



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Submit Application to Graduate

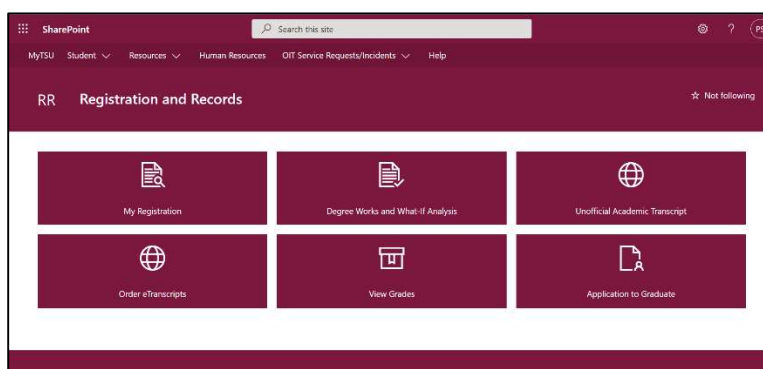
1. Navigate to MyTSU portal landing page click, 'Student'



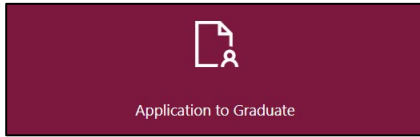
2. Choose "Registration and Records"



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

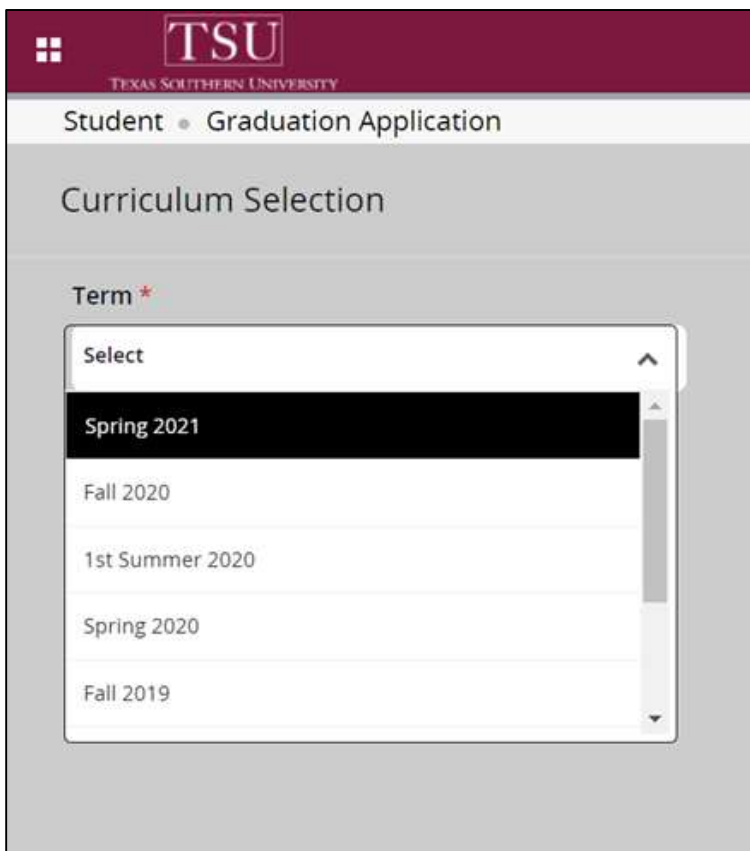


3. Choose “**Application to Graduate**” tile



The “**Graduate Application**” will appear.

