

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.

Phone: (936) 294-1040

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.

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Huntsville, TX 77341 · (936) 294-1111 · 1-866-BEARKAT E-mail the [HELPDESK](#)