

Instructions on Printing “My Course History” on Peoplesoft

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

The screenshot shows the SJSU Student Center homepage. The left sidebar contains a list of navigation links. The 'Academics: Records' link is highlighted with a red box. The main content area displays the 'Spring 2024 Schedule' table.

CLASS	SCHEDULE
CCS 10B-10 LEC (28295)	TuTh 12:00PM - 1:15PM Dudley Moorhead Hall 150
CS 22A-02 LEC (22463)	MoWe 4:30PM - 5:45PM Sweeney Hall 435
ENVS 10-02 LEC (27152)	MoWe 1:30PM - 2:45PM Dudley Moorhead Hall 164

Below the schedule table is an 'Enrollment Shopping Cart' button. The right sidebar contains a search bar and a list of links including 'Enroll', 'My Academics', 'Enroll in CSU Fully Online', 'MyProgress', 'Order Official Transcript', 'MyPlanner', and 'MyScheduler'.

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


The screenshot shows the SJSU Student Center homepage with the 'Academics: Records' drop-down menu open. The 'My Course History' option is highlighted with a red box. The main content area displays the 'Spring 2024 Schedule' table.

CLASS	SCHEDULE
CCS 10B-10 LEC (28295)	TuTh 12:00PM - 1:15PM Dudley Moorhead Hall 150
CS 22A-02 LEC (22463)	MoWe 4:30PM - 5:45PM Sweeney Hall 435
ENVS 10-02 LEC (27152)	MoWe 1:30PM - 2:45PM Dudley Moorhead Hall 164


Below the schedule table is an 'Enrollment Shopping Cart' button. The right sidebar contains a search bar and a list of links including 'Enroll', 'My Academics', 'Enroll in CSU Fully Online', 'MyProgress', 'Order Official Transcript', 'MyPlanner', and 'MyScheduler'.

4. Click on “Select Display Options”

My Course History


 **Student Name**

The following courses have been taken at San José State University.


 **Select Display Option**

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

My Course History

 **Student Name**

The following courses have been taken at San José State University.

 **Select Display Option**

☐ **Hide courses from My Planner** ☒ **Show courses from My Planner**

Sort results by

Select ▼




Then by

Select ▼

Sort

6. You will see the screenshot below

SJSU SAN JOSÉ STATE UNIVERSITY

★ Student Center >

✉ View My Messages >

🔒 Holds >

☰ To Do List >

💳 Make a Payment >

📅 Academics: Enrollment >

📅 Academics: Records >

💰 Finances >

📄 Admissions >


👤 Personal Information >

⚠ Alert-SJSU >


📁 Other Items >

🔌 Logout >

My Course History

 **Student Name**

The following courses have been taken at San José State University.

 **Select Display Option**

☐ **Hide courses from My Planner** ☒ **Show courses from My Planner**

Sort results by

Select ▼

Then by

Select ▼

Sort

In this section

Plan

- Shopping Cart
- Course History

Enroll

My Academics

TAKEN TRANSFERRED IN PROGRESS PLANNED OR IN CART

COURSE	DESCRIPTION	TERM	GRADE	UNITS	GRD. POINTS	REPEAT CODE	REQMNT. DESIG.	STATUS
AFAM 22	Humanities Af Am Cul	Fall 2023		3.00			GE: F Ethnic Studies	🟡
ANI 10	Light and Optics	Fall 2023		3.00				★
ANI 13	Drawing Ani/III I	Fall 2024		3.00				★
ANI 21	Color Principles	Spring 2024		3.00				★
ANI 31	2D Animation I	Spring 2024		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.