



TEXAS SOUTHERN UNIVERSITY

## My Academics *Student User Guide*

### How to View Class Schedule

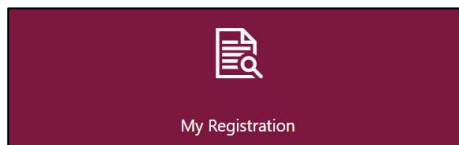
1. Navigate to MyTSU portal landing page click, 'Student'



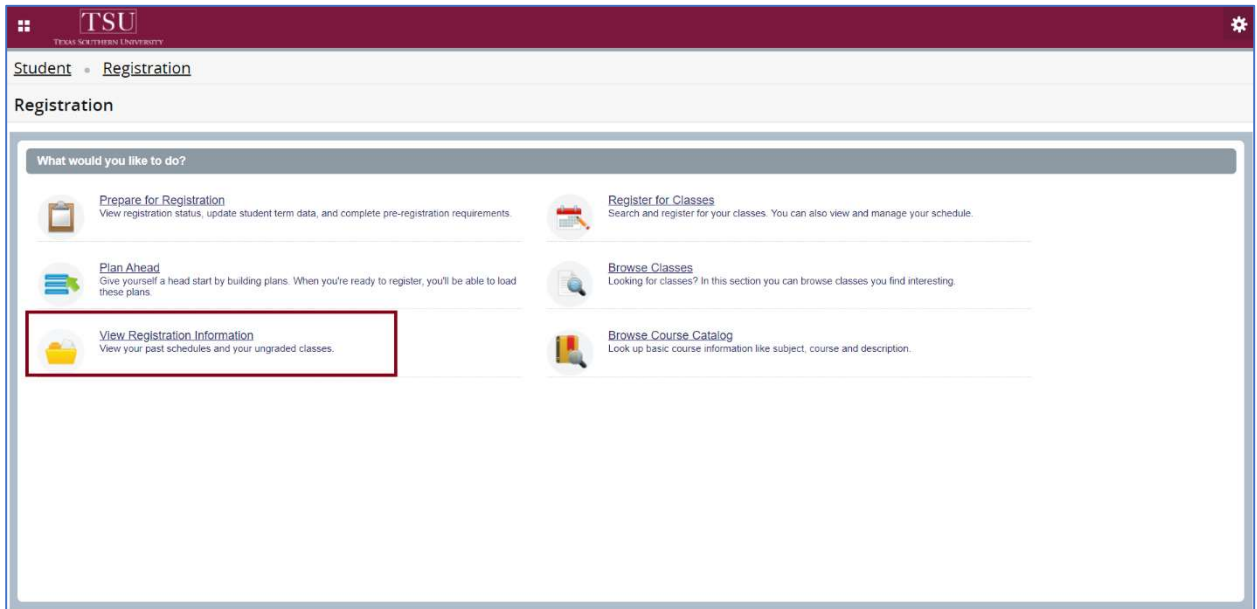
2. Choose "Registration and Records"



