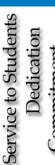
The Office of The Registrar



Commitment

FREQUENTLY ASKED QUESTIONS

FORMS

ACADEMIC RECORDS

TRANSCRIPTS

REGISTRATION

DEGREE APPLICATION

GRADUATION

COMMENCEMENT



The Registrar's Office is a service department to students, to faculty, and to administrators. The primary functions of the office are to <u>register</u> students, to maintain a record of their <u>academic studies</u>, to provide <u>transcripts</u> of their academic work, and to certify them for <u>graduation</u> using the Degree Audit Reporting System (DARS).

Other services provided by the office are:

- To ensure a student's compliance with provisions of the TSI (<u>Texas Success Initiative</u>),
- $\bullet\,$ To ensure that student athletes are in compliance with NCAA regulations, and
- To provide student enrollment verification data to lending institutions, insurance companies, and the <u>Veteran's Administration</u>.

Through the office, students can process <u>schedule</u> changes, <u>official resignations</u> (withdraw from University), <u>name</u> changes, <u>social security number</u> changes, and <u>address</u> changes. Access to these options is available on-line via our <u>Registrar's menu in SamWeb</u>.

The Registrar's Office is located on the third floor of the <u>Estill Building</u> and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday with the exception of University holidays. Email questions or comments to <u>ask.regstaff@shsu.edu</u>.

Phone: (936) 294-1040

SAM HOUSTON STATE UNIVERSITY | A MEMBER OF THE TEXAS STATE UNIVERSITY SYSTEM Huntsville, TX 77341 · (936) 294-1111 · 1-866-BEARKAT E-mail the **HELPDESK**

IMPORTANT DATES

- 01-15-2008 Last Day to Register for Spring 2008/Payment Due by 4:00 p.m.
- 01-16-2008 First Class Day for Spring 2008 Semester
- 01-16-2008 thru 01-24-2008 Late Registration for Spring 2008/Payment Due by 4:00 p.m.

Office of the Registrar

President's/Dean's List

Academic Calendar

Cashier's Office

Financial Aid

Residence Life

Student Accounts

Sam Web

Undergraduate Admissions

Graduate Studies