



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Look up Classes

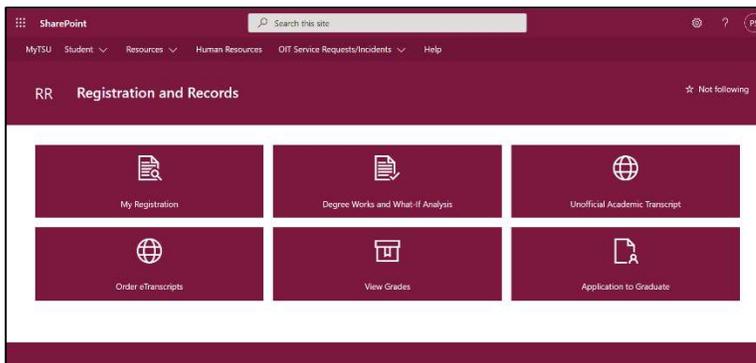
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



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



3. Choose “My Registration” tile

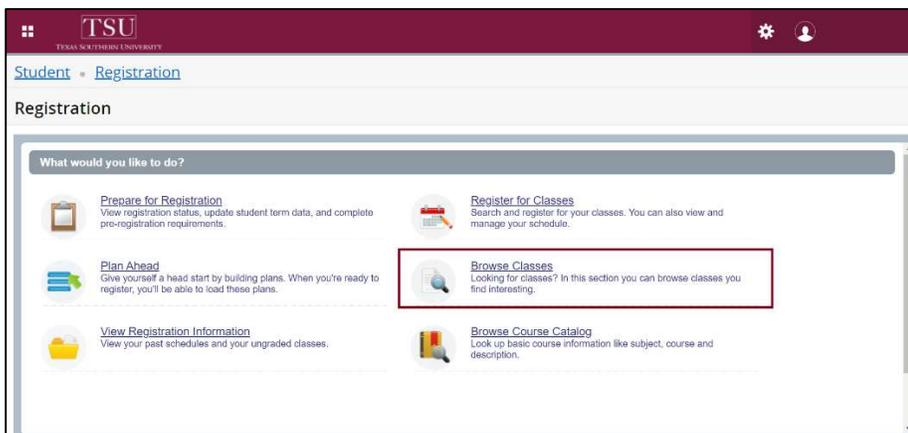


Access to:

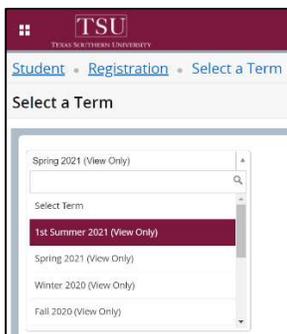
- *Register for Classes*
 - Search and register for classes and manage schedule

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 for Classes”



5. ‘Select a Term’ from the drop-down menu



6. Click “Continue”



7. Browse for class(es) 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.

A screenshot of the Texas Southern University (TSU) website's "Browse Classes" search page. The page has a maroon header with the TSU logo and navigation links: "Student", "Registration", "Select a Term", and "Browse Classes". Below the header, the page title is "Browse Classes". Underneath, it says "Enter Your Search Criteria" and "Term: 1st Summer 2021". There are six search input fields: "Subject", "Course Number", "Keyword", "Instructor", "Subject and Course Number", and "Keyword (With All Words)". A "Search" button is at the bottom left, and a "Clear" button is at the bottom center. A "Advanced Search" link is at the bottom right. A tooltip on the right side of the search area reads: "Enter one or more words (partial words allowed). The search uses AND logic to return classes that contain the word(s) or partial words entered."

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.”

