TSU

TEXAS SOUTHERN UNIVERSITY

My Academics
Student User Guide

1. Navigate to MyTSU portal landing page click, '**Student**'
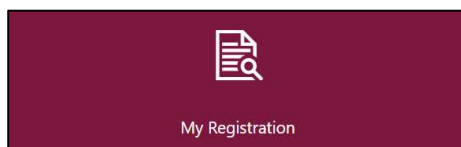
| MyTSU | Student ⌄ | Resources ⌄ |

2. Choose "**Registration and Records**"

> My Profile
> Personal Information
> Student Accounting
> Student Services
> Registration and Records
> Financial Aid

Five (5) intuitive and adaptive tiles (shortcuts) will display.

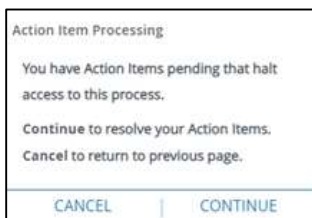3. Choose "**My Registration**" tile

My Registration

Access to:

- *Prepare for Registration*
  - View registration status, update student term data, and complete registration requirement

- *Plan Ahead*
  - A planning tool to prepare for registration.

- *View Registration Information*
  - View past course schedule and ungraded classes

- *Register for Classes*
  - Search and register for classes and manage schedule

- *Browse Classes*
  - Search for classes of interest

- *Browse Course Catalog*
  - Intuitive search feature to locate courses by subject, number, keywords, or other attributes.

> **NOTE**: All students <u>must</u> complete the "**Financial Acknowledgement Agreement"** in order to register for classes. This action item process requires students to agree with TSU standards and policies regarding course registration, withdrawal, financial responsibility, etc. Students registering for courses will be prompted to complete the agreement as part of the registration process or registration will not be permitted.

4. Click "**Register for Classes**"

5. "Action Item Processing" will pop-up, click '**CONTINUE'**.

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.
Cancel to return to previous page.

| CANCEL | | CONTINUE |

Financial Acknowledgement Agreement" hyperlink will appear

6. Click, hyperlink.

7. Read and understand the "**Financial Acknowledgement Agreement**" and scroll to the end.

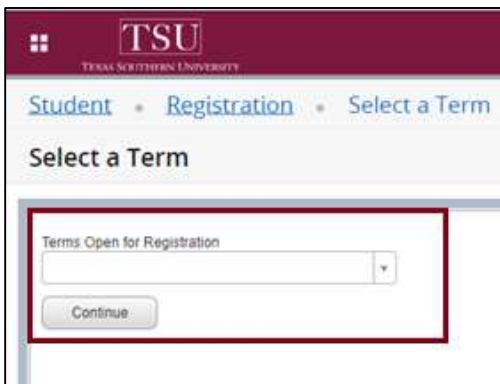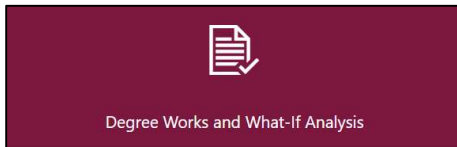8. Click the acknowledgement check box.

9. Click "**Save**"

10. Click "**Continue**"

11. "**Terms Open for Registration**" will appear.

12. Choose **"Degree Works and What-If Analysis"** tile.

- o Degree Works is Texas Southern University (TSU), comprehensive web-based tool, designed for students and academic advisors to assist in monitoring a students' academic progress toward degree completion.

- o Students should review their degree audit, prior to meeting with their academic advisor to anticipate their needs.

- o The What-If analysis feature allows students to *hypothetically* change major or minor.

- o The audit, however, is not an official academic transcript, guarantee or certification of degree completion

13. Choose **"Unofficial Academic Transcripts"** tile.
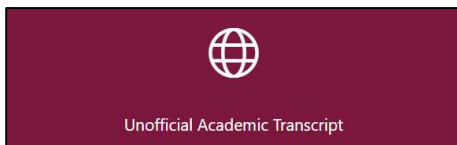
- o View and print unofficial document according to transcript level and type.

14. Choose **"Order eTranscripts"** tile.

- o Texas Southern University has partnered with the National Student Clearinghouse (NSC) to provide electronic transcript services for Students and Alumni.

- o Access to:
  - ▪ Order an official transcript
  - ▪ Track order status

o   Transcripts will not be released to individuals with unresolved holds.

15. Choose **"View Grades"** tile.
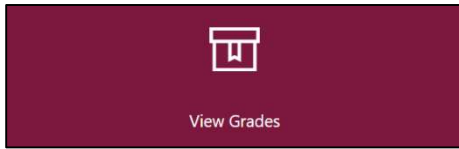
o   Access course work midterm, final grades, and G.P.A. information.

Technical support is available 24/7 by emailing IT Service Center: *itservicecenter@tsu.edu* or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."