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

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