

My Academics Student User Guide

Financial Acknowledgement Agreement

1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



Six (6) intuitive and adaptive tiles (shortcuts) will display.

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MyTSU Student	✓ Resources ✓	Human Resources	OIT Service Requests/Incidents 🤝 Help			
RR Reg	jistration and	Records			☆ Not folio	wing
My Registration			Degree Works and What-II Analysis		Unofficial Academic Transcript	
Order eTranscripts			La View Grødes		Application to Graduate	
				- 4.		

3. Choose "My Registration" tile



4. Click "Register for Classes"



Financial Acknowledgement Agreement will appear.

	* 🔒 Tommy Tiger
Action Item Processing	
Action Item Processing	
Welcome You have the following items that require your attention.	Return
FTF, Financial Acknowledgment Agreement o • Group	AIPMasterTemplate/SystemRegared PolicyBlock.Action/tem/Content/Detail.Action/temName4wader.value Toxas Southorn Unixors/ly Subdit Transcall Reponsibility Agreement Preancial Collapson: By providing any signature, (electronice and or physical), to the Privance Reponsibility Agreement, I am undertaining a legal obligation that requires
Instructions	me to pay for tuttion, fees, and all charges related to my enrollment all Texas Southern University. I acknowledge and understand the following. + I am required to make full payment of my account balance, or make satisfactory payment arrangements, on or before University published payment due dates. I
End Date:04112021	understand that I may view payment due dates online on the TSU Academic Calendar. I agree that if 100% of my current tollion and fees are not paid before the first class
Hist-Time Preshman Financial Acknowledgement Agreement Nat Processe: Pagizer for Classes	day and if i am not emotion in the university installment plan that I will be automatically emotion in the university installment plan and i will be assessed the sobal fee for the installment plan and the late ice. I also understand, that failure to make the 1st installment payment by the hist class date of the applicable term, may result in
This Action Item will be used for First-Time Freehean Financial Acknowledgement Agreement	cancelation of my registration. - Pro more information about the TSU Installment Plan, please go to installment Plan Debais. - Luidenstand that if I am not plenning to attend Texas Southern Linkensity any semester, for which I am negistered, if is my responsibility to contact the Linkensity
	Registrar's Office to withdraw from my course(s). The University will not automatically cancel my registration. Lunderstand that if I drop or withdraw from some or all of the
	classes for which i register. I will be responsible for paying all or a portion of fution and fees in accordance with the published fution refund schedule at Drop and
	Withdrawal Refund Schedule. I further understand that my failure to attend class does not absolve me of my financial responsibility as described above. - Lunderstand that my student account statements will be provided to me electronically and that Livill be notified via my TSU email account once they are available to
	view. I further understand that I have 24/7 access, via I/by TSU Vieb portal, to view account balances and registration information. I agree that I am also responsible for
	updating any personal contact information in order to receive all communication from the university. Lagree to be responsible for noting the account balance due, and for
	making the appropriate arrangements for payment to be made by the due dates listed on my e-bits. I further understand that I may be charged late payment fees for
	delinquent payments. + Lunderstand that Texas Southern University may restrict my course registration or my ability to receive other university related services in accordance with University
	policies until I pay all of my past due balances. I understand that any delinquent debts may be reported to a credit bureau and/or referred to an outside collection agency
	and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration
	because of a delinquent sinpaid debt 1 authorize Texas Southern University or its agents to contact me via my official TSU email address or an email address that I
	provide to the University. Acknowledgement of Responsibility. I have read and Lunderstand the statements above. Lagree to pay my student account as outlined above. Lunderstand that failure to
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NOTE: All students <u>must</u> complete the "**Financial Acknowledgement Agreement**" 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. 5. 'Action Item Processing' will pop-up, click 'CONTINUE'.



"Financial Acknowledgement Agreement" hyperlink will appear

6. Click, hyperlink.

Financial Acknowledgement Agreement

Halt Processes:

Register for Classes

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



8. Click the 'acknowledgement' check box.



9. Click "Save"



Contact an academic advisor from your college/school for assistance.

www.tsu.edu/academics

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."

