



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to View Unofficial Academic Transcripts

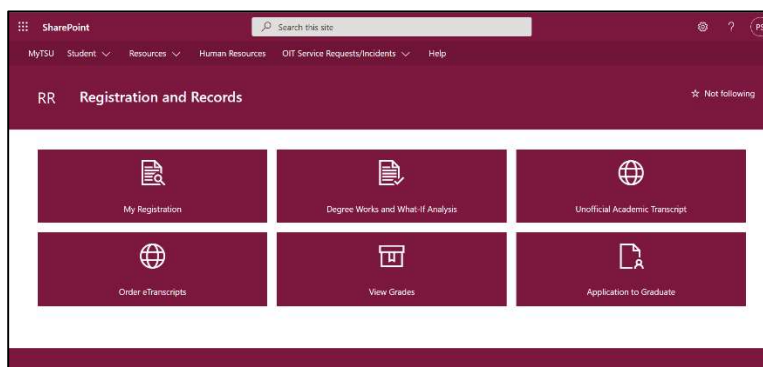
1. Navigate to MyTSU portal landing page click, 'Student'



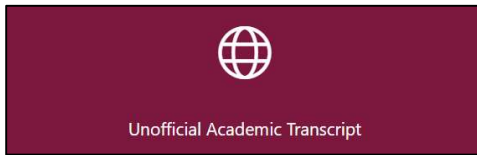
2. Choose "Registration and Records"



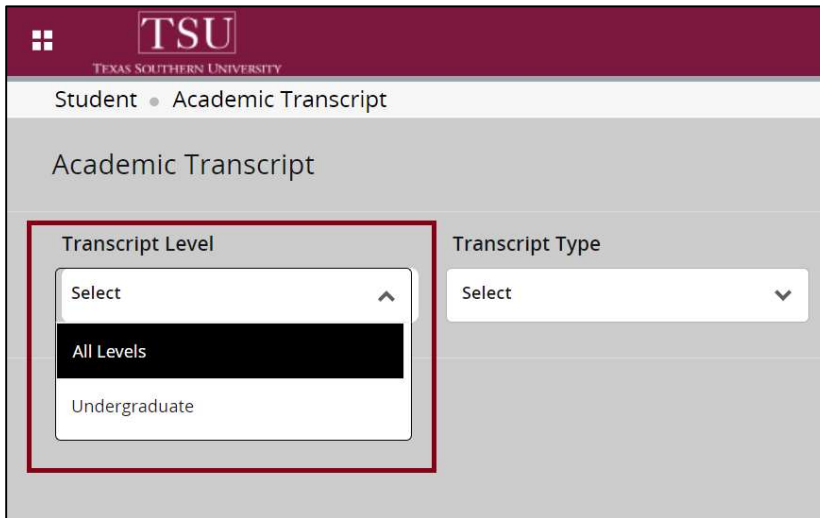
Six (6) intuitive and adaptive tiles (shortcuts) will display.



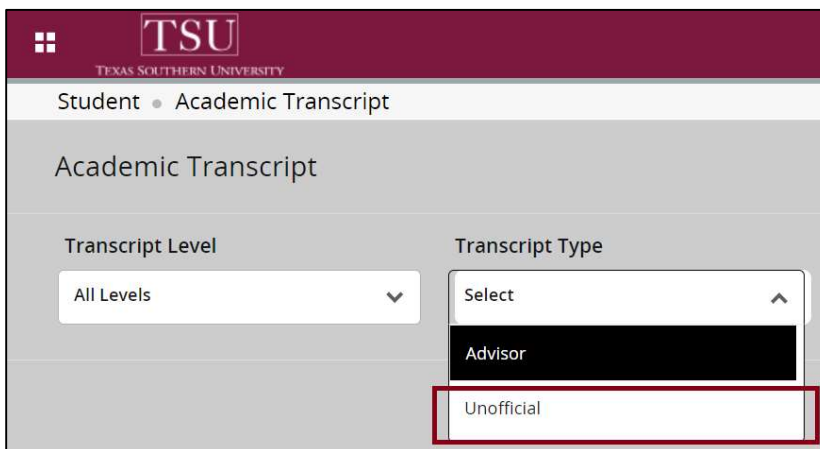
3. Choose **“Unofficial Academic Transcript”** tile



4. Select **‘Transcript Level’** from drop-down menu



5. Select **“Unofficial”** as ‘Transcript Type’ from drop-down menu



Unofficial “**Academic Transcript**” information will display:

- Student Information
- Degrees Awarded
- Institutional Credit
- Transcript Totals
- Course(s) in Progress

The screenshot shows the TSU Academic Transcript interface. At the top, there is a navigation bar with the TSU logo and the text "TEXAS SOUTHERN UNIVERSITY". Below this, the page title is "Student • Academic Transcript". The main heading is "Academic Transcript". There are two dropdown menus: "Transcript Level" set to "All Levels" and "Transcript Type" set to "Unofficial". Below these are five tabs: "Student Information", "Degrees Awarded", "Institution Credit", "Transcript Totals", and "Course(s) in Progress". A blue information banner states: "This is not an official transcript. Courses which are in progress may also be included on this transcript." The "Student Information" section is expanded, showing:

Birth Date	Student Type
Mar 19, 2000	Continuing
Curriculum Information	
Current Program :	
College	Major and Department
College Of Education	Health Studies (UNDERGRADUATE), Dept of Health & Kinesiology

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.”

