



TEXAS SOUTHERN UNIVERSITY

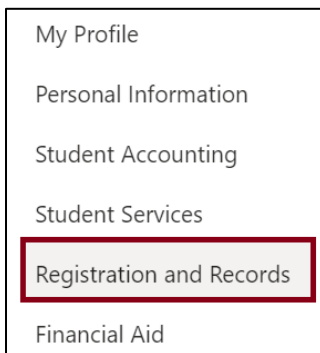
## My Academics *Student User Guide*

### How to Register for Classes

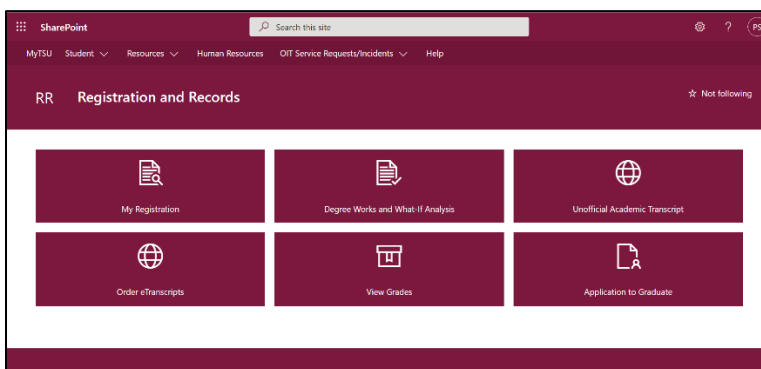
1. Navigate to MyTSU portal landing page click, 'Student'



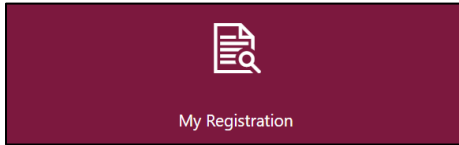
2. Choose "Registration and Records"



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



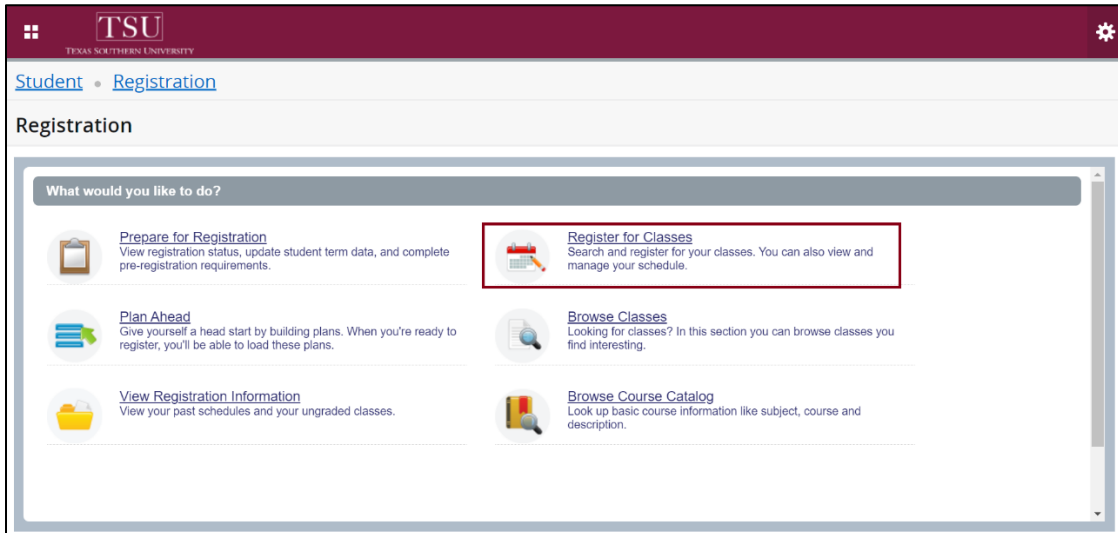
3. Choose **“My Registration”** tile



Access to:

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

4. Click **“Register for Classes”**



## Financial Acknowledgement Agreement will appear.

The screenshot shows the 'Action Item Processing' interface. At the top, there is a header with the TSU logo and the user's name 'Tommy Tiger'. Below the header, the page title is 'Action Item Processing'. A 'Welcome' message states: 'You have the following items that require your attention.' Below this, there is a 'Start of Term Processing' section with a progress indicator '0 of 1'. A 'Financial Acknowledgement Agreement\_202130' is listed with a 'Pending' status and an 'End Date: 05/03/2021'. The main content area displays the 'Financial Acknowledgement Agreement\_202130' document. The document title is 'Texas Southern University Student Financial Responsibility Agreement'. The 'Financial Obligation' section states: 'By providing my signature, (electronic and/or physical), to this Financial Responsibility Agreement, I am undertaking a legal obligation that requires me to pay for tuition, fees, and all charges related to my enrollment at Texas Southern University. I acknowledge and understand the following:'. The document lists several terms and conditions, including payment obligations, withdrawal policies, and financial responsibility. At the bottom of the document, there is an 'Acknowledgement of Responsibility' section with a 'Save' button. A 'Continue' button is located in the top right corner of the document viewer.

