

# The Office of The Registrar



Service to Students  
Dedication  
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 [register](#) students, to maintain a record of their [academic studies](#), to provide [transcripts](#) of their academic work, and to certify them for [graduation](#) 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 \(Texas Success Initiative\)](#),
- 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 [Veteran's Administration](#).

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

The Registrar's Office is located on the third floor of the [Estill Building](#) 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 [ask.regstaff@shsu.edu](mailto:ask.regstaff@shsu.edu).

Phone: (936) 294-1040

## IMPORTANT DATES

- **To drop a course students must come to the Registrar's Office in the Estill Building Rm. 330 on the third floor.**
- **May 7th:** Advanced Registration for Mini, Summer I & 10 week closes @ 4p.m.
- **May 8th:** Payment for Mini, Summer I & 10 week courses due today.
- **May 8th:** Last Day to Resign with "W" if No Final Exams Have Been Taken.
- **May 8th:** Last Day to Drop Class Without a Grade of "F".
- **May 9th:** Final Exam Study day
- **May 12th:** Final Exams begin
- **May 12th:** Registration for Summer I & 10 week opens @ 8:30a.m.
- **May 16th:** First Class day for Mini Session
- **May 17th:** Commencement
- **May 23rd:** Transfer Orientation
- **May 26th:** Memorial Day Holiday – University Closed

[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](#)

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