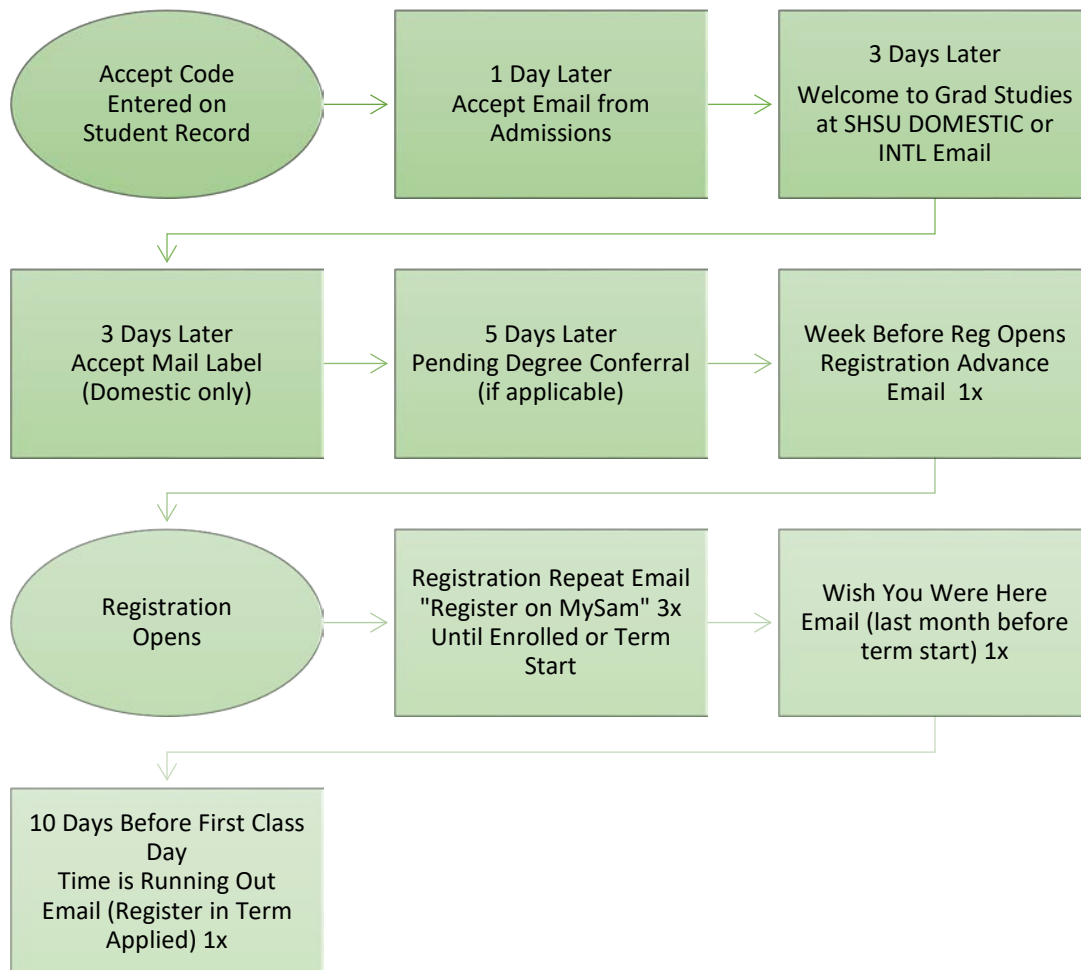


Graduate Decision and Registration Communication Plan

*Queued in recruit per entry term.



Accept Letter from Program

(Optional for programs to set up via Recruit, a template that inserts variable text per academic program) Template:

Sender / Reply to Email Address:	graduate@shsu.edu
Subject Line:	Welcome to the {Academic Program} Program at SHSU

Dear {Prospect First Name},

{Accept Email Content} (*Max length 2,000 characters*)

{Advisor Name}

{Advisor Title}, {Academic Program} Program

{Department}

{Advisor Email Address}

{Advisor Phone}

{Program Landing Page URL}

Sam Houston State University

Member The Texas State University System

Don't want to receive further messages from SHSU Graduate Admissions?

