

My Academics Student User Guide

Financial Acknowledgement Agreement

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



2. Choose "Registration and Records"



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

MyTSU Student 🗸 Resources 🗸 Human Reso	urces OIT Service Requests/Incidents 🗸 Help	
RR Registration and Records		🛠 Not following
	Ð	\oplus
My Registration	Degree Works and What-If Analysis	Unofficial Academic Transcript
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Order eTranscripts	View Grades	Application to Graduate

3. Choose "My Registration" tile



4. Click "Register for Classes"



Financial Acknowledgement Agreement will appear.

	* 🔒 Tommy Tiger
Action Item Processing	
Action Item Processing	
Welcome You have the following items that require your attention.	Return
FTF, Financial Acknowledgment Agreement O • Group 9 gr)	AIPMasterTemplateSystemRegared PolicyBlock.Action/tem/Content/Detail.Action/temName4 keader value Tozas Southorn University Student Financial Reportability Agreement Financial Obligation: By providing my signature, (electronic and or provide), to the Financial Reportability Agreement, 1 am undertaking a legal obligation that requires
Instructions	me to pay for fulfion, fees, and all charges related to my enrolment at Texas Southern University. I acknowledge and understand the following:
End Date:04112021	understand that I may view payment due dates online on the TSU Academic Calendar. Lagree that if 109% of my current fullion and fees are not paid before the first class
First-Time Freshman Financial Acknowledgement Agreement Wat Processes: Register for Classes	day and if I am not enroled in the university installment plan that I will be advanatically enrolled in the university installment plan and I will be assessed the setup fee for the installment plan and the late fee. I also understand, that faurue to make the 1st installment payment by the first class date of the applicable term, may result in
This Action Item will be used for First-Time Fredman Financial Acknowledgement Agreement	cancelation of my registration. - Por more information about the TSU Instalment Plan, pleake go to instalment Plan Debats. - I understand will 1 mm not planning to attero Texus Southem Linkesity any seneder, for which 1 am registered, it is my responsibility to contact the University
	Registrar's Office to withdraw from my course(s). The University will not automatically cancel my registration. Lunderstand that if I drop or withdraw from some or all of the
	classes for which I register. I will be responsible for paying all or a portion of fution and fees in accordance with the published fution refund schedule at Drop and
	Withdrawal Refund Schedule. I further understand that my failure to attend class does not absolve me of my financial responsibility as described above. - I understand that my student account statements will be provided to me electronically and that I will be notified via my TSU email account once they are available to
	view. I further understand that I have 24/7 access, via My TSU Web portal, to view account balances and registration Information. I agree that I am also responsible for
	updating any personal contact information in order to receive all communication from the university. Lagree to be responsible for noting the account balance due, and for
	making the appropriate anangements for payment to be made by the due dates listed on my e-bits. I further understand that I may be charged late payment fees for
	delinquent payments. + I understand that Texas Southern University may restrict my course registration or my ability to receive other university related services in accordance with University
	policies until I pay all of my past due balances. I understand that any delinquent debts may be reported to a credit bureau and/or referred to an outside collection agency
	and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration
	because of a delinquent unpaid debt. I authorize Texas Southern University or its agents to contact me via my official TSU email address or an email address that I
	provide to the University. Acknowledgement of Responsibility. I have read and Lunderstand the statements above. Lagree to pay my student account as outlined above. Lunderstand that failure to
0.20	1 13-2000 Elucian Campany L/h and its attiliates. All rights reserved.

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. 5. 'Action Item Processing' will pop-up, click 'CONTINUE'.



"Financial Acknowledgement Agreement" hyperlink will appear

6. Click, hyperlink.

Financial Acknowledgement Agreement

Halt Processes:

Register for Classes

7. Read and agree to the "Financial Acknowledgement Agreement" and scroll to the end.



8. Click the 'acknowledgement' check box.



9. Click "Save"



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."

