



## Before You Register – Checklist (Graduate Students)

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](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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