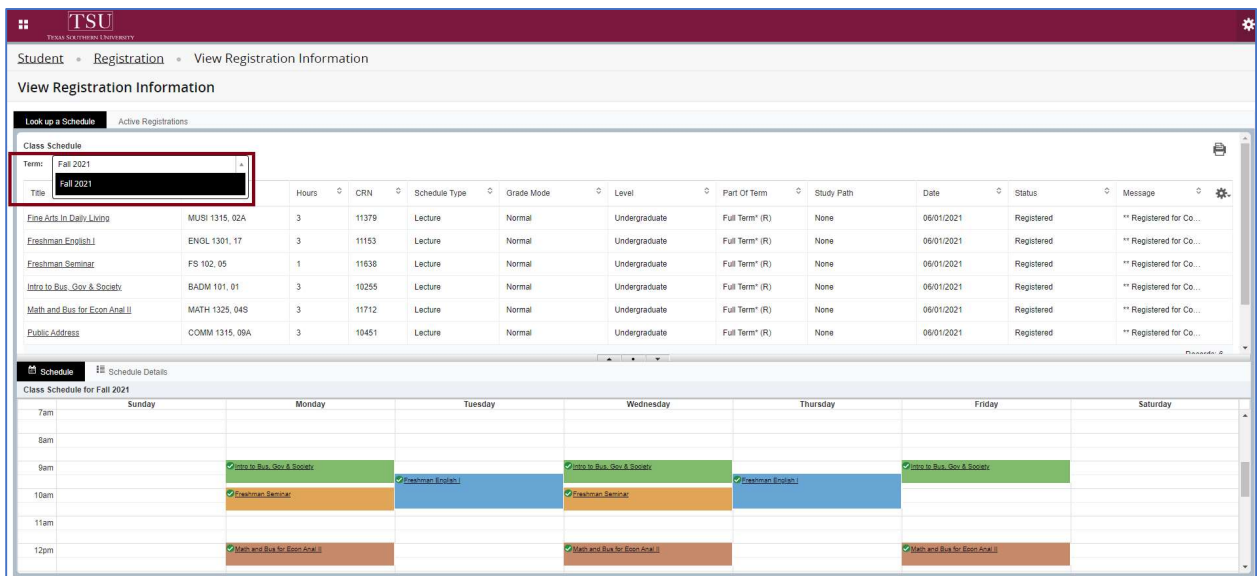
3. Choose, "My Registration" tile



4. Click, “View Registration Information”



5. Choose, “Term” if the current one is not the default.



6. Choose, **“Schedule”** to view the color-coded interactive tool.

The screenshot shows the 'View Registration Information' page with the 'Schedule' tab selected. The 'Class Schedule' table lists the following classes:

Title	CRN	Hours	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Fine Arts In Daily Living	11379	3	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Freshman English I	11153	3	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Freshman Seminar	11638	1	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Intro to Bus. Gov. & Society	10255	3	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Math and Bus for Econ Anal II	11712	3	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Public Address	10451	3	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...

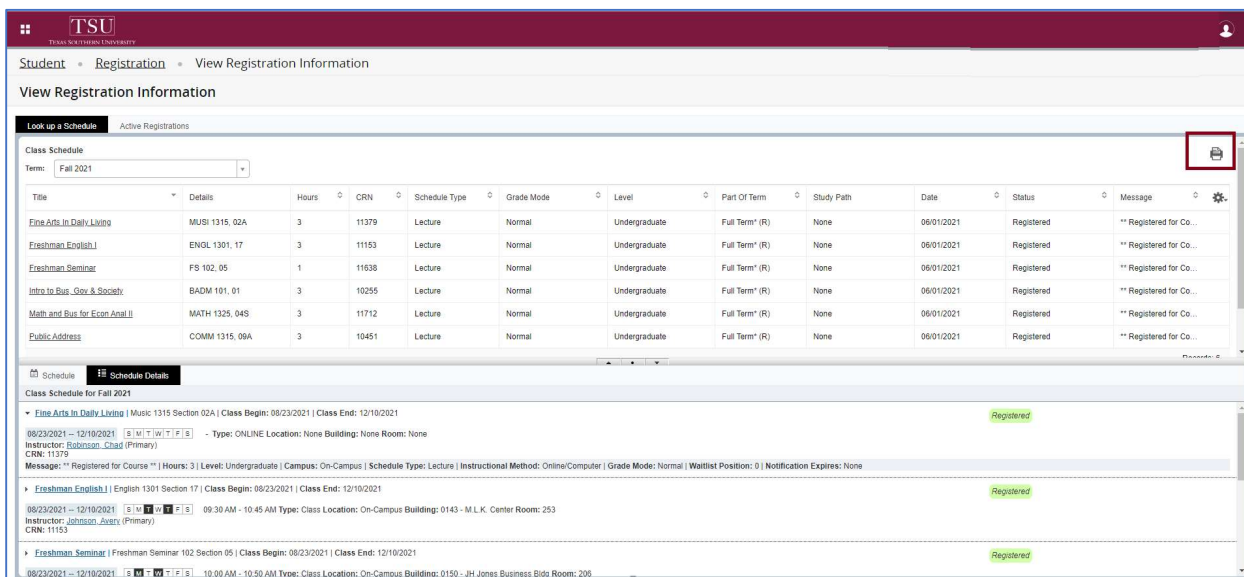
The 'Schedule' view below shows a grid for Fall 2021 with classes color-coded by day and time. For example, 'Intro to Bus. Gov. & Society' is scheduled for Monday, Wednesday, and Friday, while 'Freshman English I' is on Tuesday and Thursday.

7. Choose, **“Schedule Details”** for thorough information.

The screenshot shows the 'View Registration Information' page with the 'Schedule Details' tab selected. It provides detailed information for three classes:

- Fine Arts In Daily Living** (CRN: 11379): Music 1315 Section 02A | Class Begin: 08/23/2021 | Class End: 12/10/2021. Type: ONLINE. Location: None. Building: None. Room: None. Instructor: Robtson, Chad (Primary). CRN: 11379. Message: \*\* Registered for Course \*\* | Hours: 3 | Level: Undergraduate | Campus: On-Campus | Schedule Type: Lecture | Instructional Method: Online/Computer | Grade Mode: Normal | Waitlist Position: 0 | Notification Expires: None.
- Freshman English I** (CRN: 11153): English 1301 Section 17 | Class Begin: 08/23/2021 | Class End: 12/10/2021. 08/23/2021 - 12/10/2021 | S M W T F S | 09:30 AM - 10:45 AM Type: Class Location: On-Campus Building: 0143 - M.L.K. Center Room: 253. Instructor: Johnson, Avery (Primary). CRN: 11153.
- Freshman Seminar** (CRN: 11638): Freshman Seminar 102 Section 05 | Class Begin: 08/23/2021 | Class End: 12/10/2021. 08/23/2021 - 12/10/2021 | S M W T F S | 10:00 AM - 10:50 AM Type: Class Location: On-Campus Building: 0150 - JH Jones Business Bldg Room: 206.

