



TEXAS SOUTHERN UNIVERSITY

## My Academics Student User Guide

### How to Submit Application to Graduate

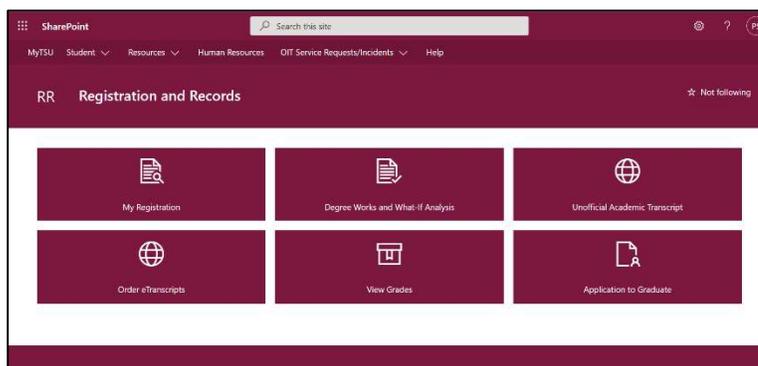
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



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

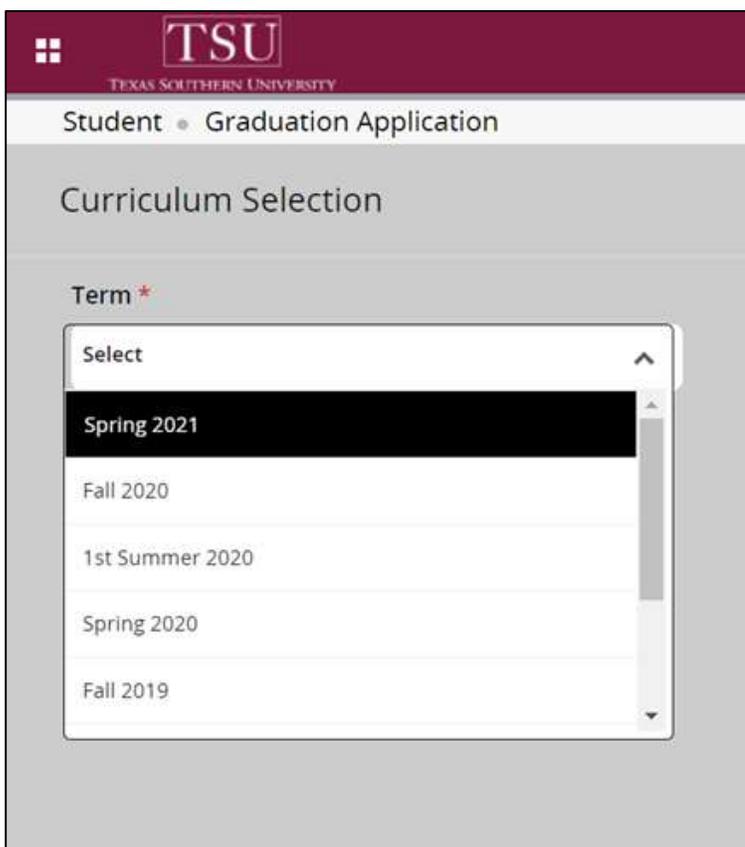


3. Choose “**Application to Graduate**” tile



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

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



This section represents all of the curriculum (or majors) that you have had. You always want to select the most recent curriculum (because that is your current major).

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

If you notice any errors with your curriculum information, please contact your advisor and update your major information.

6. Click **“Continue”**



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

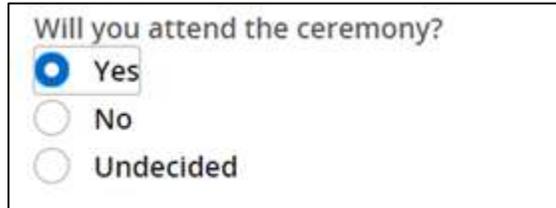
Graduation Ceremony Attendance

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

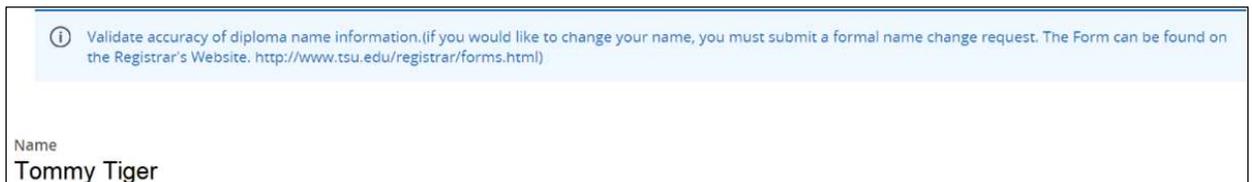
No

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. 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)			

18. Click “OK”



A **confirmation message** will appear.