



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Browse Course Catalog

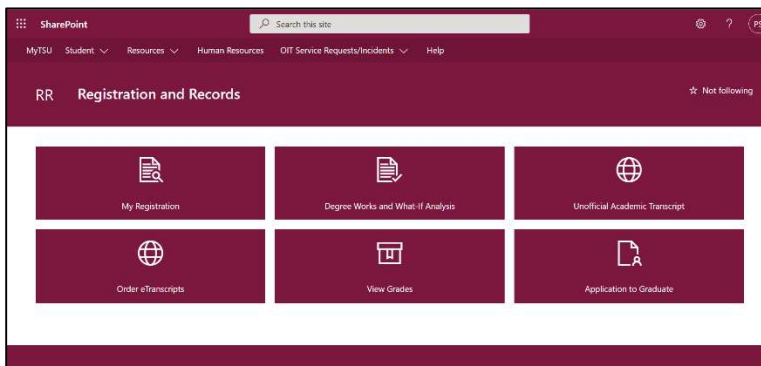
1. Navigate to MyTSU portal landing page click, 'Student'



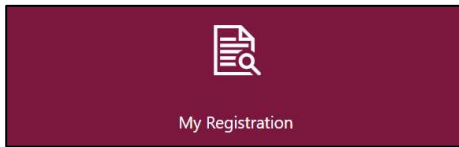
2. Choose "Registration and Records"



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



3. Choose “My Registration” tile

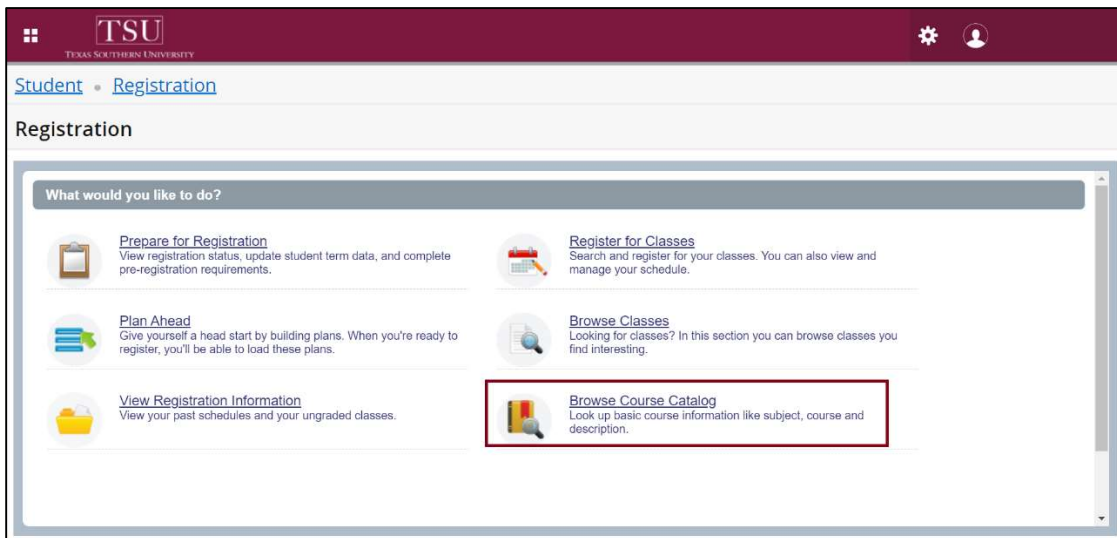


Access to:

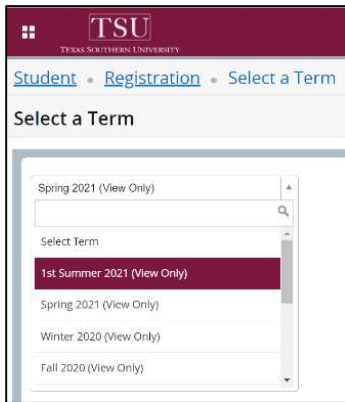
- *Register for Classes*
 - Search and register for classes and manage schedule

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.

4. Click “Browse Course Catalog”



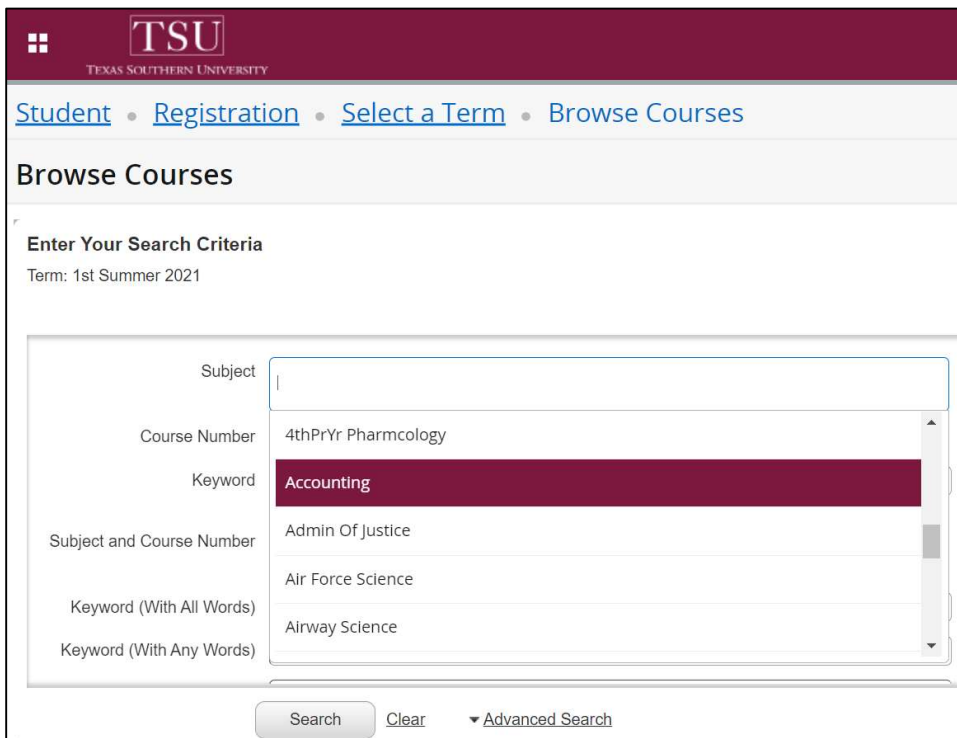
5. **'Select a Term'** from the drop-down menu



