

Texas Southern University
3100 Cleburne St, Houston, Texas
(713) 313-6700

COPHS Major:
<input type="checkbox"/> CLS
<input type="checkbox"/> EH
<input type="checkbox"/> HA
<input type="checkbox"/> HIM
<input type="checkbox"/> RT
<input type="checkbox"/> Pre-Pharm
<input type="checkbox"/> Pharm.D
<input type="checkbox"/> MHA
<input type="checkbox"/> Ph.D.

COURSE REGISTRATION FORM

Student's T#: T00 _____ Classification: FR SO JR SR PB
P1 P2 P3 P4

Student's Name: _____
(Last) (First) (M)

Email Address: _____ Phone #: _____

SEMESTER/YEAR FALL _____ SPRING _____ SUMMER I _____ SUMMER II _____

PREFERRED COURSE SCHEDULE

CRN (12345)	Course Prefix (ENG)	Course # (301)	Section # (02)	Credit Hours (3)	Day (MWF)	Time (9 - 9:50)

ALTERNATE COURSE SCHEDULE

CRN (12345)	Course Prefix (ENG)	Course # (301)	Section # (02)	Credit Hours (3)	Day (MWF)	Time (9 - 9:50)

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

COURSE SCHEDULING INSTRUCTIONS

Course scheduling is available to all TSU students. You have the ability to choose your class schedule (specific days and times) based on your current degree plan, but you do not have the option to register yourself into classes. All pre-pharmacy and pre-health science students must be registered by an academic advisor in the **Office of Student Services**, located in Gray Hall, room 134. Feel free to use the computer lab in Gray Hall room 146.

Computer lab log on instructions:

Username: student\First Name Initial. Last Name + last four digits of your T-number
(e.g.: student\j.smith1234)

Default Password: Q! + your date of birth (mmddyyyy)
(e.g.: Q!01251978)

*If you are unable to log into the **Student** domain, please contact the OIT Helpdesk at 713-313-4357 or 713-313-7564.*

To create your class schedule, please follow the steps listed below:

1. In the search bar, type: **em.tsu.edu**
2. Click the **Register Now** box, in the middle of the page.
3. When the Dynamic Schedule appears, choose the term in which you wish to select classes, and click the **Submit** button.
4. Choose your subject of choice (based on your degree plan), and click the **Class Search** button. An available listing of courses will appear.
5. Once you've identified a specific class schedule, click on the **Title** of the course to verify the seat availability (a positive number in the **Remaining** column reflects seat availability).
6. Click the **Return to Previous** button twice, if you need to search for additions classes and go back to **#4**.
7. Upon completion of the class selection process, take your completed form to the **Office of Student Services (Gray Hall room 134)** to be processed by an academic advisor.