



## Before You Register - Checklist

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](#) and [Academic Calendar](#) to determine the last day to register and other important dates for each term.

### Testing Requirements

The law requires all entering college students (freshman and first time students) to be assessed for college readiness in mathematics, reading, and writing unless the student qualifies for an exemption. Visit [Texas Success Initiative](#) for more information.

### Advisement

Many students are required to be advised each semester prior to registration. [Identify your assigned Academic Advisor](#) and [learn how to schedule an appointment](#).

### Registration Time

Check the [Advance Registration Schedule](#) to identify when you are eligible to register. All schedule changes must be made within the [Add/Drop deadlines](#).

### 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.

### Math Requirement\*

If you have not completed a core math course, you will be required to register for a core math course prior to registering for any other course. See your [Academic Advisor](#) for additional information.

*\*If your Math TSI Status is "Not College-Ready," please see your [Academic Advisor](#) for clarification on your developmental & core math course sequence.*

- Pre-Requisites**  
Check with your department (within your college) to verify you meet all prerequisites.
- 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 Peace Officer or Firefighter? 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](http://www.shsu.edu/registration).

For more information or assistance with registration, contact:

[Registrar's Office](#)

(936) 294-1040 | [registrar@shsu.edu](mailto:registrar@shsu.edu)

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