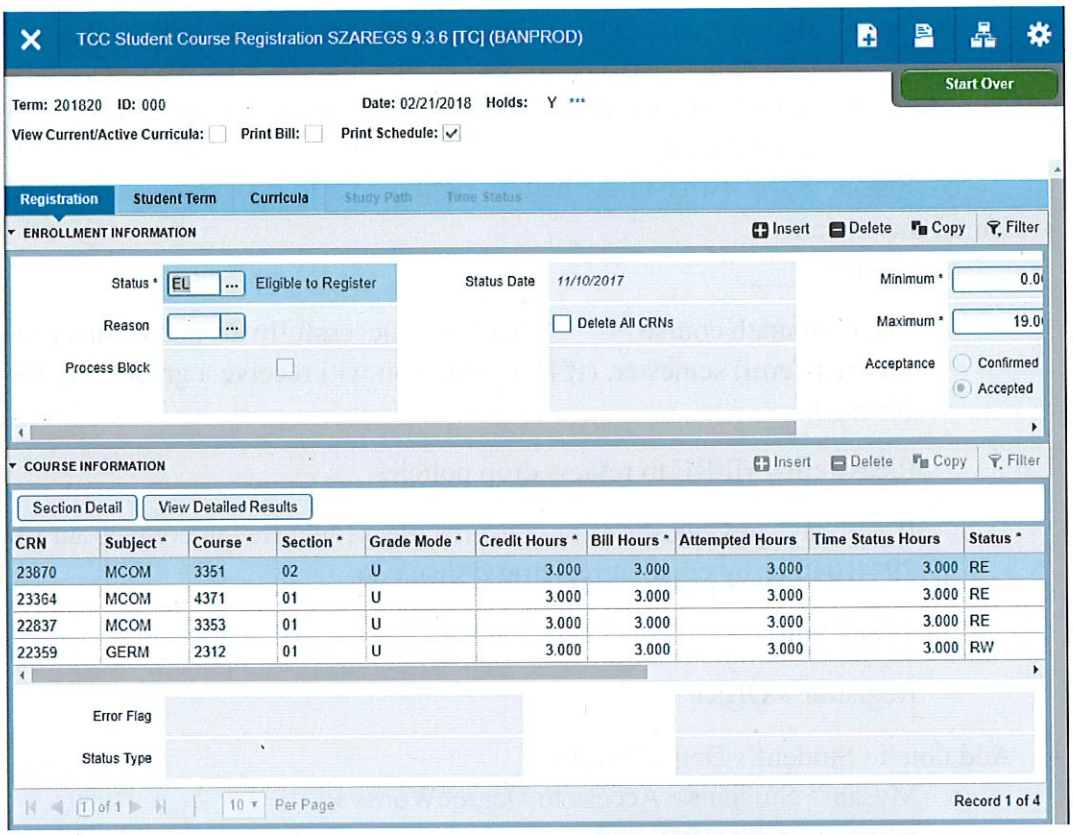
SAM Center Advisor name: _____ Signature: _____

