

## The Transferring Student's Guide to Navigating the First Semester



Transfer Program Advisor  
(name, e-mail and department)

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Major Advisor  
(if not assigned today, contact your major department)

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### GRADUATION ELIGIBILITY

- At least 120 earned units
- Completion of General Education (GenEd) Requirements
- At least 32 units of upper-level work (300 – 400+ level courses)
- Completion of a major (minimum of 2.0 in each course)
- A minimum cumulative GPA of 2.0

# Towson University Academic Calendar

Information regarding course offerings and registration is found online at [www.towson.edu/registrar](http://www.towson.edu/registrar).

<b>SPRING 2012</b>	
January 30 (Monday)	Spring classes begin Change of Schedule period begins
February 2 (Thursday)	Change of Schedule period ends for 1st 7 week courses Last day to drop a course with no grade posted to academic record Last day to add a 1st 7 week course
February 7 (Tuesday)	Change of Schedule period ends for full term Last day to drop a course with no grade posted to academic record Last day to add a course
March 2 (Friday)	Last day to withdraw from a 1st 7 week course with a grade of "W"
March 18-25 (Sunday-Sunday)	Spring Break (Saturday, March 17 class will meet, but Saturday, March 24 will not)
March 26 (Monday)	Classes resume Mid-semester and end of 1st 7 week courses
March 27 (Tuesday)	2nd 7 week courses begin
March 30 (Friday)	Change of Schedule period ends for 2nd 7 week courses Last day to drop a course with no grade posted to academic record Last day to add a 2nd 7 week course

April 13 (Friday)	Last day to withdraw from a semester course with a grade of “W” Last day to change to Pass or Audit grading options
April 30 (Monday)	Last day to withdraw from 2nd 7 week courses
May 12 (Saturday)	Last Saturday class
May 15 (Tuesday)	Last day of classes
May 16 (Wednesday)	Final examinations begin
May 22 (Tuesday)	Last day of examinations & end of semester

### **EMERGENCY CLOSING POLICY**

Announcements about schedule changes or cancellations are broadcast over the following major radio and TV stations: WBAL (AM/1090), WYPR (FM/88.1), WMZQ (FM/98.7), WLIF (FM/101.9), WTOP (FM/103.5), WBAL-TV (11), WJZ-TV (13), WMAR-TV (2), and WRC-TV (4). Schedule changes are also announced on the University homepage and sent via text message to students registered with the Campus Emergency Text Message Notification System. Students are strongly encouraged to register for Text Alerts on the Campus Police webpage. Information will also be available by calling 410-704-NEWS or 410-704-2000.

# Transferring Student Advisement Learning Outcomes

## Transferring Student Advisement Learning Outcomes

Common learning outcomes for new transferring students during their transition to Towson include:

### Transfer Credit Evaluation

- Students will understand their Transfer Evaluation and how their transferred coursework fits Towson requirements.
- Students will understand the process for appealing transfer credit evaluation decisions.

### Academic Advising

- Students will know how to contact their academic advisor or if they do not have an academic advisor will know how to contact their department office to be assigned to an academic advisor.
- Students will know the general calendar for advising sessions in their major department.

### Towson Online Services (PeopleSoft), Catalog, Blackboard, and Towson Email

- Students will know how to access their Student Center and will become familiar with the information available and the resources linked there.
- Students will know how to access their Degree Progress and Academic Requirement Reports and will understand the value and use of these tools in their own planning and in their meetings with their advisor.
- Students will be introduced to Academic Planner and will learn how it is used.
- Students will know how to access the Towson Undergraduate Catalog online.
- Students will understand how to access Blackboard and will appreciate its role in course support.
- Students will know how to access their TU email account and understand the important role that using and checking that account plays in University communications.
- Students will learn how to register for classes and make prudent changes to their class schedules using their Towson Online Services account.

### Academic Major

- Students will verify that their listed major is consistent with their intended major. Students will learn how to change their major online as needed.
- Students will know how to access information about their major on the Towson website.
- Students will have and know how to use a program planning guide/sheet for their major.

## GENERAL EDUCATION REQUIREMENTS (GenEds)

### I. Skills for Liberal Learning

#### Category I.A. Writing for a Liberal Education

*This course explores ways of writing and thinking in the branches of knowledge and of developing rhetorical strategies for successful college-level expository writing.*

**One course is required in this category. A grade equivalent of 2.00 or higher is required to fulfill the requirement. A grade of PS is acceptable provided the course is not required for the major or minor. Course in italics is an honors course.**

ENGL 102 Writing for a Liberal Education  
ENGL 190 Honors Writing Seminar

#### Category I.B. Using Information Effectively

*Courses in this category focus on 1) gathering information from print, human and electronic sources, 2) critically evaluating information, 3) using it effectively in writing and speaking, and 4) learning about the various approaches to information in different branches of knowledge.*

