Sam Houston State University
Office of the Registrar

Add/ Drop Process

- Student submits an email to registrar@shsu.edu
    - o 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
    - o 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

Student Registration Permit-Override SFASRPO 9.3.6 (BANPROD)

Go

ID: [   ] [...]   Term: [   ] [...]

Get Started: Fill out the fields above and press Go.

Student Registration Permit-Override SFASRPO 9.3.6 (BANPROD)

Start Over

ID: 000   Term: 201820 Spring 2018

▼ STUDENT PERMITS AND OVERRIDES   ➕ Insert ➖ Delete 📋 Copy 🔻 Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
PRE-REQ [...]	Override Pre-requisite	22359	GERM	2312	01

◄ ◄ 1 of 1 ► ►   5 ▼ Per Page   Record 1 of 1

▼ STUDENT SCHEDULE   ➕ Insert ➖ Delete 📋 Copy 🔻 Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
22359	1	GERM	2312	01	2	0	☑	☐	☑	☐	☑	☐	☐	1300	1350
22837	1	MCOM	3353	01	-1	0	☐	☑	☐	☑	☐	☐	☐	0930	1050
23364	1	MCOM	4371	01	-8	0	☐	☑	☐	☑	☐	☐	☐	1230	1350
23870	1	MCOM	3351	02	4	0	☐	☐	☑	☐	☐	☐	☐	1700	1950

◄ ◄ 1 of 1 ► ►   5 ▼ Per Page   Record 1 of 4

- 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

TCC Student Course Registration SZAREGS 9.3.6 [TC] (BANPROD)

Go

Term: [|] [...]   ID: [   ] [...]
Date: [02/20/2018] 📅   Holds: [   ] [...]
View Current/Active: ☐   Print Bill: ☐
Curricula
Print Schedule: ☑
[Time Status Information]

Get Started: Fill out the fields above and press Go.

- 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

Campus
Student Success Collaborative

SHSU | Spring 2018 | 000575514 | ?

Advisor Home ▾

| Students | Upcoming Appointments | My Availability | Advising Appointment Queues |

Notification Methods: ☐ **Ding** ☐ **E-mail** ☐ **Text Message**

Students Checked In For Appointments

Actions

I want to...

Issue an Alert

Appointment Details

An appointment will be created after you submit this report.

Reason:

× REG - Add/Drop & Holds

Meeting Type:

Email
Appointment
Drop-in
Online

Course:

▼

Date of visit:

02/20/2018

Location:

Registrar's Office ▼

Attendees

Deja Comeaux
Administration, Advisor, Student

☑ **Attended**

Arrived: Departed:

03:53 PM

Deja Comeaux
Administration, Advisor, Student

☑ **Attended**

Arrived: Departed:

03:53 PM

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: Time:

Report Details For Deja Comeaux
Appointment Summary

B   *I* | ☰ ☷   ⚏   ↤ ↦ |

Student submitted a request via email to be added to _____(course). Student was added to_____ (course).

(Paste students email including your response from outlook)

body   p

Attachments

⌫ **Attach File**

Choose File | No file chosen

Save this Report

- o 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
- o 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
  - o 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

Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
MCOM	3351	02	U	3.000	3.000	3.000	3.000	RE	UG
MCOM	4371	01	U	0.000	0.000	0.000	0.000	DD	UG
MCOM	3353	01	U	3.000	3.000	3.000	3.000	RE	UG
GERM	2312	01	U	3.000	3.000	3.000	3.000	RW	UG

- o Select the cell in the "Status" column of the course to be dropped
- o 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)
- o Select "Save" twice in the bottom right corner to save changes to schedule
- Reply to student email
  - o "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
  - o Write DROP CLASS at top of page
  - o Write students Sam ID number in top left corner of page
  - o Sign and date page
- Add Advising Appointment Report to students Campus Connect profile

ADVISOR REPORT FOR DEJA COMEAUX

Appointment Details

An appointment will be created after you submit this report.

Reason:
× REG - Add/Drop & Holds

Meeting Type:
Email
Appointment
Drop-in
Online

Course:

Date of visit:
02/21/2018

Location:
Registrar's Office

Attendees

Deja Comeaux
Administration, Advisor, Student
☑ Attended
Arrived: 10:02 AM   Departed:

Deja Comeaux
Administration, Advisor, Student
☑ Attended
Arrived: 10:02 AM   Departed:

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: Time:

Report Details For Deja Comeaux
Appointment Summary

Student submitted a request via email to be dropped from _____ (course). Student was unable to drop course on their own because _____. Student was dropped from _____ (course).

body p

Attachments

Attach File
Choose File   No file chosen

Save this Report

- 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.