Please reply with "unsubscribe" in the subject line.

Welcome to Graduate Studies at SHSU (Domestic)

From: Graduate Admissions, Sam Houston State University

Subject: Welcome to Graduate Studies at SHSU



Dear {!Person:First Name;Applicant},

On behalf of the Office of Graduate Studies, I am pleased to welcome you to Sam Houston State University (SHSU). You are among an elite group of students who will comprise the incoming class.

In starting a graduate program here at SHSU, you join a rich tradition of educational excellence. Sam Houston State is recognized as a Doctoral Research University by the Carnegie Commission on Higher Education.

Sam Houston State recognizes that you are prepared to take the necessary steps to accomplish your professional career aspirations and is excited to help you achieve your personal goals. Please be sure to participate in SHSU's [Graduate Orientation](#) and familiarize yourself with the steps necessary for [newly accepted](#) students. If you have any questions or concerns about general procedures for new graduate students, please feel free to contact us at gradstudies@shsu.edu or (936) 294-2408.

Again, congratulations on your admission! The Graduate Studies staff and I are delighted to have you join the Sam Houston State University family. It is our hope that your time here will be both pleasant and educationally rewarding.

Sincerely,

Kenneth Hendrickson, PhD
Dean of Graduate Studies

Message Provided by Graduate Admissions
Sam Houston State University
Huntsville, TX 77341

936.294.1971
graduate@shsu.edu
shsu.edu/grad

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Welcome to Graduate Studies at SHSU (International)

From: Graduate Admissions, Sam Houston State University

Subject: Welcome to Graduate Studies at SHSU



Dear {!Person:Full Name;Applicant},

On behalf of the Office of Graduate Studies, I am pleased to welcome you to Sam Houston State University (SHSU). My name is Justin Ball and I am the Graduate Student Advisor in the Office of International Programs (OIP). Our office is here to help you get started as a SHSU student. Please contact me by email as soon as possible to begin processing your I-20 and SHSU welcome package. A copy of your I-20 and other important documents will be sent to you by email. Within that email you will find instructions on how to set up shipping for you to receive your original I-20 and acceptance letters.

Please be sure to familiarize yourself with the steps necessary for newly accepted graduate students: <http://www.shsu.edu/dept/graduate-studies/accepted-students.html>. The Office of International Program website

has information for international students: <http://www.shsu.edu/dept/international-programs/international-students-and-scholars/current-students.html>.

Again, congratulations on your admission! It is my hope that your time here will be both pleasant and educationally rewarding. Please contact me with any questions.

Sincerely,

Justin Ball
International Graduate Student and Scholar Advisor
1908 Avenue J
Box 2150
Huntsville, Texas 77341-2150 USA
936-294-4607
jball@shsu.edu
Visit us on the web at: shsu.edu/dept/international-programs

Message Provided by Graduate Admissions
Sam Houston State University
Huntsville, TX 77341
936.294.1971
graduate@shsu.edu
shsu.edu/grad

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Pending Degree Conferral Message (if applicable)

From: Graduate Admissions, Sam Houston State University

Subject: Remember to submit your final transcript to SHSU

{!Person:First Name;Hello},

If you have not done so already, please remember to submit your final official transcript showing your degree conferral (e.g. graduation) to Graduate Admissions. **Please note** that your transcript must be received by [the first class day](#) to avoid a registration hold on your account. Turning in your transcript with degree conferral **may** also increase your access to federal financial aid.

[Read the FAQ: What is a transcript with bachelor's degree conferral?](#)

Transcripts may be sent to:

Graduate Admissions, SHSU Box 2478, Huntsville, TX 77341-2478

Electronic transcripts may be sent to graduate@shsu.edu. Electronic transcripts must be sent directly to SHSU from your university or institution either as a certified PDF or via our data transfer system to be considered official.

If you have any questions, please contact our office at 936-294-1971 or graduate@shsu.edu.