I am currently receiving financial aid: _____YES _____NO

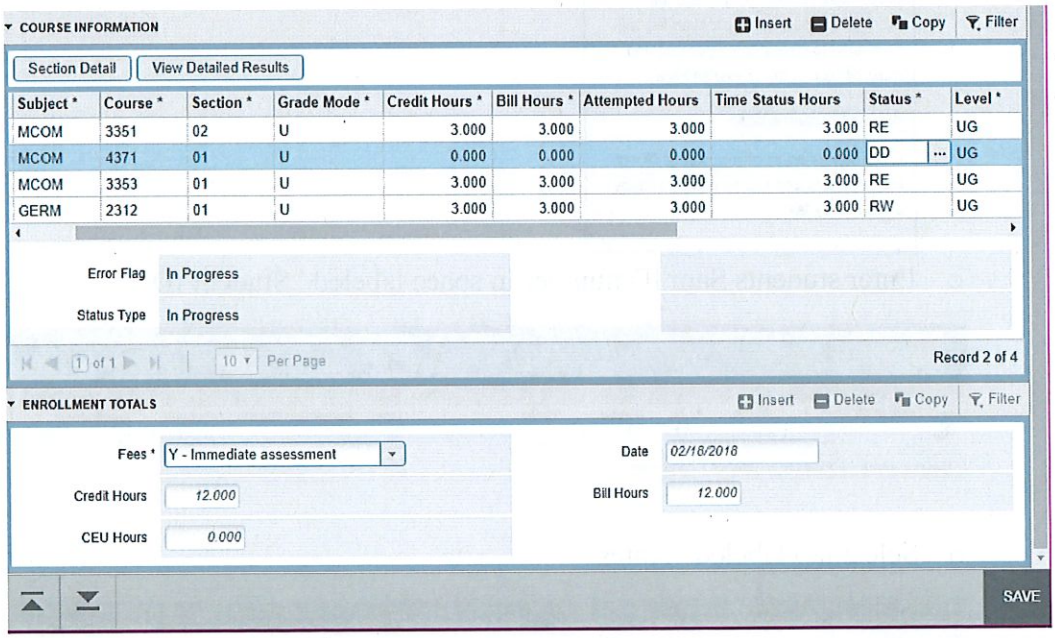
If yes, you must get a signature from a Financial Aid Advisor.

Financial Aid Advisor name: _____ Signature: _____

This signed form should be returned to the Office of the Registrar, Estill Building 3rd floor.

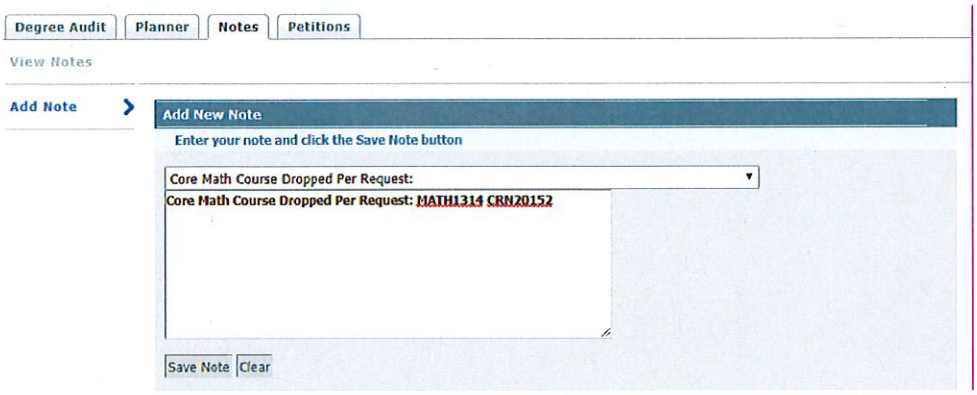


- Once in students profile in SZAREGS, page down once, into course information section

