



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Access Degree Works

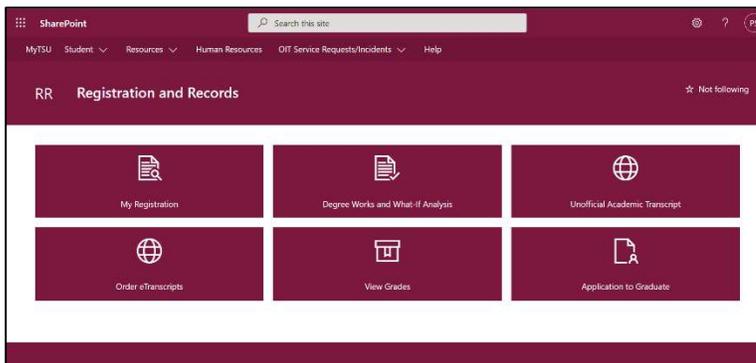
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



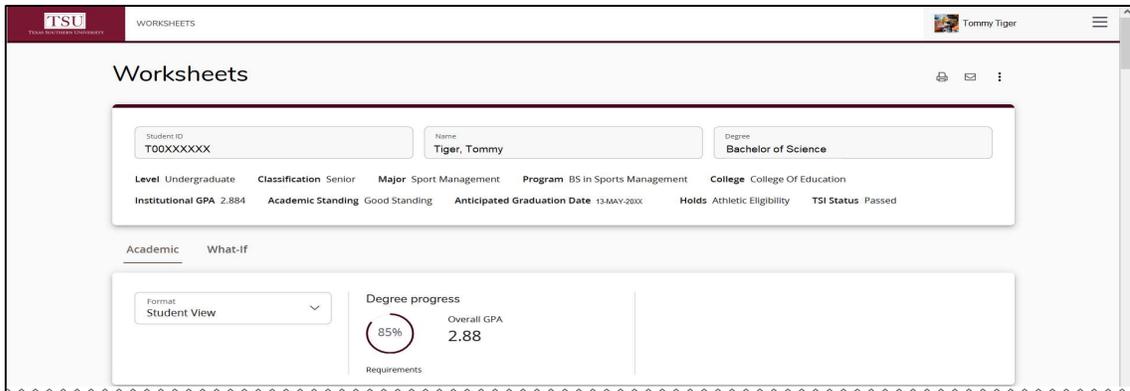
Six (6) intuitive and adaptive tiles (shortcuts) will display.



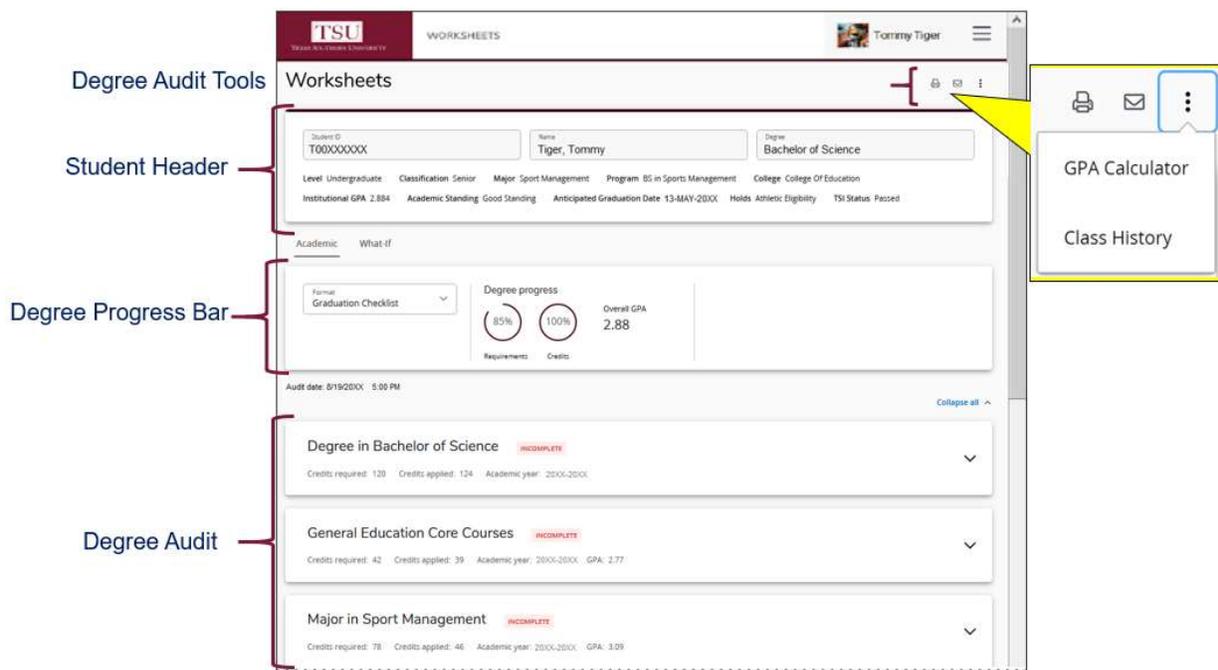
3. Choose “Degree Works and What-If Analysis” tile



The ‘Responsive Dashboard’ will appear, displaying available ‘Worksheets’



4. In the system, you will see various sections such as the Degree Audit Tools, which you will see a Printer, Email and More Option Icons, Student Header, Degree Progress Bar and Degree Audit sections.