4. Select “**Term**” from the drop-down menu.



5. Choose **“Primary Degree”** radio button.

Student • Graduation Application

Curriculum Selection

Term *
Spring 2021

Primary Degree

Doctor of Philosophy

Level	Program	College	Campus
Graduate	Pharmaceut Sciences Doctoral	College Of Pharmacy/Hlth Sci.	Central/On Campus

Major
Pharmaceutical Sciences

Continue

6. Click **“Continue”**



7. Choose **“Graduation Ceremony Attendance”** term.

Graduation Ceremony Attendance

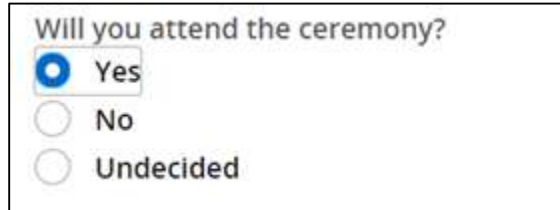
Graduation Date *
Select

Term: Spring 2021

8. Click **“Continue”**



9. Choose a response to the question “Will you attend the ceremony?”
- Yes
 - No
 - Undecided



Will you attend the ceremony?

Yes

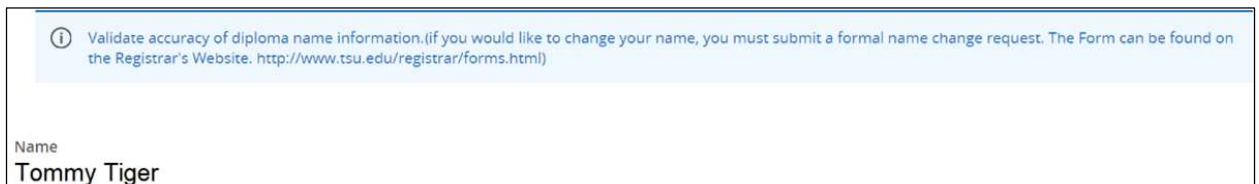
No

Undecided

10. Click “Continue”



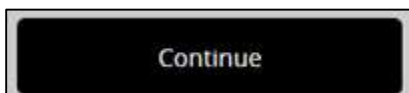
11. Validate accuracy* of diploma name information.
(*contact the Office of the University Registrar if incorrect.)



Validate accuracy of diploma name information.(if you would like to change your name, you must submit a formal name change request. The Form can be found on the Registrar's Website. <http://www.tsu.edu/registrar/forms.html>)

Name
Tommy Tiger

12. Click “Continue”



13. Select “Mailing Address for Diploma.”

Mailing Address For Diploma

i Select one of your existing addresses or "New" to specify a new address (only for mailing of the diploma).

One of your Addresses *

Select	^
New	
Billing	3100 Cleburne St, Houston, TX 77004
Mailing	3100 Cleburne St, Houston, TX 77004
Permanent	3100 Cleburne St, Houston, TX 77004

14. Click “Continue”



15. Validate accuracy* of mailing address for diploma (*contact the Office of the University Registrar if incorrect.)

Mailing Address For Diploma

i Select one of your existing addresses or "New" to specify a new address (only for mailing of the diploma).