6. Click **“Continue”**



7. **Browse for Courses** by entering search criteria.
- Enter one or more words (partial words allowed).
 - The search uses AND logic to return classes that contain words or partial words entered.

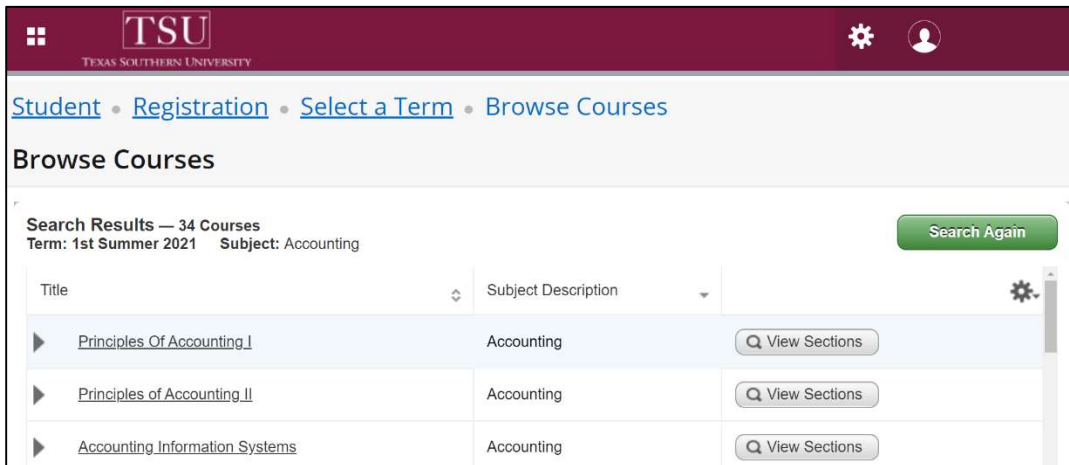


8. Click **“Search”**

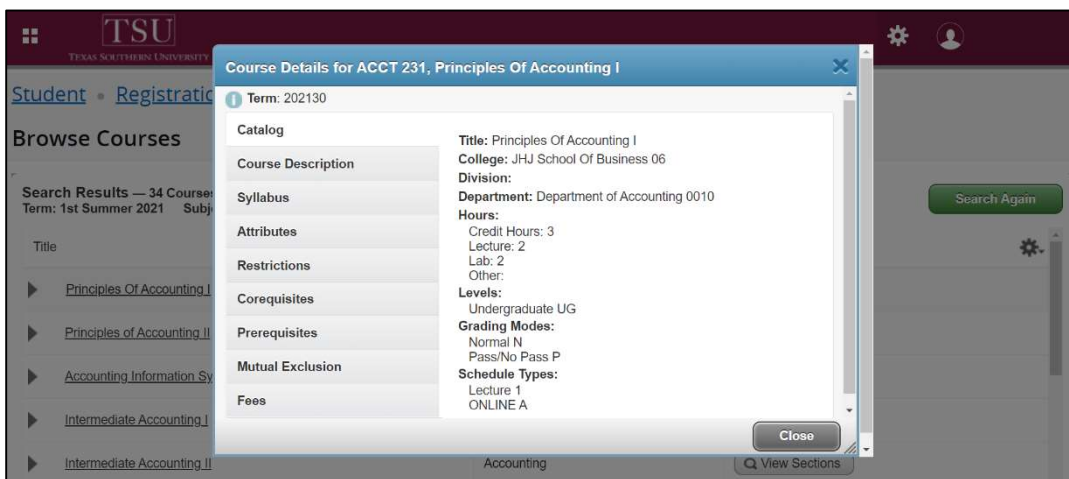


9. Search for classes by typing a subject, course number or a keyword.

- You can search multiple subjects
 - The course displays contain various information of the course including
 - Course details
 - Course Number
 - Hours
 - Course with multiple sections are groups



10. Click on the course name and see more details that are hyperlinked (example: Course Details for ACCT 231, Principles of Accounting I)



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

www.tsu.edu/academics

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.”



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 the TSU logo (the letters 'TSU' in white inside a dark red square) followed by the text 'TEXAS SOUTHERN UNIVERSITY' and 'Office of Information Technology' in a smaller font. On the right side, the text 'GET IT HELP' is written in white. Below this, in smaller white text, it says: 'The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu'. Below that, it says: 'To request assistance, Email: ITServiceCenter@tsu.edu'. Below that, it says: 'Self-Service: <http://ITServiceCenter.tsu.edu>'. Below that, it says: 'Call: 713-313-4357 or 713-313-HELP'.