

Steps within MyTSU for students to submit Pass/No Pass

Step 1 – Log in to MyTSU and selects Add/Drop link within Registration

The screenshot shows the MyTSU Student portal home page. The browser address bar displays 'portaltest.tsu.edu/web/home-community/student'. The page features a dark red sidebar with navigation links for Home, Sites, and Student. The main content area is titled 'Student' and includes a 'Home Community / Student' breadcrumb. Three primary sections are visible: 'Steps to Register for ...', 'Register for Classes', and 'Student Accounting'. A red arrow points to the 'Add/Drop Classes' link within the 'Register for Classes' section. The 'Steps to Register for ...' section contains a numbered list of nine steps, with step 5 being 'Add/Drop Classes'. The 'Register for Classes' section lists several options, including 'Add/Drop Classes'. The 'Student Accounting' section lists various financial and administrative tasks.

Step 2 – Clicks Select Term. Example – Spring 2020

The screenshot shows the MyTSU Registration page. The browser address bar displays 'tsuhweb09.tsu.edu:7778/TSUTEST/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu'. The page features a dark red header with the TSU logo and the text 'TEXAS SOUTHERN UNIVERSITY "EXCELLENCE IN ACHIEVEMENT"'. Below the header is a navigation menu with tabs for Personal Information, Student Services, Employee, WebTailor Administration, Student Accounting, Financial Aid, and Parking Permits. A search bar is located below the navigation menu. The main content area is titled 'Registration' and includes a disclaimer: 'Disclaimer: If you have not passed STAAR, you will be dropped from all your registered courses.' Below the disclaimer is a list of registration options, including 'Check Your Registration Status', 'Select Term', 'Look-up Classes to Add', 'Purchase Textbooks Online', 'Student Schedule by Day Time', 'Student Detail Schedule', 'Registration Fee Charges', 'Look-up Classes (Not for Registration)', and 'Add/Drop Classes'. A red arrow points to the 'Select Term' link. At the bottom of the page, there is a link for 'Financial Agreement'.



Personal Information

Student Services

Student Accounting

Financial Aid

Parking Permits

Search

Go

Select Term

Select a Term: Spring 2020



Submit

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Step 4 – Click on Add/Drop Classes

Personal Information

Student Services

Student Accounting

Financial Aid

Parking Permits

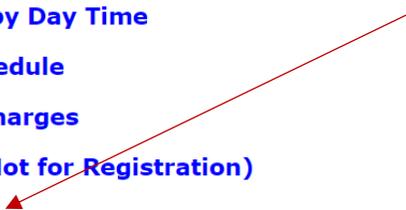
Search

Go

Registration

Disclaimer: If you have not passed STAAR, you will be dropped from all your registered courses.

- [➤ Check Your Registration Status](#)
- [➤ Select Term](#)
- [➤ Look-up Classes to Add](#)
- [➤ Purchase Textbooks Online](#)
- [➤ Student Schedule by Day Time](#)
- [➤ Student Detail Schedule](#)
- [➤ Registration Fee Charges](#)
- [➤ Look-up Classes \(Not for Registration\)](#)
- [➤ Add/Drop Classes](#)



Step 4 – Click on the hyperlink under the column “Grade Mode”

Add/Drop Classes: x +

Not secure | tsuhweb09.tsu.edu:7778/TSUTEST/bzgfack.P_ShowSurveys

Incognito (2)

Use this interface to add or drop classes for the selected term. Classes for which you have already registered, if any, will appear in the Current Schedule section. To add a class, enter its Course Reference Number (CRN) in the Add Classes Worksheet. To drop a class, select Web Drop Only from the options in its Action box. Click **Submit Changes** when finished to commit any Adds or Drops.

If you are unsure of which classes to add, click Class Search to review the class schedule. Students must register for or drop corequisite courses in tandem. Once the term begins, the option for online drops disappears; Students then must submit a Drop Courses form to the Registrar's Office. Students may not drop their final class online; To remove yourself from school, submit an official Withdrawal form to the Registrar's Office.

Please review your Degree Plan before registering. This will assist you in taking the classes you should register to graduate.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Dec 24, 2019	None	20522	ENG	231	01	Undergraduate	3.000	Normal	World Literature II
Web Registered on Dec 24, 2019	None	20107	MKTG	435	01	Undergraduate	3.000	Normal	Market Management Cases & Prob
Web Registered on Dec 24, 2019	None	20106	MKTG	432	01	Undergraduate	3.000	Normal	International Marketing
Web Registered on Dec 24, 2019	None	20574	ECON	232	03	Undergraduate	3.000	Normal	Principles Of Economics II

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Mar 31, 2020 09:23 am

Step 5 – Hyperlink takes them to next page and select 'Pass/No Pass' and Submit.

Settings x Change Class Options: x +

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TSU TEXAS SOUTHERN UNIVERSITY
"EXCELLENCE IN ACHIEVEMENT"

Personal Information Student Services Student Accounting Financial Aid Parking Permits

Search Go RETURN TO MENU SITE MAP HELP EXIT

Change Class Options:

If you have selected a class which has multiple grading options, such as pass/fail or audit, variable credits, or different levels for which you can register, and you would like to change any of these available options, you may do so here.

World Literature II
Course: 20522 ENG 231 O1
Credit Hours: 3.000
Grade Mode: **Pass/No Pass** ▼
Course Level: **Pass/No Pass**
Normal

Market Management Cases & Prob
Course: 20107 MKTG 435 O1
Credit Hours: 3.000
Grade Mode: Normal ▼
Course Level: Undergraduate

International Marketing
Course: 20106 MKTG 432 O1
Credit Hours: 3.000
Grade Mode: Normal
Course Level: Undergraduate

Change Class Options: x +

Not secure | tsuhweb09.tsu.edu:7778/TSUTEST/bwskfreg.P_ChangeCrseOpt?term_in=202020

COURSE LEVEL: Undergraduate

Market Management Cases & Prob
Course: 20107 MKTG 435 O1
Credit Hours: 3.000
Grade Mode: Normal
Course Level: Undergraduate

International Marketing
Course: 20106 MKTG 432 O1
Credit Hours: 3.000
Grade Mode: Normal
Course Level: Undergraduate

[Return to Previous](#) [View Holds]

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