



TEXAS SOUTHERN UNIVERSITY

My Academics *Student User Guide*

How to Plan Ahead

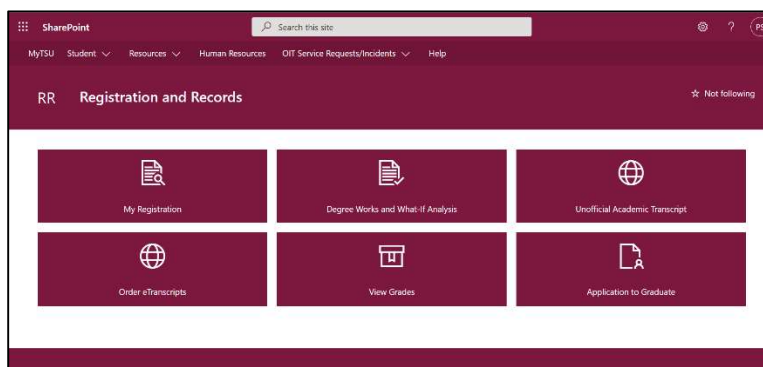
1. Navigate to MyTSU portal landing page click, 'Student'



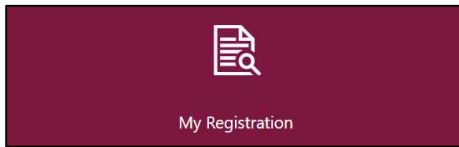
2. Choose "Registration and Records"



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



3. Choose “My Registration” tile

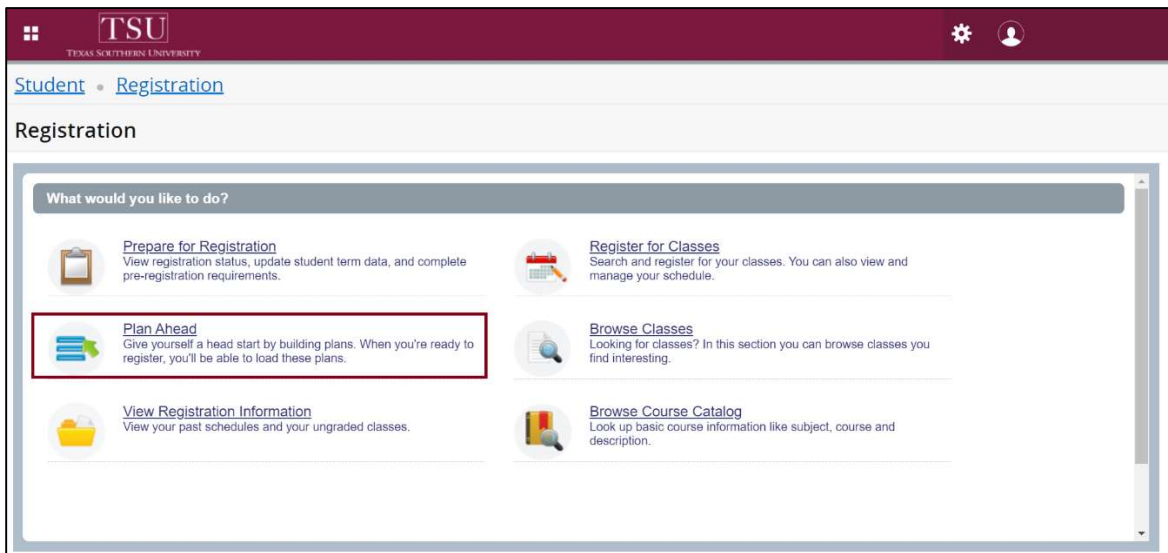


Access to:

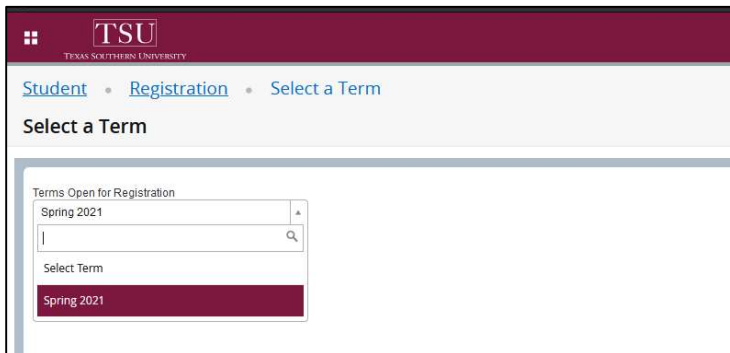
- *Register for Classes*
 - Search and register for classes and manage schedule