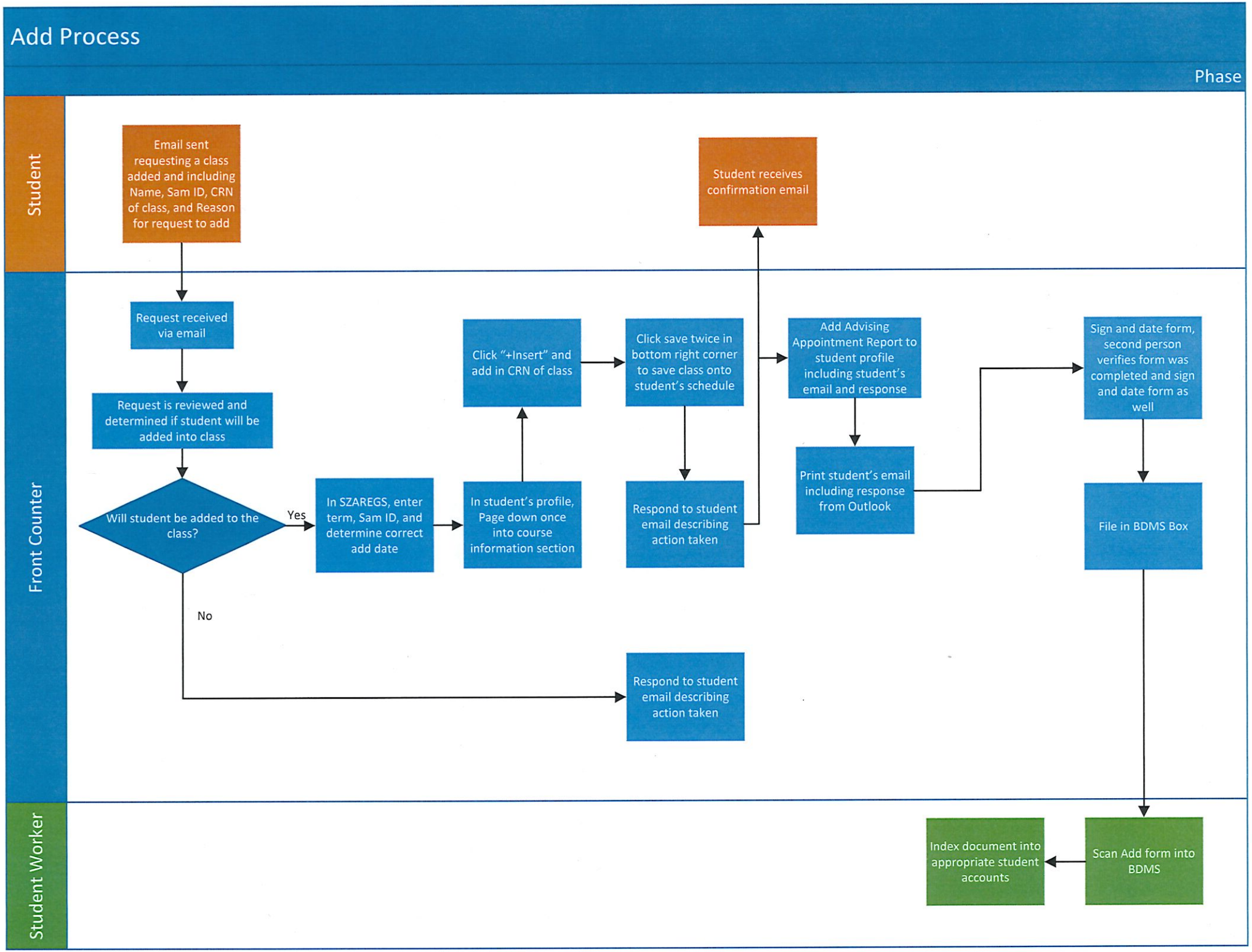


- Select the cell in the "Status" column of the course to be dropped
- Enter appropriate code to drop course

- Select "Add Note"