5. As you scroll down the page, you will also see the **legend** with icons.

The screenshot displays the 'Worksheets' page on the TSU website. The page title is 'Worksheets' and the user is identified as 'Tommy Tiger'. The main content area shows a degree audit report with several sections, each with a status indicator (e.g., 'INCOMPLETE') and a dropdown arrow. The sections are: 'General Education Core Courses' (Credits required: 42, Credits applied: 39, Academic year: 2014-2015, GPA: 2.77), 'Major in Sport Management' (Credits required: 78, Credits applied: 46, Academic year: 2014-2015, GPA: 3.09), 'Fall Through' (Credits applied: 36, Classes applied: 13), 'Insufficient' (Credits applied: 9, Classes applied: 8), 'In-progress' (Credits applied: 18, Classes applied: 5), and 'Over The Limit' (Credits applied: 3, Classes applied: 2). A legend at the bottom explains the icons used in the report: Complete (green checkmark), Not complete (red X), Complete except for classes in-progress (blue checkmark), Nearly complete - see advisor (yellow checkmark), Prerequisite (blue square), Any course number (blue circle), Transfer class (T), and In-progress (IP). The text 'Degree Audit (continued)' is written on the left side of the screenshot, and 'Legend' is also written on the left side, pointing to the legend section.

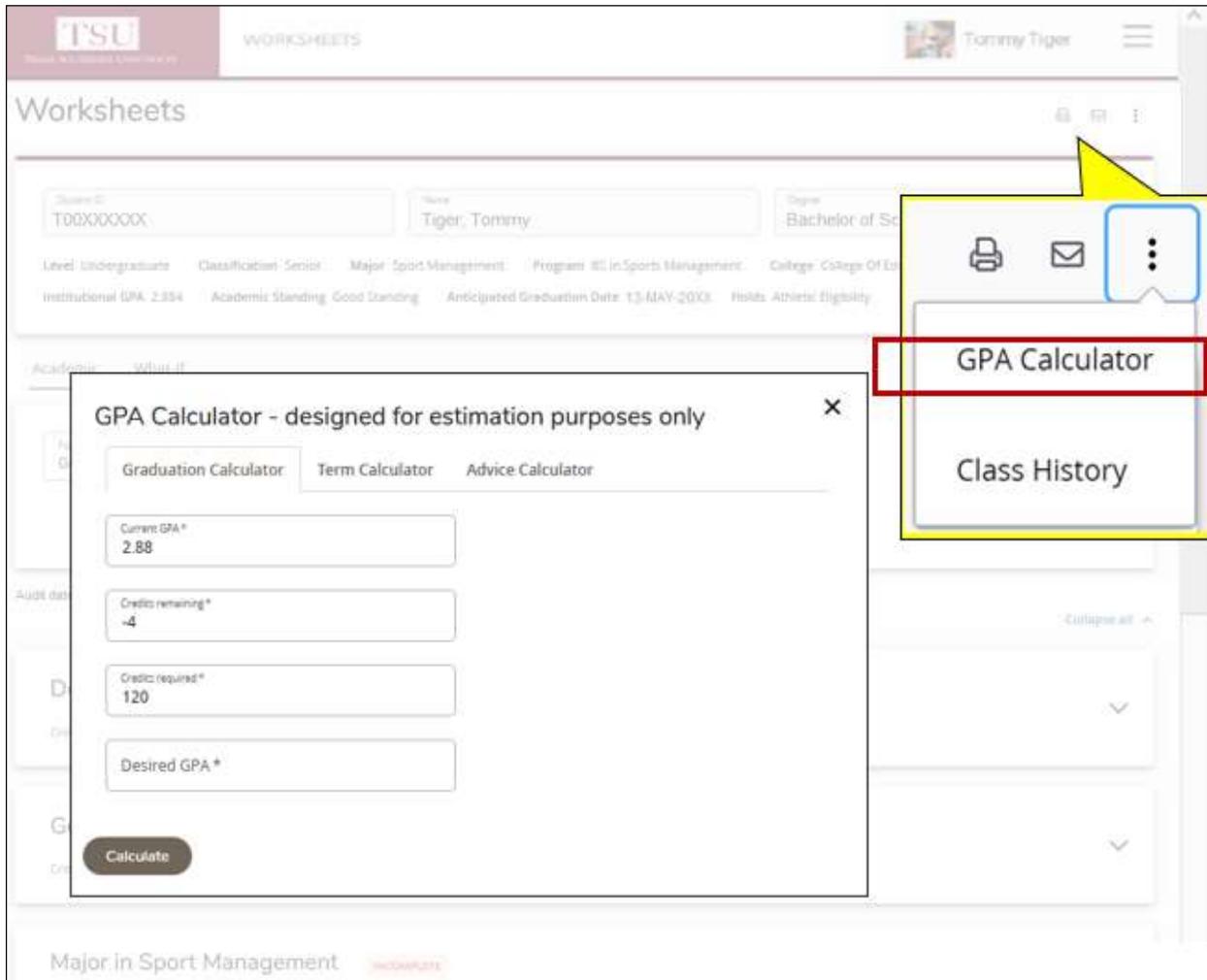
6. There are several useful degree audit tools:
- Print your “Degree Audit” by clicking on the “**printer icon**”
 - Click on the “**envelope**” to email the information