**NOTE:** All students must 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**'.

The screenshot shows a pop-up dialog box titled 'Action Item Processing'. The text inside the dialog reads: 'You have Action Items pending that halt access to this process. Continue to resolve your Action Items. Cancel to return to previous page.' At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a red rectangular box.

“Financial Acknowledgement Agreement” hyperlink will appear

6. Click, hyperlink.



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



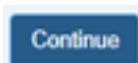
8. Click the ‘acknowledgement’ check box.



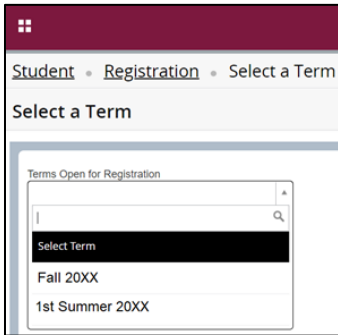
9. Click “Save”



10. Click “Continue”



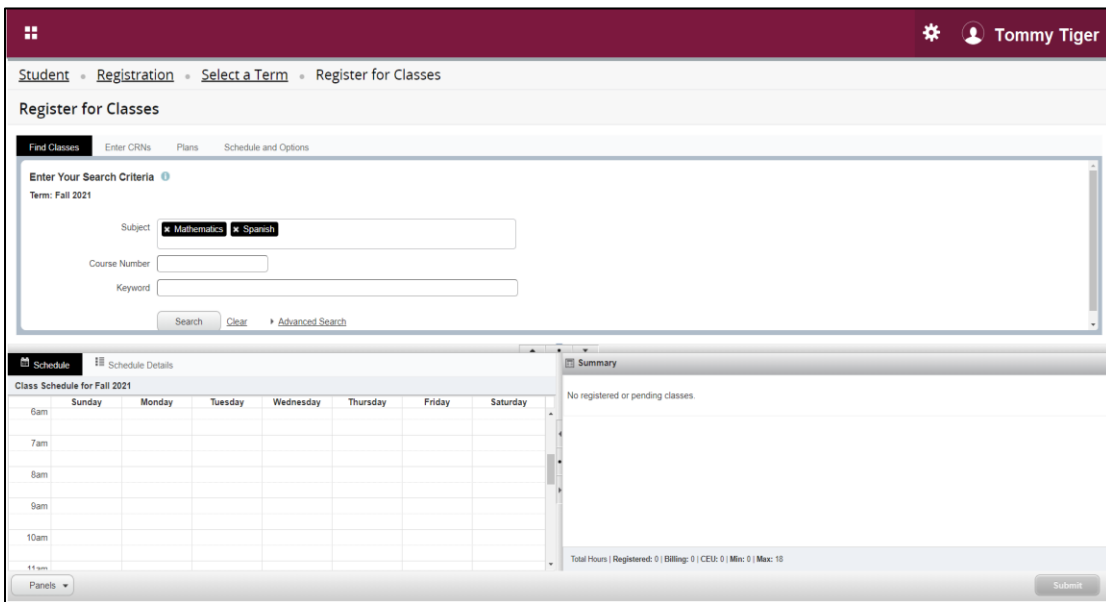
11. “Terms Open for Registration” will appear, choose term from drop-down menu.



12. Click “Continue”



13. Enter your course **search criteria** such as Subject, Course Number, or Keywords



14. Click on a **course name** to view more details (i.e., course description, syllabus, instructor, meeting times and enrollment count). Once you find a course for which you want to register for, click the **“Add”** button.

The screenshot shows the 'Register for Classes' interface. On the left, a search results table lists three courses. The 'Directed Study Independent Study' course is highlighted with a red box. A modal window titled 'Class Details for Directed Study Spanish 445 01' is open, displaying course information such as 'Term: 202210 | CRN: 10002', 'Associated Term: Fall 2021', and 'CRN: 10002'. On the right, a table of attributes for this course is shown, with the 'Exempt from Three-Peat Limit' attribute highlighted and its 'Add' button also highlighted with a red box.

15. If the **course is full**, you will not be able to add it.

The screenshot shows the 'Register for Classes' interface. The search results table now includes meeting times and status. The 'Directed Study Independent Study' course is marked as 'FULL 0' with a red icon. Below the search results, a 'Class Schedule for Fall 2021' calendar shows the course meeting on Tuesdays and Wednesdays. A 'Summary' table at the bottom right shows the registration status for each course: 'Interdisciplinary Math Competency-Based' is 'Pending', 'Directed Study' is 'Registered', and 'Interdisciplinary Math Lab' is 'Errors Preventing...'. The 'Add' button for the 'Directed Study' course is highlighted with a green box.

