



Sam Houston State University

A Member of The Texas State University System

OFFICE OF THE REGISTRAR

It is the responsibility of the Registrar's Office to report enrollment to the National Student Clearinghouse. In order to ensure we are in compliance with reporting needs we will:

- Within five (5) business days after a given term's census date (12th class day for fall/spring, 4th class day for summer), the time status for all enrolled students will be reported/submitted to the National Student Clearinghouse.
- Once the student information has been uploaded into NSC's system, all rejected records will be reviewed and manually updated, as needed.
- This process will be repeated monthly (approximately 30 days after previous submission date) until the end of the given term. At the end of the term, a final report, consisting of graduates only, will be submitted to the NSC.