

# Sam Houston State University

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## Enrollment Checklist for Graduate Students

### Before you are accepted for admission

- Submit the ApplyTexas application at <http://www.applytexas.org>
- Send official college transcripts for all colleges attended to Sam Houston State University
- Visit <http://www.shsu.edu/graduate> to find out if additional application materials are required for your intended area of study.

### Once you have been accepted for admission

- Activate your computer account. This will give you access to:
  - Computers on campus (PC or Mac)
  - Blackboard (To check your class assignments, grades, etc)
  - SamWeb (To register for classes, view class schedule, view account balance, check Financial Aid status, etc.)
  - SamMenu (To apply for Emergency Loans)
  - Exchange mail (Your email address will be [yourusername@shsu.edu](mailto:yourusername@shsu.edu).)

To activate the account, you will need to log into SamWeb using the Account Creation/Activation program ([ww2.shsu.edu/acct01wp](http://ww2.shsu.edu/acct01wp)). You will need to use the Alternate Method which required you to enter your SamID (or Social Security Number) and 6-digit PIN. Your PIN number by default is set to your birth date in the following format MMDDYY. Once logged in, you will immediately be prompted to change your PIN. Do NOT attempt to set it back to your birth date. Finally, you can create your computer account which will provide your username (your three initials and three numbers).

- Contact your academic advisor. You may find a listing of advisors and contact information at <http://www.shsu.edu/graduate/programs>.
- Visit [www.shsu.edu/~reg](http://www.shsu.edu/~reg) [www/howtoregister/](http://www.shsu.edu/howtoregister/) for information on registration for your courses

#### During registration you may:

- Request a parking permit
- Reserve textbooks through the SHSU Barnes and Noble bookstore
- Opt to pay tuition and fees on an installment plan

- Pay your tuition and fees by the deadline stated on your fee statement. To pay in person, visit the Estill Building – Suite 103  
To pay online:
  1. Log into [My Sam](#)
  2. Click on “My Account”
  3. Click on “Make Payment through the Student Account Center”

- Request your Bearkat OneCard, the official ID of SHSU, in person (Main campus - Estill Building, Suite 230 or The Woodlands Center- One Stop Shop) or online at <http://www.shsu.edu/dept/bearkatone/RequestaCard.html>. You must present a valid government or state issued photo ID in order to request your Bearkat OneCard.