16. If the **course is available**, once you click the **“Add”** button, you will then see the course appear the ‘Summary’ panel. You can click **“Search Again”** button to repeat the steps to add additional classes.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a search bar with 'Find Classes' and 'Enter CRNs' tabs. The search results show three classes:

Title	Subject Description	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Interdisciplinary Math Competency-Based	Mathematics	101	A01	0	10...	Fall...	Tigerland, Susan	S M T W T F S 02:30 PM - 03:15 PM	Typ	On...	38 of 35 seat... 10 of 10 wait...
Interdisciplinary Math Lab	Mathematics	1301	001	1 T...	10...	Fall...	Tigercountry, Mark	S M T W T F S	- Type: Class Building: F	On...	38 of 35 seat... 10 of 10 wait...
Directed Study Independent Study	Spanish	445	01	3	10...	Fall...	Tigerwalk, Ben	S M T W T F S	- Type: Class Building: F (R)	FULL 0	Exempt from Three-Peat Limit

The 'Summary' panel on the right shows the details for the selected class:

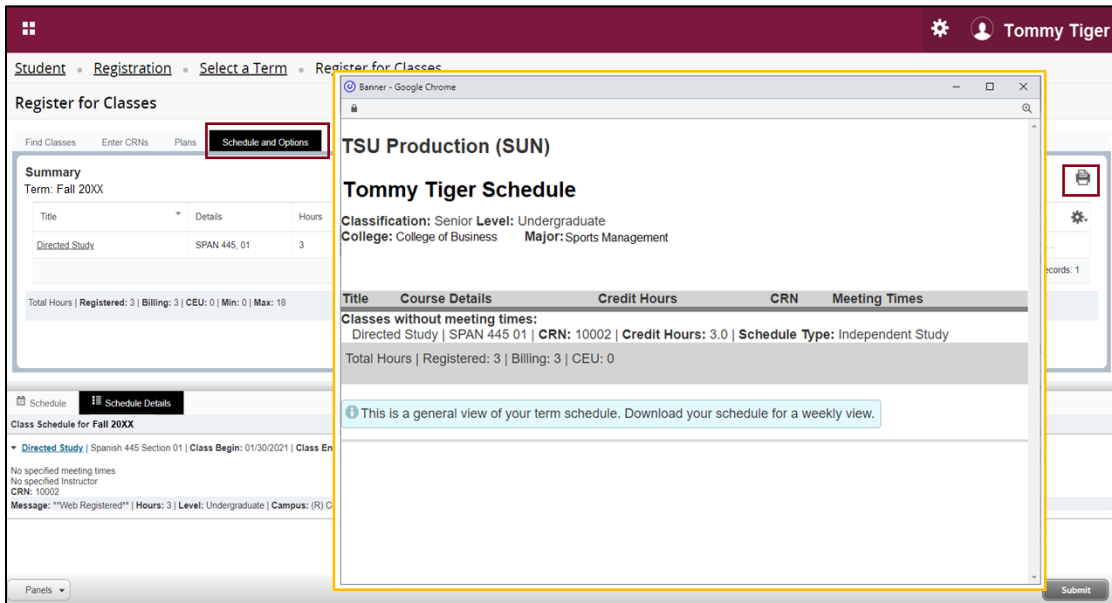
Title	Details	Hour	CRN	Schedule 1	Status	Action
Interdisciplinary Math Competency-Based	MATH 1301...	1	10001	Lecture	Errors Preventing...	**Web Drop Only**
Directed Study	SPAN 445, 01	3	10002	Indepen...	Registered	None
Interdisciplinary Math Lab	MATH 101, A01	0	10003	Compet...	Errors Preventing...	Remove

17. If you need to drop a course, select **“Web Drop Only”** from the “Action” column drop-down menu then, click **“Submit.”** You will see in the “Course Status” column **“Removed”** when you have successfully dropped a course from your schedule.

This screenshot is similar to the previous one, but the 'Action' column in the 'Summary' panel is updated. The dropdown menu for the first course is now open, and 'Web Drop Only' is selected. The status of the first course in the 'Summary' panel has changed to 'Errors Preventing...'. The 'Submit' button is highlighted at the bottom right.

**NOTE:** If you are only registered for one course and need to switch to another course or section, add the other course or section first and then drop the one you no longer desire. To drop all course, you will need to contact an academic advisor for the final course.

18. To view your full schedule, click on the “Schedule and Options” tab. You will be able to print your schedule by clicking on the icon.



**Congratulations, your online course registration is complete!**

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

[www.tsu.edu/academics](http://www.tsu.edu/academics)

Technical support is available 24/7 by emailing IT Service Center:  
**[itservicecenter@tsu.edu](mailto: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.”

**TSU** TEXAS SOUTHERN UNIVERSITY  
Office of Information Technology

**GET IT HELP**  
The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: [itservicecenter.tsu.edu](http://itservicecenter.tsu.edu)  
To request assistance, Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu)  
Self-Service: <http://ITServiceCenter.tsu.edu>  
Call: 713-313-4357 or 713-313-HELP