Graduate Admissions
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Box 2478, Huntsville, TX 77341
936.294.1971
graduate@shsu.edu
shsu.edu/grad

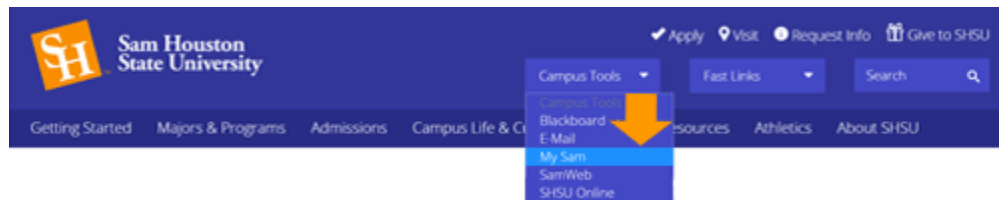
Member The Texas State University System

You're receiving this email because you applied to Sam Houston State University. Not interested anymore? [Unsubscribe](#) from SHSU Bearkat Link email or reply to this message with "unsubscribe" in the subject line. Applicants may continue to receive system emails that include information on admission decisions, missing documentation, deadlines, and announcements of open registration.

Registration Advance (per term)

From: Graduate Admissions, Sam Houston State University

Subject: Registration Opens xx for Graduate Students



November 7, 2016: Registration Opens for Spring 2017 Semester

Students register for classes on My Sam, a portal which you can access through the "Campus Tools" menu at the top of the SHSU homepage.

[Register for Classes](#)

Tips for Registration



Logging Into My Sam

You'll need your SHSU username and password to log in to My Sam. Your username is the beginning part of your SHSU email

address. If you do not know your username or password you may contact the IT@Sam Service Desk at 936.294.1950.

[IT@Sam Service Desk →](#)



Need Help With Registration?

The Office of the Registrar has videos and instructions on how to register for classes, or call 936.294.1040.

[Office of the Registrar →](#)

Graduate Admissions
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936.294.1971
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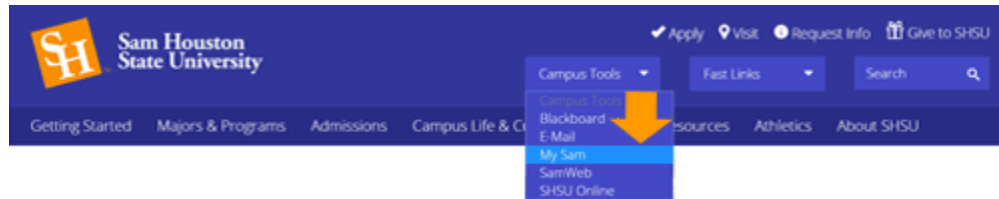
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Registration Repeat (Register on MySam)

From: Graduate Admissions, Sam Houston State University

Subject: Registration is open for graduate students



Registration is Open

Students register for classes on My Sam, a portal which you can access through the "Campus Tools" menu at the top of the SHSU homepage (see above image).

[Register for Classes](#)

Tips for Registration



Logging Into My Sam

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[IT@Sam Service Desk →](#)



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[Office of the Registrar →](#)

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Wish You Were Here (one per term)

From: Graduate Admissions, Sam Houston State University

Subject: {!Person:First Name;Applicant}, Spring Term is Right Around the Corner



Sam Houston
State University

[Register](#)



Spring Term is Right Around the Corner

Spring classes begin January 18th! Register for your classes today.

[Register for Classes](#)

Tips for Registration



Logging Into My Sam

You'll need your SHSU username and password to log in to My Sam. Your username is the beginning part of your SHSU email address. If you do not know your username or password you may contact the IT@Sam Service Desk at 936.294.1950.

[IT@Sam Service Desk →](#)



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[Office of the Registrar →](#)

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Register in your term

From: Graduate Admissions, Sam Houston State University

Subject: Time is Running Out for Registration



Sam Houston
State University

[Register for Classes](#)

Time is Running Out for Registration

{!Person:First Name;Applicant}, this is a reminder that there is still time to enroll in classes in the upcoming term. At SHSU, you are required to enroll in the semester in which you applied. Avoid the fees associated with submitting a second application and enroll today.

[Register for Classes](#)

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