

## My Academics Student User Guide

# How to Register for Classes

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



2. Choose "Registration and Records"



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

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3. Choose "My Registration" tile



Access to:

- Register for Classes
  - Search and register for classes and manage schedule
- 4. Click "Register for Classes"



Financial Acknowledgement Agreement will appear.



**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.



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



8. Click the 'acknowledgement' check box.

I Acknowledge that I owe Texas Southern University

9. Click "Save"

Save

### 10. Click "Continue"



11. "Terms Open for Registration" will appear, choose term from drop-down menu.



12. Click "Continue"



13. Enter your course **search criteria** such as Subject, Course Number, or Keywords

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14. Click on a **course name** to view more details (i.e., course description, syllabus, instructor, meeting times and enrollment count). Once you find a course for which you want to register for, click the "**Add**" button.



15. If the course is full, you will not be able to add it.

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16. If the **course is available**, once you click the "**Add**" button, you will then see the course appear the 'Summary' panel. You can click "**Search Again**" button to repeat the steps to add additional classes.

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17. If you need to drop a course, select **"Web Drop Only"** from the "Action" column drop-down menu then, click "Submit." You will see in the "Course Status" column "Removed" when you have successfully dropped a course from your schedule.

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**NOTE**: If you are only registered for one course and need to switch to another course or section, add the other course or section first and then drop the one you no longer desire. To drop all course, you will need to contact an academic advisor for the final course.

18. To view your full schedule, click on the "Schedule and Options" tab. You will be able to print your schedule by clicking on the icon.

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#### Congratulations, your online course registration is complete!

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."