One of your Addresses *

Mailing 3100 Cleburne St, Houston, TX 77004 ▼

Street Line 1 *
3100 Cleburne St

Street Line 2

Street Line 3

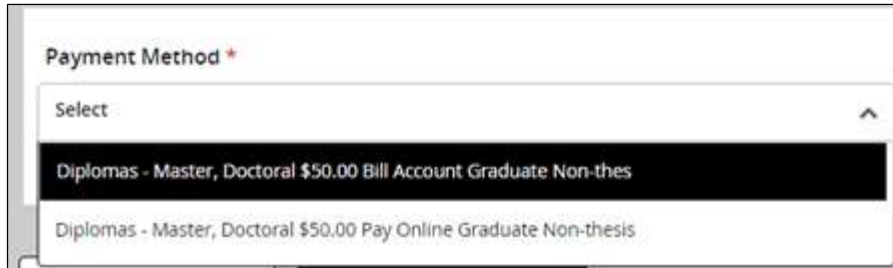
City *
Houston

16. Click **“Continue”**



17. Choose **“Payment Method”**

- Bill Account
- Pay Online



18. Click **“Continue”**

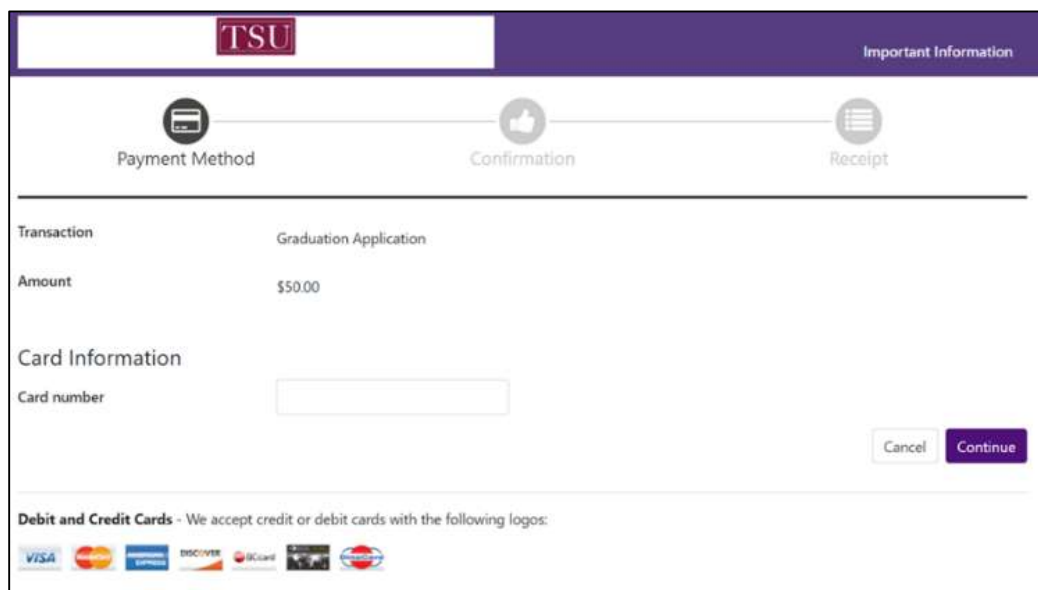


19. View **“Graduate Application Summary”** for accuracy

Graduation Application Summary			
Graduation Date			
Term			
Spring 2021			
Ceremony			
Attend Ceremony			
Yes			
Diploma Mailing Address			
Street	City	State or Province	Zip or Postal Code
3100 Cleburne St,	Houston	Texas	77004
Nation			
United States (USA)			

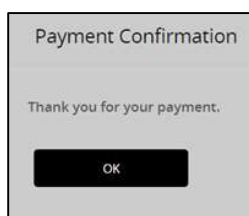
Your information will be securely redirected to the “**Billing and Payment Suite**”

20. Follow instructions to **make a payment**



The screenshot shows the TSU Billing and Payment Suite interface. At the top, there is a purple header with the TSU logo on the left and "Important Information" on the right. Below the header is a progress bar with three steps: "Payment Method" (selected), "Confirmation", and "Receipt". The main content area displays the transaction details: "Transaction: Graduation Application" and "Amount: \$50.00". Under "Card Information", there is a text input field for the "Card number". At the bottom right of the form are "Cancel" and "Continue" buttons. Below the form, there is a section for "Debit and Credit Cards" with logos for VISA, Mastercard, American Express, DISCOVER, iCard, and Discover.

21. “**Payment Confirmation**” will appear.



22. Click “**OK**”



A **confirmation message** will appear.

Contact a representative in the Office of the University Registrar for more information.

Phone: (713) 313-4327
Fax: (713) 313-1878
Email: registrar@tsu.edu

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 a logo for TSU (Texas Southern University) with the text "TEXAS SOUTHERN UNIVERSITY" and "Office of Information Technology" below it. On the right side, the text "GET IT HELP" is written in white. Below this, it states: "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 says: "To request assistance, Email: ITServiceCenter@tsu.edu". At the bottom, it provides: "Self-Service: <http://ITServiceCenter.tsu.edu>" and "Call: 713-313-4357 or 713-313-HELP".