**One course is required in this category. Courses in italics are honors courses.**

ART 100 Using Visual Information Effectively  
COMM 100 Using Information Effectively in Public Policy Debate  
COSC 111 Information and Technology for Business  
COSC 112 Honors Information and technology for Business  
COSC 119 Using Information Effectively in the Computing Sciences  
DANC 220 Using Information Effectively in Dance  
EMF 100 Using Information Effectively in Electronic Media and Film  
ENGL 152 Solving Literary Problems  
GEOG 230 Understanding and Communicating Through Maps  
HIST 100 Using Information Effectively in History  
HONR 223 Honor Seminar in Using Information Effectively  
IDHP 100 Using Information Effectively: Wellness  
IDHP 110 Information Utilization in the Health Professions  
IDHP 111 Honors Information Utilization in Health Professions  
IDNM 101 Towson Transition: Using Information Effectively in Science  
INST 100 Using Information Effectively: The World Today  
ISTC 201 Using Information Effectively in Education  
ISTC 202 Honors Using Information Effectively in Education  
LAST 100 Latin America: Issues and Approaches  
MCOM 100 Using Information Effectively in Mass Communication

MUSC 100 Using Information Effectively in Music  
OCTH 211 Philosophy of Occupational Therapy  
PHIL 102 Using Information Effectively in Philosophy  
POSC 100 Using Information Effectively: Understanding Political Systems  
PSYC 100 Using Information Effectively in Psychology  
SOC1 100 Using Information Effectively in Social Sciences  
THEA 125 Script Analysis  
THEA 126 Honors Script Analysis

#### Category I.C. College Mathematics

*Courses in this category treat concepts and skills in the mathematical sciences at the level of college algebra and above. They emphasize both theoretical foundations and problem solving applications.*

**One course is required in this category. Courses in italics are honors courses.**

ECON 205 Statistics for Business and Economics I  
MATH 103 Transition to Math Ideas  
MATH 105 Mathematical Ideas  
MATH 106 Introduction to Contemporary Mathematics  
MATH 109 Transition to Algebra for Applications  
MATH 111 Algebra for Applications  
MATH 115 Basic Mathematics for the Sciences  
MATH 119 Pre-Calculus  
MATH 205 Mathematical Concepts and Structures II  
MATH 207 Quantitative and Geometric Reasoning  
MATH 211 Calculus for Applications  
MATH 231 Basic Statistics  
MATH 233 Honors Basic Statistics  
MATH 237 Elementary Biostatistics  
MATH 263 Discrete Mathematics  
MATH 273 Calculus I  
MATH 274 Calculus II  
MATH 275 Calculus III  
MATH 283 Honors Calculus I  
MATH 293 Honors Seminar in Mathematics  
PSYC 212 Behavioral Statistics

#### Category I.D. Advanced Composition

*Courses in this category address 1) the discourse models and practices important to a specific discipline and 2) the techniques of formatting, reporting, validation and documentation required to write successfully within the discipline.*

**One course is required in this category. A grade equivalent of 2.00 or higher is required to fulfill this requirement.**

ANTH 401 Anthropological Theory  
ART 351 Writing About Art  
BIOL 381 Biological Literature  
CHEM 301 Professional Ethics for Scientists  
CLST 300 Methods of Cultural Inquiry  
CRMJ 354 Writing for Criminal Justice

DANC 321 Responding to Dance  
ECED 422 Writing Techniques for Teachers in Early Childhood Education  
EDUC 301 Writing and Communication Skills for Teachers  
ELED 320 Foundations of Writing and Other Language Arts  
EMF 363 History of Film  
EMF 377 Broadcast/Film Writing  
ENGL 310 Writing Argument  
ENGL 313 Academic Essay  
ENGL 315 The Literary Essay  
ENGL 316 Writing About Literature  
ENGL 317 Writing for Business and Industry  
ENGL 318 Advanced Informational Writing  
ENVS 337 The Chesapeake Bay and Its Watershed  
FMST 485 Writing and Research Methods in Family Studies  
FREN 410 Writing About Literature  
GEOG 383 Natural Resources and Society: A Geographic Perspective  
HIST 300 Introduction to Historical Study  
HLTH 315 Curriculum and Planning Issues in Allied Health  
KNES 351 Philosophy: The Sport Experience  
KNES 353 Sport and Society  
KNES 354 Honors Sport and Society  
KNES 357 Sport in Film  
KNES 417 Organizations and Administration of Athletic Training  
KNES 469 Research Methods in Exercise Science  
MCOM 356 Feature Writing  
MCOM 357 Public Relations Writing  
MUSC 302 History of Music II  
NURS 433 Professional Nursing III: Issues  
OCTH 430 Research Methods in Occupational Therapy  
PHIL 460-469 Writing Seminar in Philosophical Studies  
PSYC 313 Research Design and Statistical Analysis in Psychology II  
PSYC 314 Research Methods in Psychology  
SOC1 300 Sociological Analysis  
SPPA 417 Technical Writing in the Clinical Process  
THEA 307 Theories of Theatre  
WMST 333 Women's Words, Women's Lives  
WRIT 312 History of Science  
WRIT 375 Public Administration

