## Instructions on Printing "My Course History" on Peoplesoft

- 1. Log into MYSJSU Account (Link)
- 2. On the home page, find the Academics: Record section

SJSU SAN JOSÉ STATE					
🖈 Student Center	>	Student Center			
View My Messages	>	View Messages No Holds	s 📗 No To Dos 📔 1 Other	Indicators	Qs
A Holds	>	Academics			Enrol
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		CLASS 🔺 S	CHEDULE	Plan	> You m
Enrollment	~	CCS 10B-10 T LEC (28295) D	uTh 12:00PM - 1:15PM Dudley Moorhead Hall 150	Enroll	> Octob
Academics: Records	~	CS 22A-02 N LEC (22463) S	AoWe 4:30PM - 5:45PM Sweeney Hall 435	My Academics	> Detail
\$ Finances	$\sim$	ENVS 10-02	NoWe 1:30PM - 2:45PM	Enroll in CSU Fully Online	> Gene
		LEC (27152)	Dudley Moorhead Hall 164	MyProgress	> 🛃 Ad
Admissions	-	Enrollment Shopping Cart		Order Official Transcript	>
Personal Information	$\sim$			MyPlanner	> 50
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		Account Summany (See * link below	A	My Account	

3. Select the Academic Records drop-down menu and click on "My Course History"

SJSU SAN JOSÉ STATE UNIVERSITY	E					
* Student Center	>	Student Center				
View My Messages	>	View Messages	Holds 🗮 No To Dos 🗮 1 Other	Indicators		Q Search 1
A Holds	>				:	Enrollment
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Enrollment	$\sim$	CCS 10B-10	TuTh 12:00PM - 1:15PM Dudley Moorbead Hall 150	Enroll	>	Session 202- October 11,
Academics: Records	^	CS 22A-02	MoWe 4:30PM - 5:45PM	My Academics	>	Details
MyProgress		ENVS 10-02	MoWe 1:30PM - 2:45PM	Enroll in CSU Fully Online	>	General Info
MyPlanner		LEC (27152)	Dudley Moorhead Hall 164	MyProgress	>	C Admission
MyDegree Tracker		Enrollment Shopping Ca	art	Order Official Transcript	>	C Office of t
My Course History				MyPlanner	>	
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View Transfer Credit Report Finances Finances					:	Rursar's (
Transcript						e buisal s (
\$ Finances	~	Account Summary (See * link	belowj	My Account		Important L

## 4. Click on "Select Display Options"



5. Under the Select Display Option choose "Show courses from My Planner"

My Course History				
Student Name				
The following courses have been take	en at San Jo	osé State	University.	
<ul> <li>Select Display Option</li> </ul>				
Hide courses from My Planner	⊙ sł	now cours	es from My Planner	T
Sort results by	Select	~		
Sort results by Then by	Select Select	~ ~		

## 6. You will see the screenshot below

	, <u> </u>
* Student Center > My Course History	
View My Messages > Student Name	
Holds > The following courses have been taken at San José State University.	
E To Do List > Select Display Option	
Make a Payment     Make a Payment     Shopping Cart     Course History	
Academics:     Enrollment     Sort results by     Select     Select     Select	
Select V My Academics My Academics	
\$ Finances V Sort	
Admissions	
Personal Information V	
Alert-SJSU	
Cother Items  AFAM 22 Humanities Af Am Cul Fall 2023 3.00 GE: F Ethnic Studies	
t Logout ANI 10 Light and Optics Fall 2023 3.00 ★	
ANI 13 Drawing Ani/III Fall 2024 3.00	
ANI 21 Color Principles Spring 2024 3.00	
ANI 31 2D Animation I Spring 3.00	
ANI 71 Visual Principles Fall 2023 3.00	
ART 24         Drawing I         Spring 2023         A         3.00         12.000	

7. Save as PDF including all courses and student name at the top.