



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Prepare for Registration

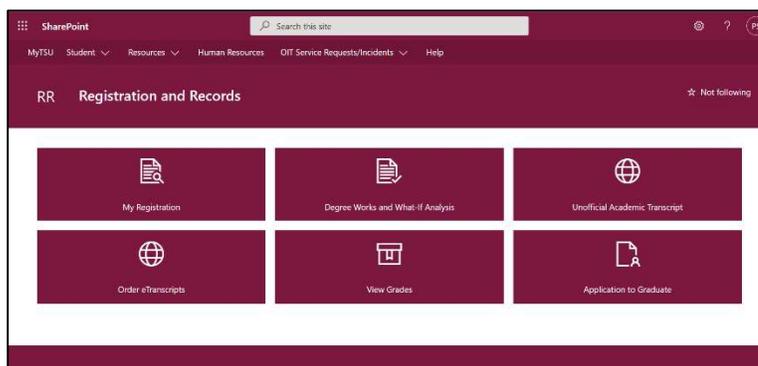
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



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



3. Choose “**My Registration**” tile

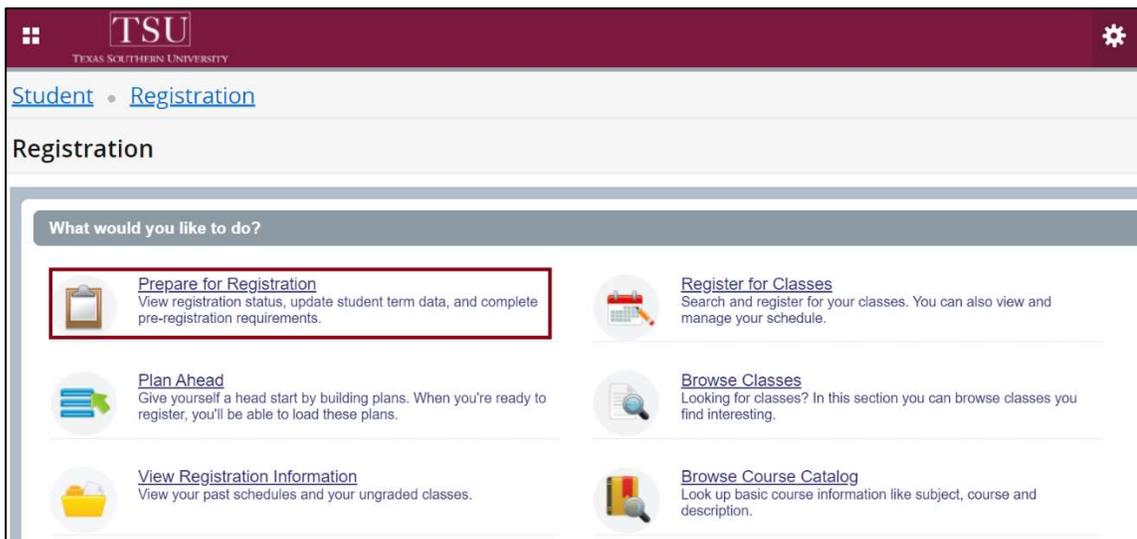


Access to:

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

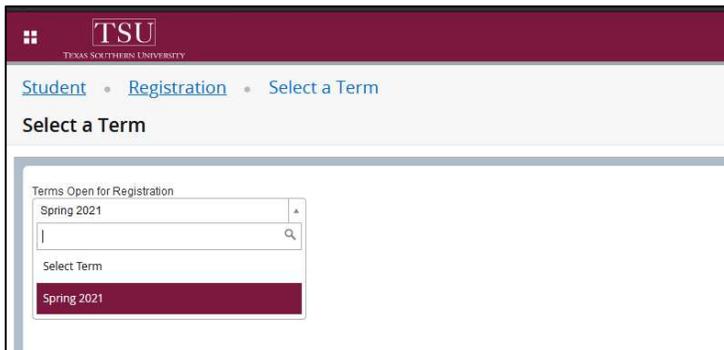
NOTE: All students must complete the “**Financial Acknowledgement Agreement**” to register for classes. This action item process requires students to agree with TSU standards and policies regarding course registration, withdrawal, financial responsibility, etc. Students registering for courses will be prompted to complete the agreement as part of the registration process or registration will not be permitted.

4. Click “**Prepare for Register**”



- View:
 - Registration status
 - Update student term data
 - Complete pre-registration requirements

5. **“Terms Open for Registration”** will appear, choose term from drop-down menu.



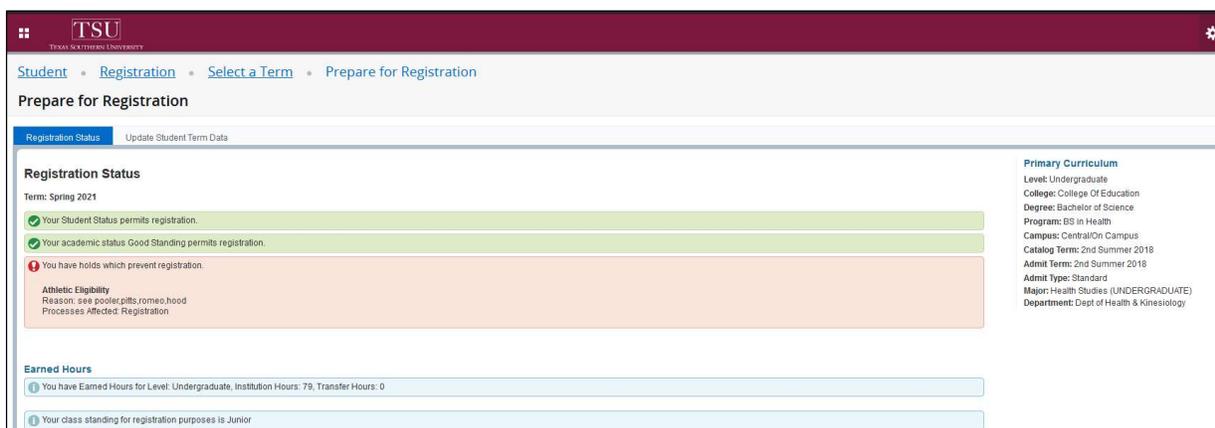
6. Click **“Continue”**



7. Choose **“Registration Status”**

It displays:

- Registration status
- Academic standing
- Holds
- Earned Hours
- Classification
- Primary curriculum information



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.”

A horizontal banner with a white background on the left and a maroon background on the right. On the left, there is the TSU logo (the letters 'TSU' in white on a maroon square) followed by the text 'TEXAS SOUTHERN UNIVERSITY' and 'Office of Information Technology' in a smaller font. On the right, the text 'GET IT HELP' is written in white. Below this, in smaller white text, it says: 'The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu'. Below that, it says: 'To request assistance, Email: ITServiceCenter@tsu.edu'. Below that, it says: 'Self-Service: <http://ITServiceCenter.tsu.edu>'. Finally, it says: 'Call: 713-313-4357 or 713-313-HELP'.