



TEXAS SOUTHERN UNIVERSITY

## My Academics *Student User Guide*

### How to View Registration Information

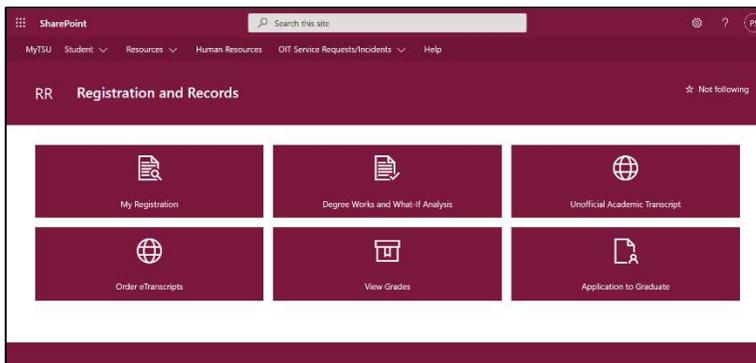
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



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



3. Choose “**My Registration**” tile

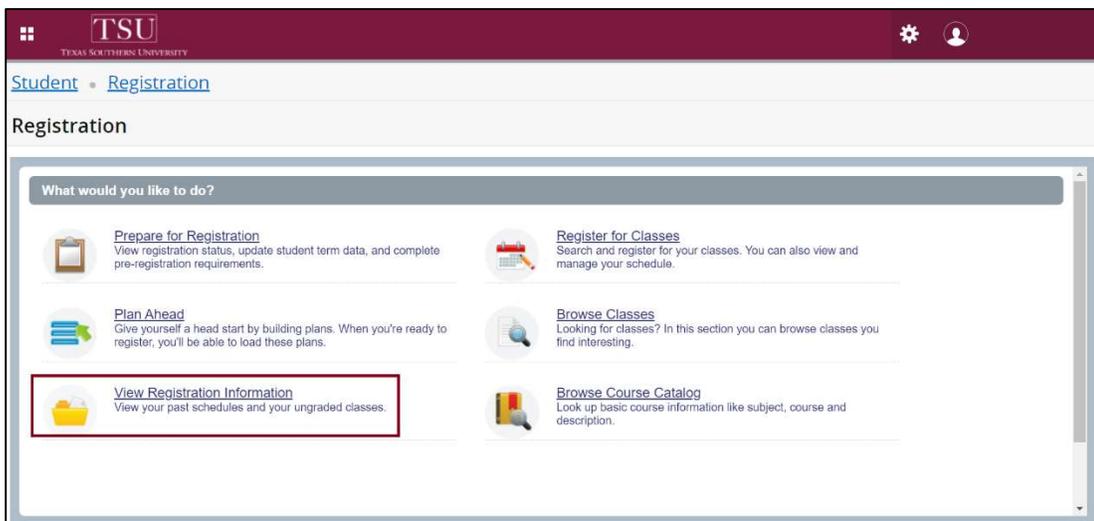


Access to:

- *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 “**View Registration Information**”



5. ‘**View Registration Information**’ displays

- Look up a Schedule
  - Class schedule information
    - View Schedule
    - Schedule Details

**View Registration Information**

Look up a Schedule | Active Registrations

Class Schedule

Term: 1st Summer 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Soc & Pol Hist US Sinc...	HIST 232, 01	3	30...	Lecture	Normal	Undergradu...	Summer I	None	06/05/2018	Registered	** Regist...

Records: 1

Schedule | Schedule Details

Class Schedule for 1st Summer 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Soc & Pol Hist US Sinc 3077					
11am							

- View “Active Registration”

**View Registration Information**

Look up a Schedule | Active Registrations

The following classes are not officially considered complete for transcript purposes.

**Drugs and Health, Health Education 471, Section 01**

Term: Spring 2021  
 CRN: 20421  
 Status: \*\* Registered for Course \*\* 10/21/2020  
 Schedule Type: ONLINE  
 Hours: 3

Instructional Methods: Online/Computer  
 Campus: ONLINE/Telecom  
 Start Date: 01/19/2021  
 End Date: 05/14/2021  
 Level: Undergraduate

Instructor: Floyd, Gabrielle  
 Grade Mode: Normal

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**Foundation Rec: Parks & Leisure, Recreation 234, Section 01**

Term: Spring 2021  
 CRN: 20660  
 Status: \*\* Registered for Course \*\* 10/21/2020  
 Schedule Type: Lecture  
 Hours: 3

Instructional Methods: Online/Computer  
 Campus: ONLINE/Telecom  
 Start Date: 01/19/2021  
 End Date: 05/14/2021  
 Level: Undergraduate

Instructor: Denson, Kendall  
 Grade Mode: Normal

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**Foundations of Safety, Health Education 472, Section 01**

Term: Spring 2021

Instructional Methods: Online/Computer

- Click course (hyperlink) for additional details.

**Class Details for Drugs and Health Health Education 471 O1**

Term: 202120 | CRN: 20421

Class Details	Associated Term: Spring 2021
Bookstore Links	CRN: 20421
Course Description	Campus: ONLINE/Telecom
Syllabus	Schedule Type: ONLINE
Attributes	Instructional Method: Online/Computer
Restrictions	Section Number: 01
Instructor/Meeting Times	Subject: Health Education
	Course Number: 471
	Title: Drugs and Health
	Credit Hours: 3
	Grade Mode: Normal

Contact an academic advisor from your college/school for assistance.

*[www.tsu.edu/academics](http://www.tsu.edu/academics)*

Technical support is available 24/7 by emailing IT Service Center:

***[itservicecenter@tsu.edu](mailto: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 inside 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](http://itservicecenter.tsu.edu)'. Below that, it says: 'To request assistance, Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu)'. Below that, it says: 'Self-Service: <http://ITServiceCenter.tsu.edu>'. Below that, it says: 'Call: 713-313-4357 or 713-313-HELP'.