Start Over

Term: 201820   ID: 000   Date: 02/21/2018   Holds: Y ***

View Current/Active Curricula: ☐   Print Bill: ☐   Print Schedule: ✔

| Registration | Student Term | Curricula | Study Path | Time Status |

▼ ENROLLMENT INFORMATION   ⊞ Insert   ⊟ Delete   ▣ Copy   ▼ Filter

Status *	EL ...	Eligible to Register	Status Date	11/10/2017	Minimum *	0.0(
Reason	...			☐ Delete All CRNs	Maximum *	19.0(
Process Block	☐				Acceptance	○ Confirmed
						⦿ Accepted

▼ COURSE INFORMATION   ⊞ Insert   ⊟ Delete   ▣ Copy   ▼ Filter

[Section Detail] [View Detailed Results]

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
23870	MCOM	3351	02	U	3.000	3.000	3.000	3.000	RE
23364	MCOM	4371	01	U	3.000	3.000	3.000	3.000	RE
22837	MCOM	3353	01	U	3.000	3.000	3.000	3.000	RE
22359	GERM	2312	01	U	3.000	3.000	3.000	3.000	RW

Error Flag

Status Type

|◀ ◀ [1] of 1 ▶ ▶| 10 ▾ Per Page   Record 1 of 4

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

▼ COURSE INFORMATION   ⊞ Insert   ⊟ Delete   ▣ Copy   ▼ Filter

[Section Detail] [View Detailed Results]

Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
MCOM	3351	02	U	3.000	3.000	3.000	3.000	RE	UG
MCOM	4371	01	U	0.000	0.000	0.000	0.000	DD ...	UG
MCOM	3353	01	U	3.000	3.000	3.000	3.000	RE	UG
GERM	2312	01	U	3.000	3.000	3.000	3.000	RW	UG

Error Flag   In Progress

Status Type   In Progress

|◀ ◀ [1] of 1 ▶ ▶| 10 ▾ Per Page   Record 2 of 4

▼ ENROLLMENT TOTALS   ⊞ Insert   ⊟ Delete   ▣ Copy   ▼ Filter

Fees *	Y - Immediate assessment ▾	Date	02/18/2018
Credit Hours	12.000	Bill Hours	12.000
CEU Hours	0.000		

SAVE

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

o Select "Add Note"

Add New Note

Enter your note and click the Save Note button

Core Math Course Dropped Per Request:

Core Math Course Dropped Per Request: MATH1314 CRN20152

Save Note | Clear

- 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
  o 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

Student Worker	Front Counter	Student

Phase

Email sent requesting a class added and including Name, Sam ID, CRN of class, and Reason for request to add

→ Request received via email

→ Request is reviewed and determined if student will be added into class

→ **Will student be added to the class?**

No → Respond to student email describing action taken

Yes → 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

→ Student receives confirmation email

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

Student Worker	Front Counter	Student

Student:
- Email sent requesting a class to be dropped including Name, Sam ID, CRN of class, and Reason for request to drop
- Student receives confirmation email

Front Counter:
- Request received via email
- Request is reviewed & decision is made if student will be dropped (decision)
  - No → Respond to student email describing action taken
  - Yes → In SZAREGS, enter term, Sam ID, and determine correct add date
- In student's profile, Page down once into course information section
- Select specific cell in "Status" section
- Enter appropriate code to drop specified course
- Is the Drop before the Census Date? (decision)
  - Before Census Date → Enter "DD" into the 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)
- Click save twice in bottom right corner to save changes to student's schedule
- Add Advising Appointment Report to student profile including student's email & 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

Student Worker:
- Scan Drop form into BDMS
- Index document into appropriate student accounts

Core Math Drop Process

Student Worker	Front Counter	Student	Phase

Student (start): Student must fill out Approval to drop core mathematics form and submit to Registrar's office

Front Counter:
- Verify that the form includes student's name, signature, Sam ID, Date, SAM Center Advisor signature, and Financial Aid Advisor signature (if applicable)
- Write Course name and CRN on form
- In SZAREGS, enter term, Sam ID, and determine correct add date
- In student's profile, Page down once into course information section
- Select specific cell in "Status" section
- Enter appropriate code to drop specified course
- Click save twice in bottom right corner to save changes to student's schedule
- Email student stating that the course was dropped from the student's schedule
- Add note to Student's DegreeWorks

Student: Student receives confirmation email

Front Counter:
- Sign and date form, second person verifies form was completed and sign and date form as well
- File in BDMS basket

Student Worker:
- Scan form into BDMS
- Index document into appropriate student accounts