

My Academics Student User Guide

How to Order Official Academic Transcripts

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	Registration and	Records		☆ Not follow	ving
	My Registration		Degree Works and What:// Analysis	Urofficial Academic Transcript	
	Order eTranscripts	2	View Grades	Application to Greduate	

3. Choose "Order eTranscript" tile



The website: *tsu.edu/registrar/transcript-request* will launch and follow the instructions.

Students Faculty/Staff	Alumni Vi	sitors	Texas Sou	TSU JTHERN UNIVERSITY					
Coronavirus (COVID-19) Updates: TSU is monitoring the ongoing COVID-19 situation. Current Phase: Phase 2. Learn more a									
	ABOUT	ADMISSIONS	ACADEMICS	ATHLETICS					
Registrar Undergraduate Degrees Academic Calendar + Academic Catalog	Request an Official Transcript Texas Southern University has partnered with the National Student Clearinghouse (NSC) to provide electronic transcript services to our Alumni and Students. Request an official transcript at https://mystudentcentec.org/transcripts Transcripts will not be released to students with unresolved holds. • Transcripts are available to current and former students via the National Student Clearinghouse.								
Class Schedule Tuition and Fees	Texas Southern University does not release copies of transcripts received from other institutions. Contact your prior institution for a transcript of work completed there. Ordering and Delivery Options Current and former students are encouraged to order transcripts through The National Student Clearinghouse (NSC) for the fastest service.								
GPA Calculator Transcript Request	Delivery options include electronic transmission and USPS first class mail. Transcripts may also be held for pick-up. The National Student Clearinghouse is the preferred ordering method. however transcripts may also be ordered in person on the 2nd floor of the E.O. Bell Building.								
Diploma Request Graduation Final Exam Schedule - Fall 2020 Academic Policy & Procedure Forms Contact Us	riease note: The mail orders must	Unice of the kegstrar does not n be processed through the Nation Order a Transcript	ian uranscripts ordered Va walk al Student Cleaninghouse. Track Order Status/ Contact Us	-rr service: al oggal ano					

Contact a representative in the Office of the University Registrar for more information.

Phone: (713) 313-4327 Fax: (713) 313-1878 Email: registrar@tsu.edu

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."