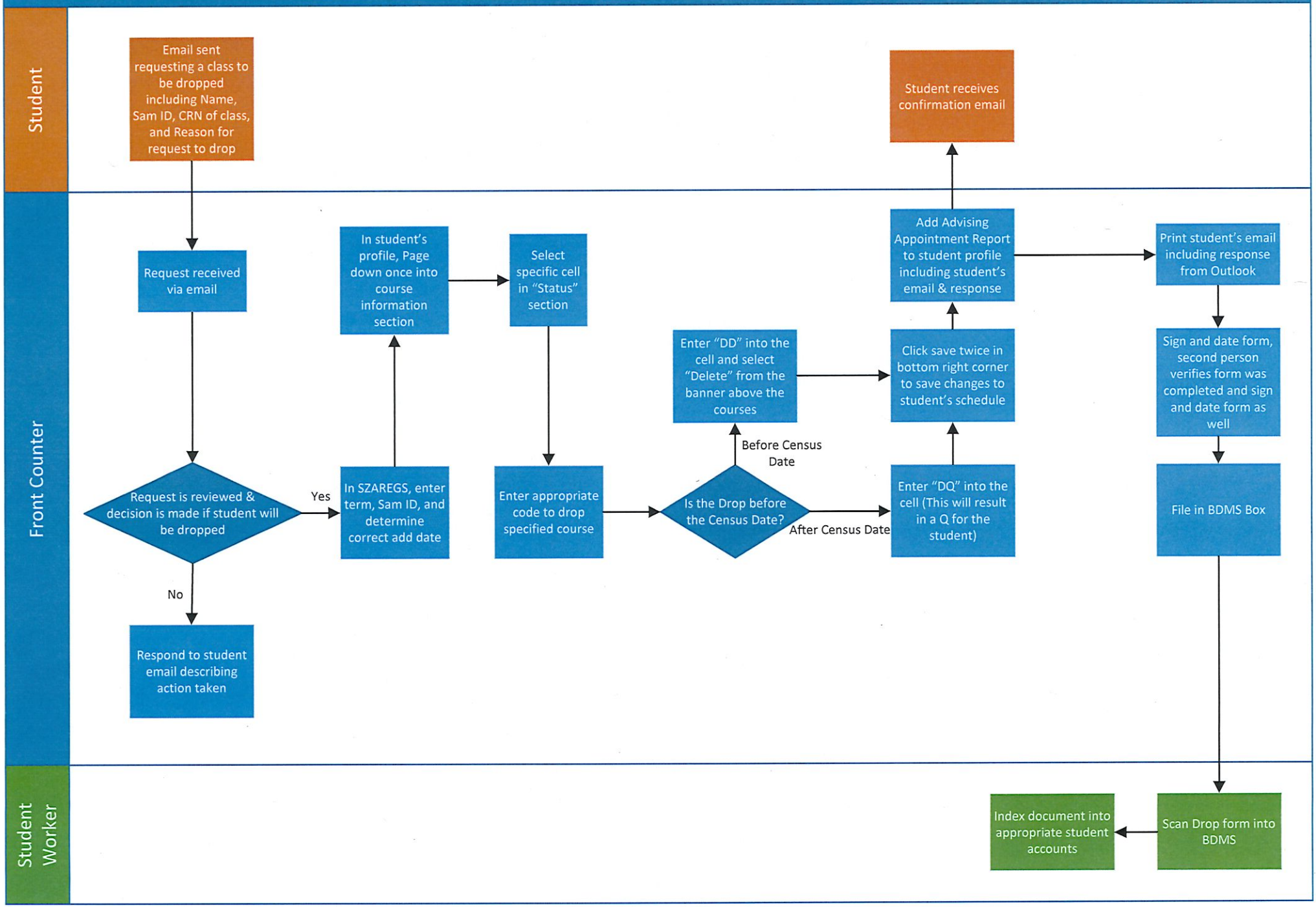


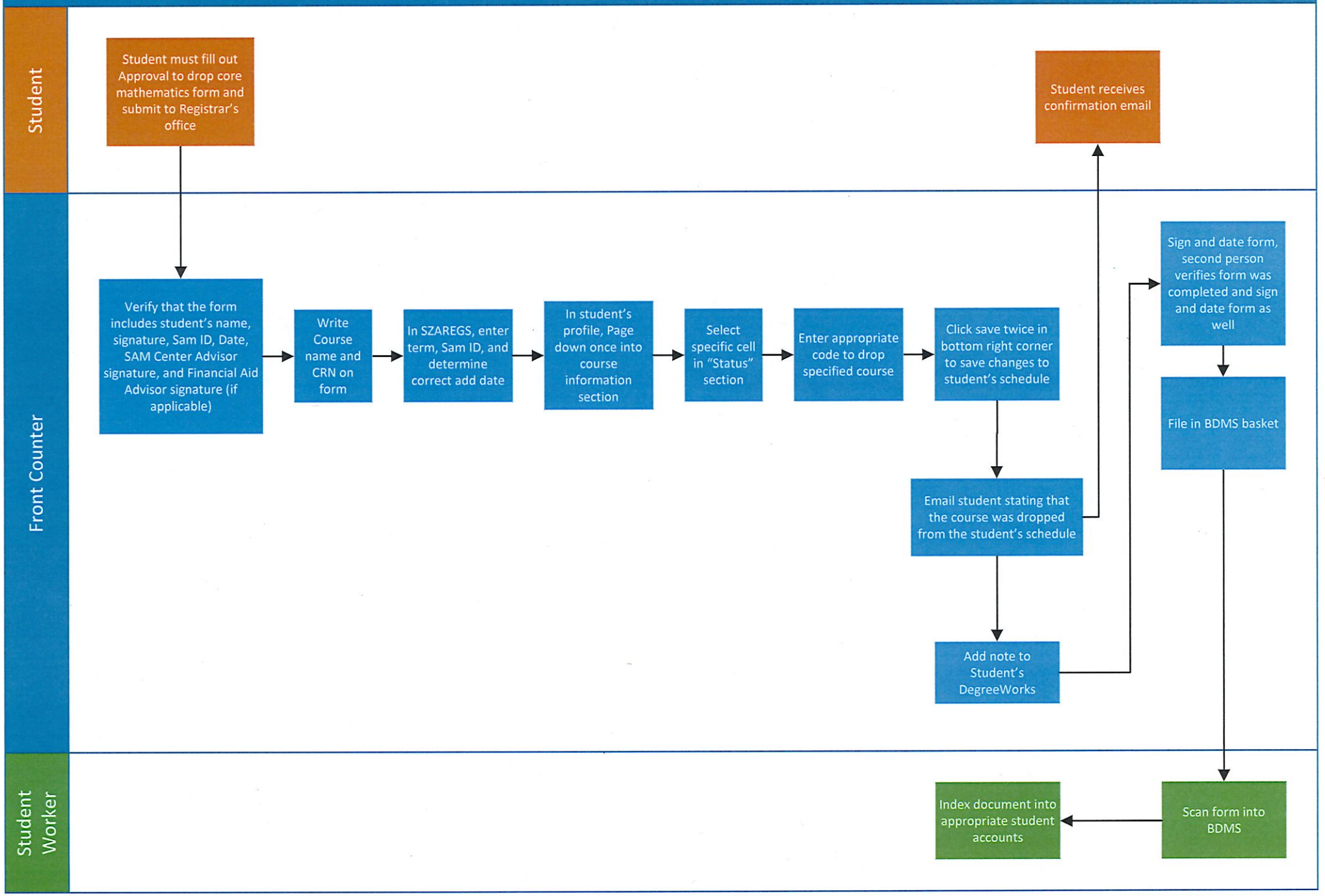
  - From drop down menu select "Core Math Course Dropped Per Request"
  - Enter class name and CRN number
  - Save note
  - Process new audit
- Sign and date form
- At the end of the day, a second person will need to check over printed, signed forms, and verify they have been successfully dropped
  - Once verified, second person will sign and date form
- Submit page into box labeled "Add/Drop" to be BDMS'ed into the student's DegreeWorks


Add Process
Phase
Student
Front Counter
Student Worker
Email sent requesting a class added and including Name, Sam ID, CRN of class, and Reason for request to add
Student receives confirmation email
Request received via email
Request is reviewed and determined if student will be added into class
Will student be added to the class?
Yes
No
In SZAREGS, enter term, Sam ID, and determine correct add date
In student's profile, Page down once into course information section
Click "+Insert" and add in CRN of class
Click save twice in bottom right corner to save class onto student's schedule
Respond to student email describing action taken
Respond to student email describing action taken
Add Advising Appointment Report to student profile including student's email and response
Print student's email including response from Outlook
Sign and date form, second person verifies form was completed and sign and date form as well
File in BDMS Box
Scan Add form into BDMS
Index document into appropriate student accounts

Drop Process

Phase



Core Math Drop Process

Phase