The Office of the Registrar facilitates the registration process for undergraduate and graduate students. Students process all registration online through MySam.

- **Complete the Registration Survey**
  The Registration Survey must be completed every semester prior to registration. Complete your Registration Survey now so you are not delayed when registration opens (located in MySam > “Registration” Tab > under the “Registration Toolbox” heading, click “Registration Survey Questions – Do this 1st!”).

- **Registration Deadlines and Important Dates**
  Review the Add/Drop Deadlines, Academic Calendar, and Registration Schedule to determine registration open/close dates, the last day to register, and other important dates for each term.

- **Verify Required Courses**
  Verify with your program which courses you are required to take.

- **Registration Holds**
  Check to see if you have a registration hold (click "Add/Drop Classes," then click "Prepare for Registration"). Registration holds will prevent you from registering for classes.

- **Assistance with Registering**
  Use these available resources for assistance with registering for classes.

- **Accommodations**
  Visit Services for Students with Disabilities if you need special accommodations.

- **Bacterial Meningitis**
  All students entering an institution of higher education are required to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination 10 days before the first day of classes. Visit the Student Health Center page for more information.
Veterans
If you are a veteran, please speak with the Veteran's Resource Center prior to registering. The advisors can assist you with your degree plan and discuss eligible benefits.

Exemptions
Are you a Firefighter and taking courses as part of a Fire Science Curriculum? You may qualify for an exemption. Exemptions cannot be requested until you are registered for classes.

An electronic version of this checklist is located at www.shsu.edu/registration.

For more information or assistance with registration, contact:
Registrar’s Office
(936) 294-1040 | registrar@shsu.edu

Member The Texas State University System