



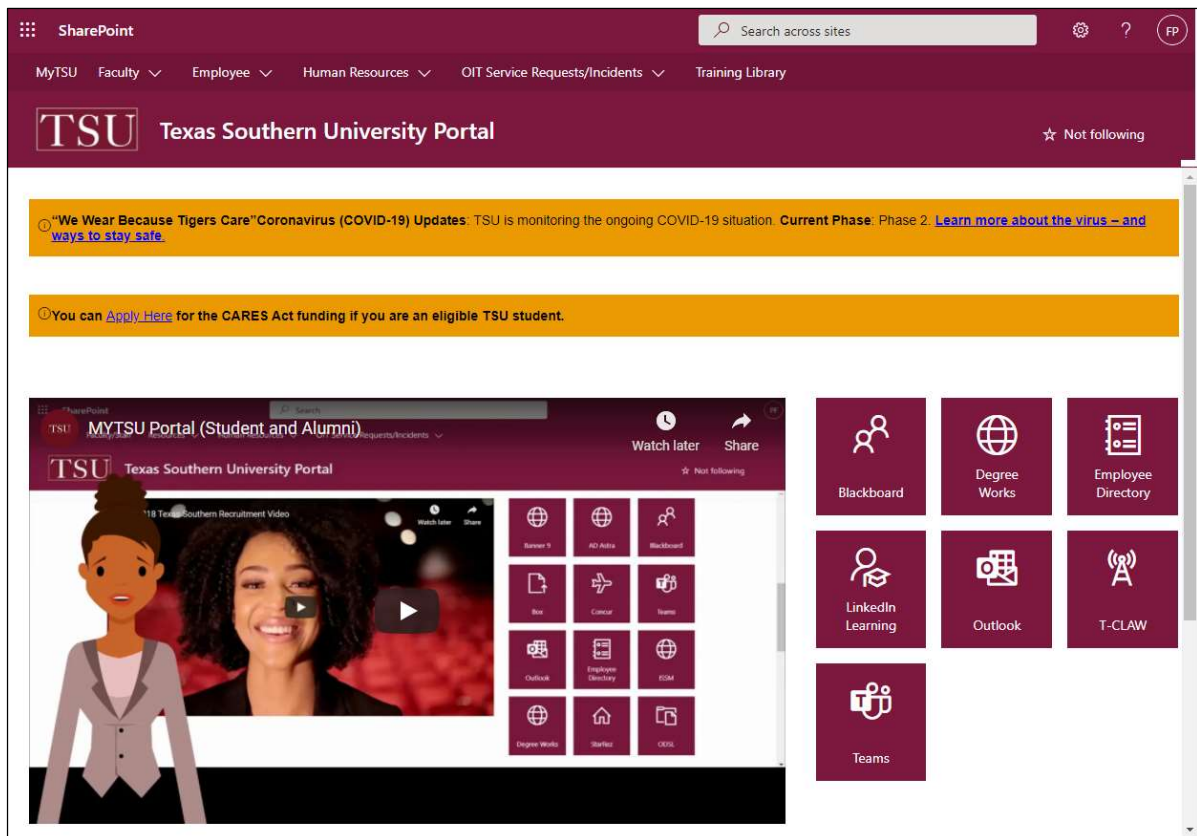
TEXAS SOUTHERN UNIVERSITY

Advisor Student Profile Staff User Guide

Navigating Advisor Student Profile in MyTSU

MyTSU portal: An integration with Self-Service Banner 9.x, can be used by academic advisors and faculty members who are advisors achieve holistic and comprehensive engagements. Each user can view an advisee profile page and access student information such as: unofficial academic transcripts, grades and Degree Works tool.

Launch MyTSU portal: www.tsu.edu/mytsu



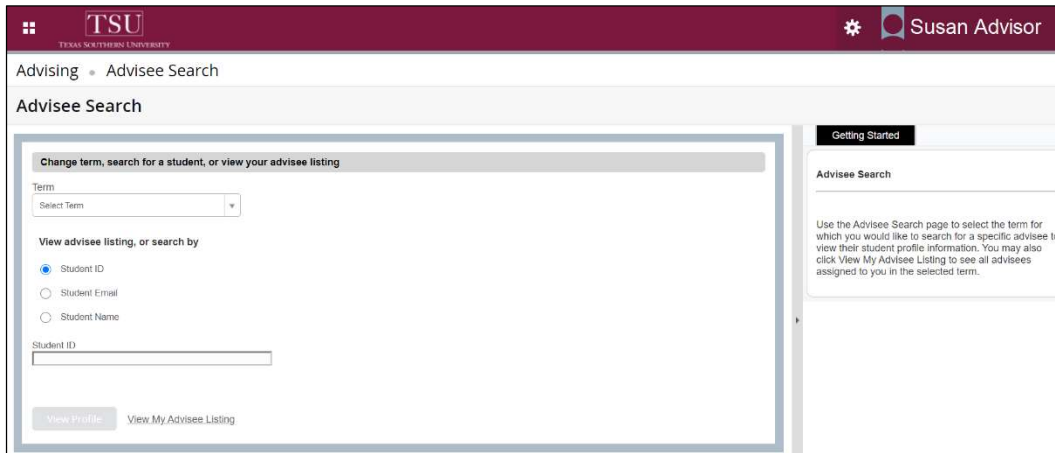
1. Choose either **“Employee”** or **“Faculty”** according to your assigned university role.