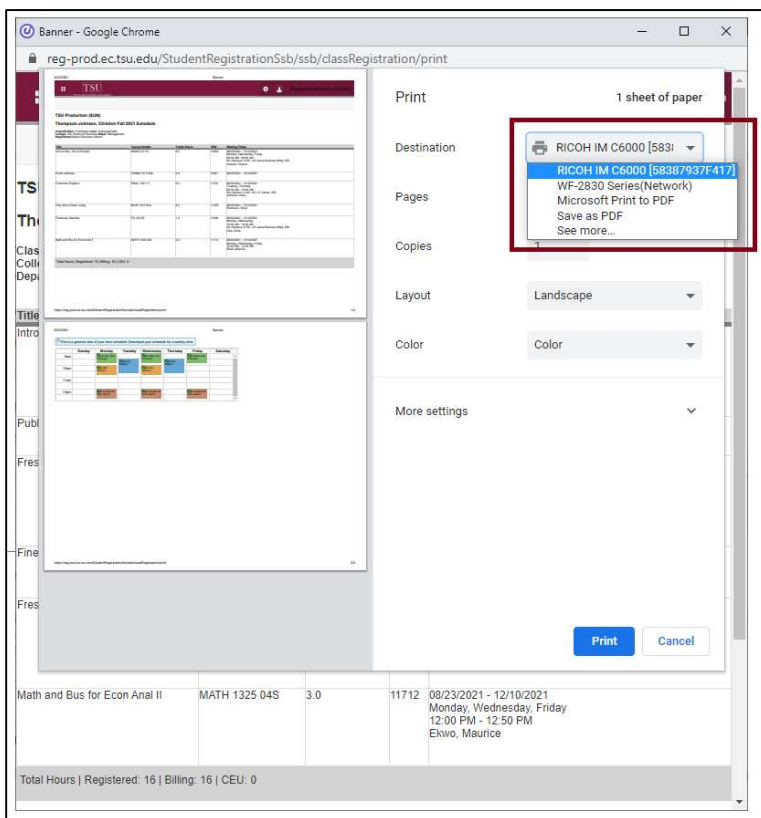
8. Click, “Printer”  icon



The screenshot shows the 'View Registration Information' page in the Banner system. At the top right, there is a printer icon highlighted with a red box. Below the header, there is a table of active registrations for the Fall 2021 term. The table has columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Study Path, Date, Status, and Message. The classes listed include Fine Arts In Daily Living, Freshman English I, Freshman Seminar, Intro to Bus. Gov. & Society, Math and Bus for Econ Anal II, and Public Address.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Fine Arts In Daily Living	MUSI 1315, 02A	3	11379	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Freshman English I	ENGL 1301, 17	3	11153	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Freshman Seminar	FS 102, 05	1	11638	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Intro to Bus. Gov. & Society	BADM 101, 01	3	10255	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Math and Bus for Econ Anal II	MATH 1325, 04S	3	11712	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...
Public Address	COMM 1315, 09A	3	10451	Lecture	Normal	Undergraduate	Full Term (R)	None	06/01/2021	Registered	** Registered for Co...

9. Choose, desired printer or save option.



The screenshot shows the print dialog box for the Banner system. The printer selection dropdown is open, showing a list of printer options. The selected printer is 'RICOH IM C6000 [58387937F417]'. Other options include 'RICOH IM C6000 [5831]', 'WF-2830 Series(Network)', 'Microsoft Print to PDF', 'Save as PDF', and 'See more...'. The dialog also shows '1 sheet of paper', 'Destination', 'Pages', 'Copies', 'Layout' (Landscape), and 'Color' (Color) settings. The 'Print' and 'Cancel' buttons are visible at the bottom.

**Congratulations, you have successfully view/printed your class schedule.**

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.”



The banner is a horizontal rectangle with a white background on the left and a dark red background on the right. On the left side, there is a maroon square containing the white letters 'TSU'. To the right of this square, the text 'TEXAS SOUTHERN UNIVERSITY' is written in a small, dark font, with 'Office of Information Technology' below it. On the right side, the text 'GET IT HELP' is written in white, bold, uppercase letters. Below this, there is a paragraph of white text: '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)'. Below this paragraph, there is another line of white text: 'To request assistance, Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu)'. Below that, it says 'Self-Service: <http://ITServiceCenter.tsu.edu>'. Finally, at the bottom right, it says 'Call: 713-313-4357 or 713-313-HELP'.