

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.

RR Regis	stration and Records		☆ Not following
	My Registration	Degree Works and What: If Analysis	Unofficial Academic, Transcript
	Order eTranscripts	TH View Grades	Application to Graduate

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"

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<u>Studer</u>	nt • <u>Registration</u>			
Regist	ration			
Wha	st would you like to do?			i a
	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.		
	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.		
(View Registration Information View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.		

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.

TEXAS SOUTHERN UNIVERSITY					
Student • Registration • Select a Term • Browse Courses					
Browse Courses					
Fenter Your Search Criteria Term: 1st Summer 2021					
Subject					
Course Number	4thPrYr Pharmcology				
Keyword	Accounting				
Subject and Course Number	Admin Of Justice				
Keyword (With All Words)	Air Force Science				
Keyword (With Any Words)	Airway Science				
	Search Clear Advanced Search				

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

	TEXAS SOUTHERN UNIVERSITY		* 💽		
Student • Registration • Select a Term • Browse Courses					
Browse Courses					
Search Results — 34 Courses Term: 1st Summer 2021 Subject: Accounting Search Again					
Title	\$	Subject Description	☆ -		
►	Principles Of Accounting I	Accounting	Q View Sections		
►	Principles of Accounting II	Accounting	Q View Sections		
•	Accounting Information Systems	Accounting	Q View Sections		

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

	TSU TEXAS SOLUTIONEN UNIVERSITY			* 🔹
		Course Details for ACCT	231, Principles Of Accounting I	×
Stud	lent • <u>Registratic</u>	1 Term: 202130		<u>^</u>
Bro	wse Courses	Catalog	Title: Principles Of Accounting I	
		Course Description	College: JHJ School Of Business 06	
Search Results — 34 Course: Term: 1st Summer 2021 Subje		Syllabus	Department: Department of Accounting 0010 Hours:	Search Again
Title	à	Attributes	Credit Hours: 3 Lecture: 2	Ø.
		Restrictions	Lab: 2 Other:	
	Principles Of Accounting I	Corequisites	Levels: Undergraduate UG	
•	Principles of Accounting II	Prerequisites	Grading Modes: Normal N	
•	Accounting Information Sy	Mutual Exclusion	Pass/No Pass P Schedule Types:	
	Internation Accounting 1	Fees	Lecture 1 ONLINE A	-
P	Intermediate Accounting I			Close
•	Intermediate Accounting II		Accounting	Q View Sections

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."

