

Sam Houston State University

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 online through [SamWeb](#).
 1. Log-in to SamWeb from www.shsu.edu.
 2. Enter your SamID or SSN and PIN into the "Alternate Login."

NOTE: Your PIN is communicated to you via U.S. mail. If you have not yet received your PIN, you may contact the Helpdesk at (936) 294-1950 to have it reset.
- Contact your academic advisor. You may find a listing of advisors and contact information at <http://www.shsu.edu/graduate/programs>.
- Register for classes through [SamWeb](#). For registration assistance, please contact the Registrar's office at 936-294-1040 or Estill 333.
 1. Log-in to SamWeb from www.shsu.edu
 2. Click on "Student Records"
 3. Click on "Registration"
 4. Select Semester and Year and click "Submit"
 5. Browse course offerings and select courses by entering the Course Identification (CID) number.

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. You may pay online, by phone or in person. To pay by phone or in person, please contact the Bursar's Office at 936-294-1713 or by visiting Estill Building, Room 103.

To pay online:

 1. Log-in to [SamWeb](#)
 2. Click on "Financial System"
 3. Click on "Fee Statement"
- Obtain a [Bearkat OneCard](#) (student ID)*. You must have a valid, government issued photo ID to get your card. Contact the Bearkat OneCard office at 936-294-2273 or visit <http://www.shsu.edu/onecard/> for details.

* Students taking coursework on the SHSU campus are required to have a Bearkat OneCard.

Welcome to Sam Houston State University!

A Member of The Texas State University System