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 “Plan Ahead”



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

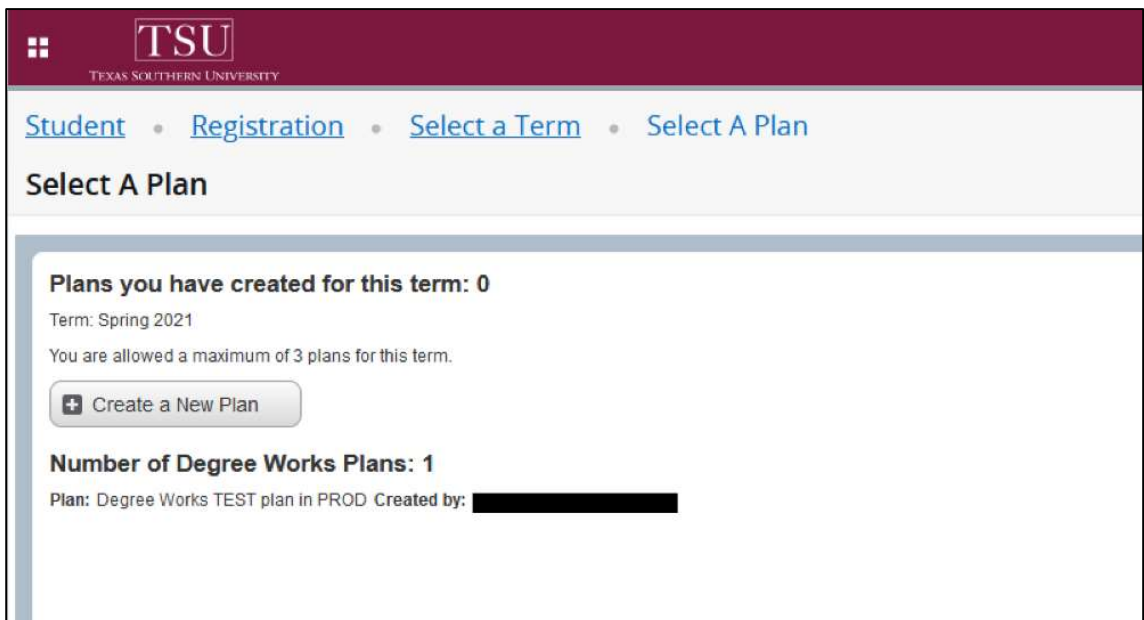


6. Click **“Continue”**



‘Select a Plan will display

7. Click **“Create a plan”** to initiate one or view existing plan from ‘Degree Works.’



8. From 'Find a Class' tab, enter your search criteria.

The screenshot shows the 'Plan Ahead' section of the TSU website. Under the 'Find Classes' tab, there is a 'Degree Works Plans' sub-tab. The 'Enter Your Search Criteria' section includes input fields for 'Term' (set to Spring 2021), 'Subject', 'Course Number', and 'Keyword'. Below these fields are 'Search', 'Clear', and 'Advanced Search' buttons. The bottom portion of the screenshot displays a 'Class Schedule for Spring 2021' grid with columns for days of the week and times (6am to 10am). To the right, a 'Spring 2021Untitled Plan' table lists several classes with columns for Title, Details, Hours, CRN, Schedule Ty, Note, and Status.

- On this form you can
 - Search for classes
 - Add to a tentative plan
- Search by **Subjects, Course Number** or **Keyword**

9. 'Degree Works Plans' to view if plan exists.

The screenshot shows the 'Plan Ahead' section with the 'Degree Works Plans' sub-tab selected. It displays the text 'Number of Degree Works Plans for this term: 1' for the term 'Spring 2021'. Below this, a dropdown menu shows 'Degree Works TEST plan in PROD'. A table lists the details of the plan:

Critical Inc	Title	Details	Hours	Delivery	Choice Group
	Human Anat & Phys Lab	BIOL 245L	0		
	Biological Science Lab I	BIOL 111	1		
	Biological Science I	BIOL 131	3		

NOTE: In the example, there is one plan called **Degree Works TEST plan in PROD**, for the selected term.

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.”



The banner is a horizontal rectangle with a white background on the left and a dark red background on the right. On the left side, 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 side, the text 'GET IT HELP' is written in white. Below this, there is a paragraph of white text: '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>'. Below that, it says 'Call: 713-313-4357 or 713-313-HELP'.