NOTE: *Students are encouraged, and at times required, to use the degree audit report as a guide when planning registration and long-term progress toward degree completion.*

7. To use “GPA Calculator”

- Click ellipses for more options
- Select ‘**GPA Calculator**’ from drop-down menu
 - Choose calculator option
 - Graduation
 - Term
 - Advice



8. View “Class History”

- Click ellipses
- Selecting ‘Class History’ from drop-down menu

Class History

Fall 20XX

Course	Title	Grade	Credits
BIOL 143	Survey of Life Science	W	0
ENG 131	Freshman English I	C	3
HIST 231	Soc & Pol Hist US to 1877	C	3
MATH 131	Developmental Ed Math II	C	3
SOC 158	Contemporary Social Issues	B	3
WRIT 101	Interdisciplinary Writing Lab	S	0

Spring 20XX

Course	Title	Grade	Credits
ENG 132	Freshman English II	A-	3
HIST 232	Soc & Pol Hist US Since 1877	C	3
MATH 133	College Algebra	A+	3
MUSI 239	Fine Arts in Daily Living	B-	3
SC 135	Bus Prof Comm	A	3

Fall 20XX

Course	Title	Grade	Credits
BIOL 143	Survey of Life Science	C	3
ENG 231	World Literature II	B	3
POLS 235	American Government	C	3
RTF 130	Introduction to Media Studies	C+	3
SPMT 134	Sport & Entertainment Mgmt	A+	3

Spring 20XX

Course	Title	Grade	Credits
CS 116	Intro To Compr Science I	D+	0
MATH 138	Math and Bus for Econ Anal II	C+	3
POLS 236	Texas Government	A	3

9. The ‘Degree Progress Bar’ also known as a “Progress Wheel”

- Located below the Student Header in the Academic Audit
- An estimate of the degree in progress, according to the number of checked boxes in the degree audit section

Academic What-if

Student View
Graduation Checklist
Registration Checklist

Degree progress

85% 100%
Requirements Credits

Overall GPA 2.88

10. Icons are found at the bottom of the page



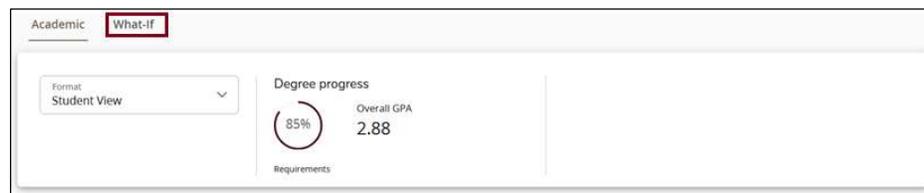
- **Complete:** A checkmark will appear beside all requirements within the audit that have been completed.
- **Not complete:** An empty circle will appear beside all requirements within the audit that have not been completed.
- **Complete except for classes in-progress:** The half circle will appear when the class registered for will fulfill the requirement.
- **Nearly complete – see advisor:** This exclamation mark symbol will appear when requirements are almost met. However, there is a component that may not be met.
- **Prerequisite:** A clipboard icon will appear. A course that must be completed with a satisfactory grade before enrolling in another course
- **Any course number:** This “@” symbol represents all classes when used as a prefix and can also be used to represent all course numbers.

11. The “What-If Feature” allows students to *hypothetically* change major or minor.

To use this feature:

1. Click on the “What-If” tab
2. Choose a degree type from the first drop-down menu
3. Choose the appropriate catalog year from the second drop-down menu
4. Select desired major, minor, and/or concentration
5. Click the “Process What-If” button

Student will be transferred to a worksheet that displays progress according to the hypothetical information selected



Contact a **campus advisor** from your college/school for assistance.

tsu.edu/campus-advisors

Or

View “**Frequently Asked Questions**” webpage:

tsu.edu/degree-works/faqs

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 dark red background on the right. On the left, there is the TSU logo (the letters 'TSU' in white on a dark red 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, it says 'The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu'. Further down, it lists contact information: 'To request assistance, Email: ITServiceCenter@tsu.edu', 'Self-Service: http://ITServiceCenter.tsu.edu', and 'Call: 713-313-4357 or 713-313-HELP'.