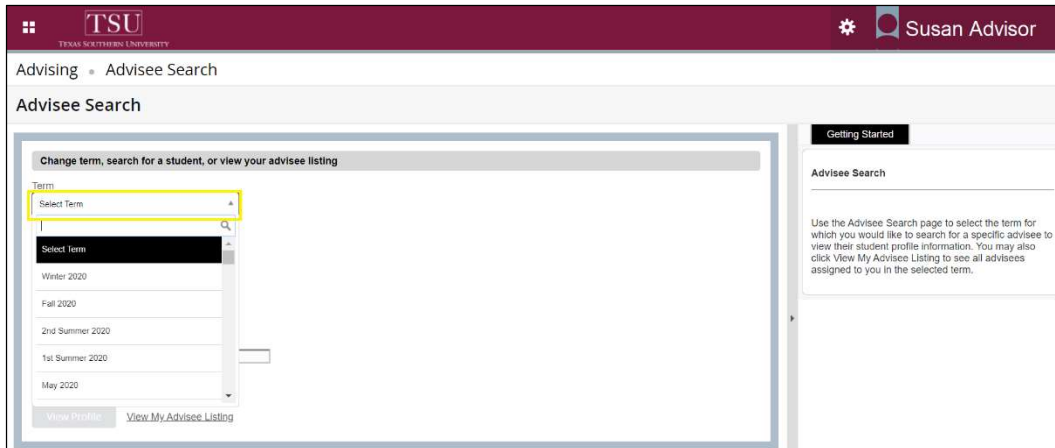
2. Select **“Advisor Student Profile”** from the drop-down menu.

Advisor Student Profile

“Advisee Search” application will launch



3. **“Select Term”** from the drop-down menu



4. Choose a “**Search by**” option.
(e.g., Student I.D., Student Email, Student Name)
 - If no match is found, a message is displayed.

- If “**Student I.D.**” is selected, enter T-number.
- If “**Student Email**” is selected, include @student.tsu.edu
- If “**Student Name**” is selected, only eligible advisees for the selected term are available. Search for a student by entering their name:
 - Last, First Middle (e.g. Tiger, Tommy)

NOTE: The “View My Advisee Listing” is an upcoming feature.
Contact a representative in your academic unit for additional guidance.

5. Click “**View Profile**” when a match is found.

View Profile

Student Profile will launch.

- View Student Profile:
 - ✓ Academic Standing
 - ✓ Biographic Information
 - ✓ Curriculum, Hours and GPA
 - ✓ Holds
 - ✓ Registration Notices
 - ✓ Registered Courses

Student Profile - Tommy Tiger (TXXXXXXX)

Term: Winter 20XX | Standing: Good Standing, as of Fall 20XX | Overall Hours: 121 | Overall GPA: 3.34

Bio Information

Email: tiger1234@student.tsu.edu
 Phone: Not Provided
 Gender: Male
 Date of Birth: 09/05
 Ethnicity: Not Hispanic or Latino
 Race: White-Non-Hispanic
 Citizen: Yes
 Citizenship: Citizens
 Emergency Contact: Morgan Tiger
 Emergency Phone: Not Provided

General Information

Level: Undergraduate
 Class: Senior
 Status: Active Student
 Student Type: Continuing
 Residency: Out Of State
 Campus: (R) Central/On Campus
 First Term Attended: Fall 20XX
 Matriculated Term: Not Provided
 Last Term Attended: Fall 20XX
 Leave of Absence: Not Provided

Curriculum and Courses

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Arts	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BA, General Studies	
College:	Liberal Arts & Behavioral Sci	
Major:	General Studies	
Department:	Dept of History & Geography	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Standard	
Admit Term:	Fall 20XX	
Catalog Term:	Fall 20XX	

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

- Access Additional Links:

Additional Links

- Academic Transcript
- View Grades
- Degree Works

- ✓ Academic Transcripts
 - Unofficial

Student - Academic Transcript

Academic Transcript

Information for **Tommy Tiger**

Transcript Level: All Levels | Transcript Type: Advisor

Student Information

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Birth Date: Sep 03, 2003 | Student Type: First Time Freshman

Curriculum Information

Current Program: | College: Major and Department

✓ View Grades

Subject	Course Title	Campus	Modern Grade	Final Grade	Attempted Hours	Earned Hours	CPW Hours	Quality Points	CRN	Action
BICL 112, 085	Biological Science Lab II	9	A-		1,000				20180	
BICL 112, 028	Biological Science II	9	A+		3,000				20185	
POLS 235, 03	American Government	9			0,000				20776	
HIST 231, 038	Soc & Pol Hist US to 1877	9			0,000				21022	
CHEM 132, WE1	Chemistry II	9	A		3,000				21041	
CHEM 112, WE1	Chemistry II Lab	9	A		1,000				21042	
POLS 235, 015	American Government	9	A-		3,000				21220	
COMM 138, 04	Public Address	9			0,000				22030	

✓ Degree Works

Worksheets

Student ID: T00XXXXXX Name: Tiger, Tommy Degree: Bachelor of Arts

Level: Undergraduate Classification: Freshmen Major: General Studies Program: BA General Studies College: Liberal Arts & Behavioral Studies

Institutional GPA: 3.10 Academic Standing: Good Standing Anticipated Graduation Date: 13 MAY 20XX Holds Athletic Eligibility TSI Status: Passed

Academic What-if

Formal Student View

Degree progress: 15% Overall GPA: 3.10

Contact a representative in your academic unit for additional guidance.

- www.tsu.edu/campus-advisors

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.”

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

To request assistance,
 Email: ITServiceCenter@tsu.edu
 Self-Service: <http://ITServiceCenter.tsu.edu>
 Call: 713-313-4357 or 713-313-HELP