



REGISTRATION

Graduate Advising

Before the initial registration, the student should consult with the graduate advisor representing the field of his/her major interest. Academic advisement is encouraged prior to each registration. All students should confer with graduate advisors on a regular basis, monitor their own academic progress, and review the study plan on a continuous basis. A list of graduate advisors and e-mail addresses is available on the Graduate Studies webpage at <http://www.shsu.edu/graduate/programs/>.

Registration

Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found in the Schedule of Classes at <http://www.shsu.edu/schedule/>.

During scheduled periods of registration, students may register via the internet or telephone. Internet registration may be accessed by selecting the SamWeb link on SHSU's homepage (<http://www.shsu.edu>) and then Registration. Students will need their Sam ID number and PIN (Personal Identification Number) in order to access the registration menu. For further information please contact the Office of the Registrar at (936) 294-1598.

Graduate Courses

A graduate course is an advanced course requiring critical analysis and study. Typically, courses with numbers of 500- or 600-level are master's-level courses and 700-level or higher are doctoral-level courses. To provide a greater range of academic course offerings, some graduate programs allow students to take a limited number of 400-level courses for graduate credit. In order to receive graduate credit for an undergraduate-level course, the student must receive prior written approval from the department chair and the dean of the college and complete additional requirements as outlined by the professor. Please see the specific degree programs within this catalog for more details on taking 400-level courses for graduate credit.

Course Load

Normal Load. The normal load for a full-time graduate student is nine (9) to twelve (12) hours per fall or spring semester and six (6) hours in the summer. Students enrolled in master's and doctoral degree programs should enroll in a minimum of nine graduate hours in the fall and spring semesters and six hours in the summer to be considered a full-time graduate student.

Master's degree students desiring to enroll in more than twelve graduate hours in any one semester must obtain approval from the dean of the college in which they are enrolled. Doctoral students desiring to enroll in more than nine graduate hours must obtain approval from the dean of the college in which they are enrolled.

It is important to note that the University requirements for full-time status and requirements of various financial aid programs may differ. It is recommended that students consult with the University Student Financial Aid Office to determine how assistantships and fellowships may impact their financial aid.

Course Load for Graduate Assistants. Graduate students employed by the University at least half-time as assistant instructors, research assistants, or teaching assistants should enroll in a minimum of six graduate hours per semester to be considered a full-time graduate student. The maximum course enrollment load for graduate assistants on one-half time employment is nine hours per semester or three hours per summer session. Graduate assistants on less than a half-time assistantship may have their maximum course load authorization increased proportionately by the appropriate department/school chair. For more information on the employment of graduate assistants refer to Academic Policy Statement 890303 at http://www.shsu.edu/~vaf_www/aps/890303.html.