TEXAS SOUTHERN UNIVERSITY

My Academics
Student User Guide
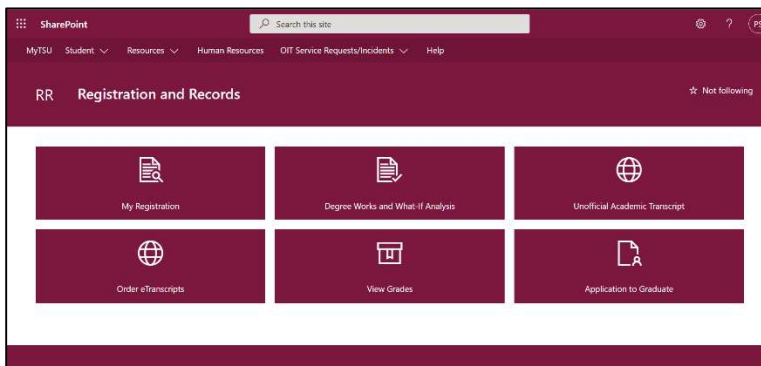
How to Browse Course Catalog

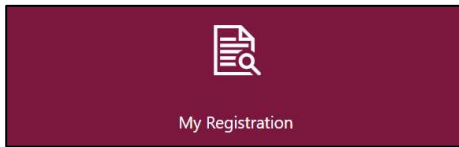1. Navigate to MyTSU portal landing page click, '**Student**'

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 <u>must</u> 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.

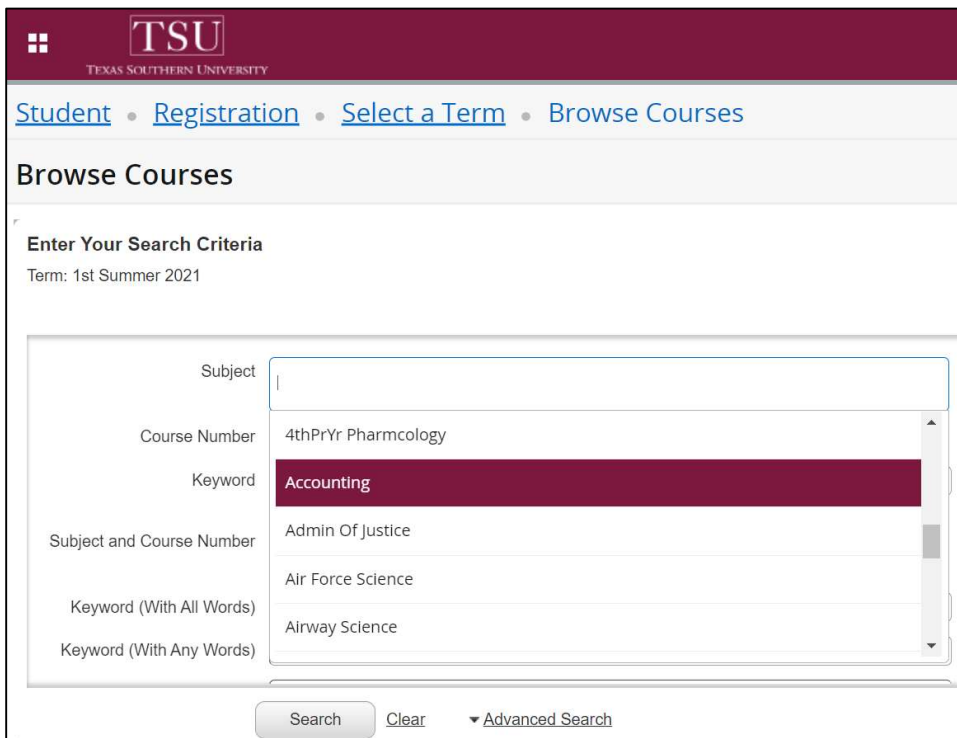4. Click "**Browse Course Catalog**"
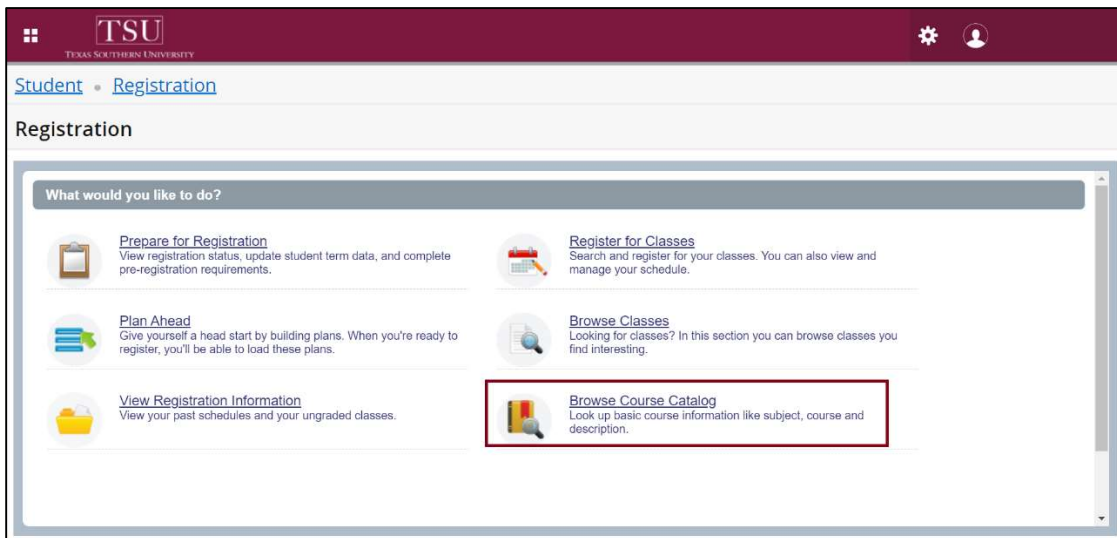
5. **'Select a Term'** from the drop-down menu
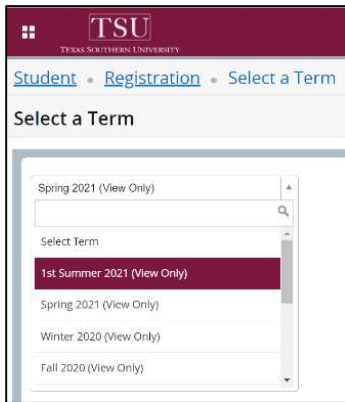
6. Click **"Continue"**

