



TEXAS SOUTHERN UNIVERSITY

## My Academics Student User Guide

### Financial Acknowledgement Agreement

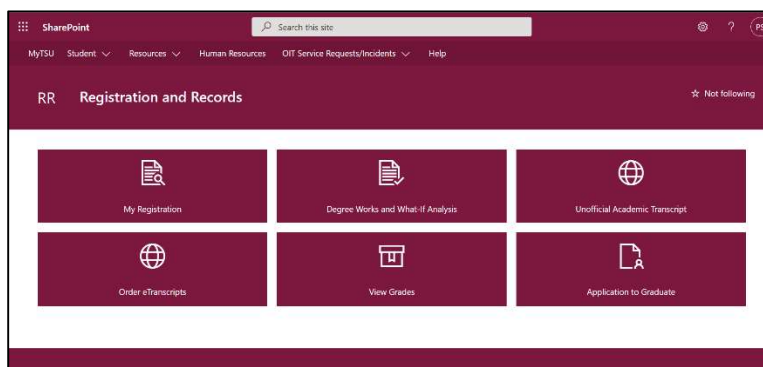
1. Navigate to MyTSU portal landing page click, 'Student'



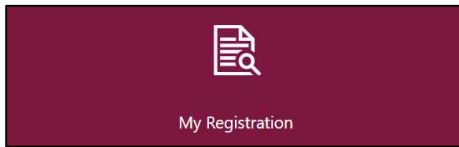
2. Choose "Registration and Records"



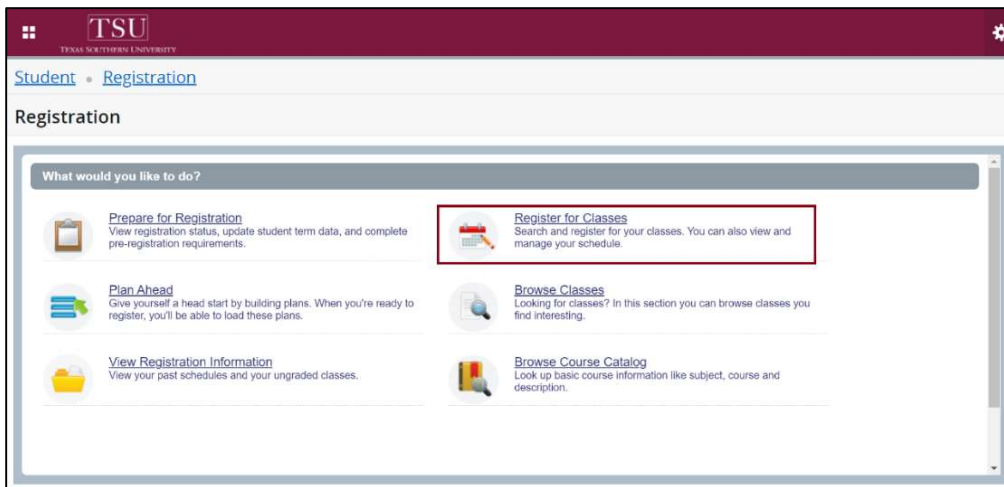
Six (6) intuitive and adaptive tiles (shortcuts) will display.



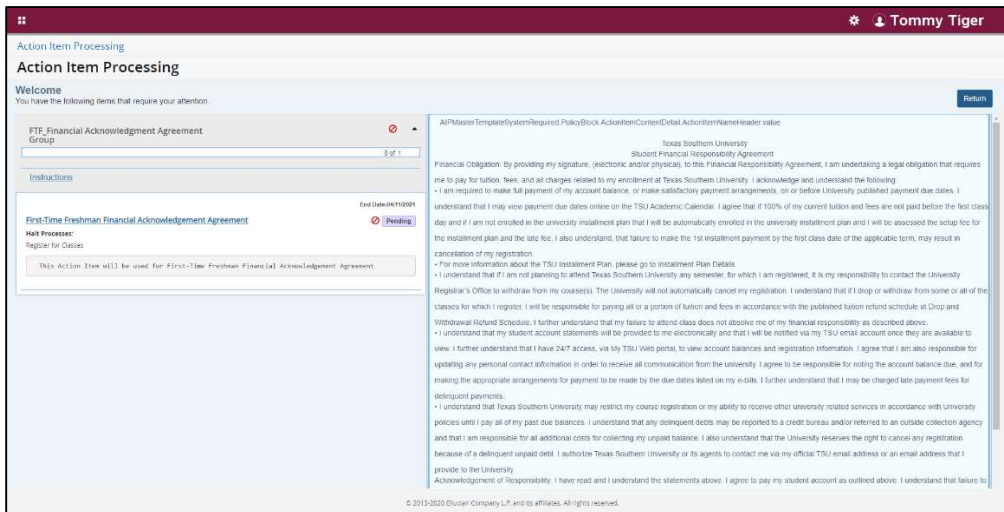
### 3. Choose “My Registration” tile



### 4. Click “Register for Classes”



## Financial Acknowledgement Agreement will appear.



**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.

5. 'Action Item Processing' will pop-up, click '**CONTINUE**'.

Action Item Processing

You have Action Item pending that halt access to this process.

Continue to resolve your Action Items.  
Cancel to return to the previous page.

---

CANCEL | CONTINUE

**“Financial Acknowledgement Agreement”** hyperlink will appear

6. Click, hyperlink.

[Financial Acknowledgement Agreement](#)

**Halt Processes:**

Register for Classes

7. Read and agree to the **“Financial Acknowledgement Agreement”** and scroll to the end.

Texas Southern University  
Student Financial Responsibility Agreement

Financial Obligation: By providing my signature, (electronic and/or physical), to this Financial Responsibility Agreement, I am undertaking a legal obligation that requires me to pay for tuition, fees, and all charges related to my enrollment at Texas Southern University. I acknowledge and understand the following:

- I am required to make full payment of my account balance, or make satisfactory payment arrangements, on or before University published payment due dates. I understand that I may view payment due dates online on the TSU Academic Calendar. I agree that if 100% of my current tuition and fees are not paid before the first class day and if I am not enrolled in the university installment plan that I will be automatically enrolled in the university installment plan and I will be assessed the setup fee for the installment plan and the late fee. I also understand, that failure to make the 1st installment payment by the first class date of the applicable term, may result in cancellation of my registration.
- For more information about the TSU Installment Plan, please go to Installment Plan Details.
- I understand that if I am not planning to attend Texas Southern University any semester, for which I am registered, it is my responsibility to contact the University

8. Click the 'acknowledgement' check box.

I Acknowledge that I owe Texas Southern University

9. Click **“Save”**



10. Click **“Continue”**



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 dark red background on the right. The white section contains the TSU logo (a maroon square with "TSU" in white) and the text "TEXAS SOUTHERN UNIVERSITY" and "Office of Information Technology". The dark red section contains the text "GET IT HELP" in white, followed by contact information for the IT Service Center.

**TSU** TEXAS SOUTHERN UNIVERSITY  
Office of Information Technology

**GET IT HELP**  
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)  
To request assistance,  
Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu)  
Self-Service: <http://ITServiceCenter.tsu.edu>  
Call: 713-313-4357 or 713-313-HELP