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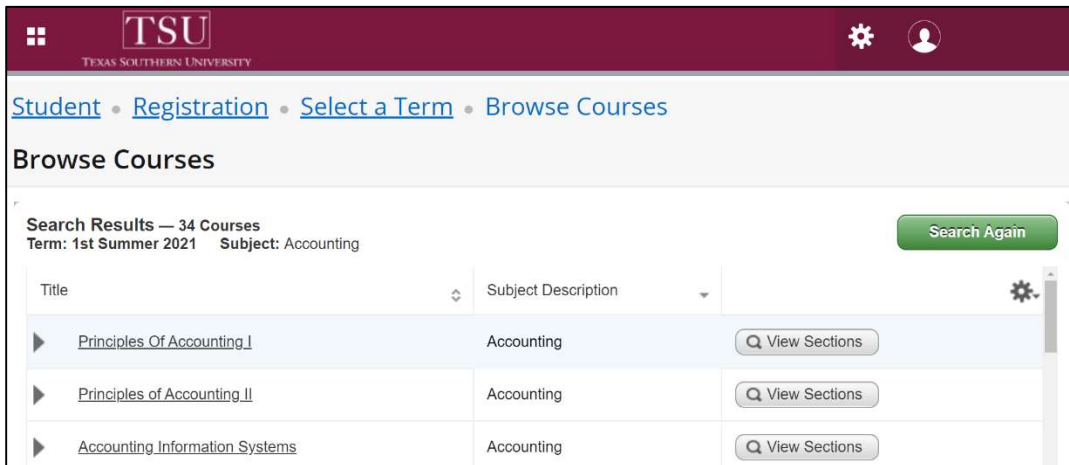   - The search uses AND logic to return classes that contain words or partial words entered.

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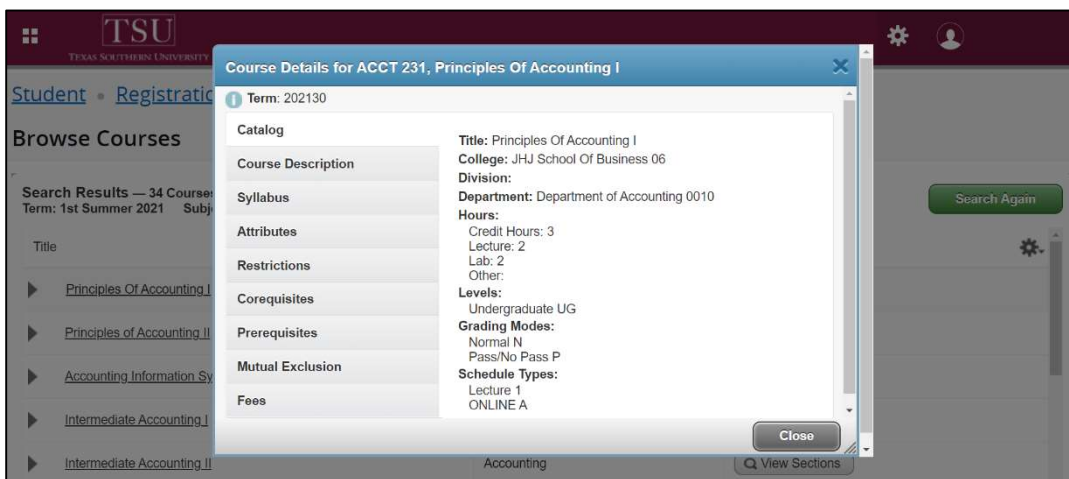
Contact an academic advisor from your college/school for assistance.

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."