#### Category I.E. Creativity and Creative Development

*Courses in this category involve students in a specific creative activity, emphasizing symbolic, affective and imaginative ways of knowing. They reflect current scholarship in the field, provide reference to theoretical frameworks and methods, and explore the critical standards central to the genre or medium.*

**One course is required in this category. Courses in italics are honors courses.**

ART 102 Design for Non-Art Majors  
ART 103 2D Process

ART 106 Drawing for Non-Art Majors  
 ART 107 Ceramics for Non-Art Majors  
 ART 109 Sculpture for Non-Art Majors  
 ART 113 Painting for Non-Art Majors  
 ART 117 Printmaking for Non-Art Majors  
 ART 118 Jewelry for Non-Art Majors  
 ART 126 Fabric Design for Non-Art Majors  
 ART 146 Honors Drawing for Non-Art Majors  
 ART 233 Digital Workflow for Non-Art Majors  
 COSC 109 Computers and Creativity  
 COSC 225 Honors Introduction to LEGO Robotics  
 DANC 235 Dance Composition I  
 ENGL 283 Introduction to Creative Writing  
 ENGL 311 Writing Poetry  
 ENGL 312 Writing Fiction  
 ENGL 332 Honors Writing Fiction  
 HONR 225 Honors Seminar in Creativity and Creative Development  
 IDFA 203 Creativity in the Fine Arts  
 MUSC 116 Songwriting and Basic Music Composition for Non-Music Majors  
 MUSC 206 Creative Music Instrument and System Programming  
 THEA 101 Acting I  
 THEA 102 Honors Acting I  
 THEA 142 Introduction to Theatre Design  
 THEA 231 Mime and Physical Theatre Techniques  
 THEA 353 Costume Design

## II. Contexts for Liberal Learning

### Category II.A. Scientific Inquiry

*These courses help students understand the quantitative and predictive nature of the natural sciences as well as the nature of the scientific method. In addition, certain courses explore the historical development and the structural nature of the subject. Other courses develop one or more issues of current importance to society and place them in broad scientific, technological, societal and ethical contexts.*

**Students are required to complete: two lab courses (4 units each) for a total of 8 units, OR one lab course (4 units) and two non-lab courses (3 units each) for a total of 10 units.**

**Courses in italics are honors courses.**

#### Laboratory Courses

ASTR 161 General Astronomy I  
 ASTR 162 General Astronomy II  
 BIOL 112 Honors Contemporary General Biology  
 BIOL 115 Biology: The Science of Life  
 BIOL 117 Honors Biology The Science of Life  
 BIOL 190 Introductory Biology for the Health Professions  
 BIOL 192 Honors Introductory Biology for the Health Professions  
 BIOL 201 Biology I: Cellular Biology and Genetics  
 BIOL 202 Biology II: Introduction to Ecology, Evolution and Behavior  
 BIOL 203 Honors Biology I: Cellular Biology and Genetics  
 CHEM 104 Introduction to Environmental Chemistry

CHEM 105 Chemistry for Allied Health Professions I  
 CHEM 106 Chemistry for Allied Health Professions II  
 CHEM 110 General Chemistry I  
 CHEM 111 General Chemistry II  
 CHEM 115 Honors Chemistry for Allied Health Professions I  
 GEOL 121 Physical Geology  
 GEOL 122 Honors Physical Geology  
 GEOL 123 Historical Geology  
 PHSC 101 Physical Science I  
 PHYS 131 Light and Color  
 PHYS 135 Introduction to Holography  
 PHYS 143 Physics of Sound and Music  
 PHYS 202 General Physics for the Health Sciences  
 PHYS 211 General Physics I Non-Calculus Based  
 PHYS 212 General Physics II Non-Calculus-Based  
 PHYS 241 General Physics I Calculus-Based  
 PHYS 242 General Physics II Calculus-Based  
 PHYS 251 Honors General Physics I (Calculus-Based)  
 PHYS 252 Honors General Physics II (Calculus-Based)

#### Non-Laboratory Courses

ANTH 341 Information Age Cultures  
 ASTR 301 Cosmic Origins  
 ASTR 302 Honors Cosmic Origins  
 BIOL 105 Environmental Biology  
 BIOL 306 Human Ecology and Sustainability  
 BIOL 321 Biology of Women  
 BIOL 322 Biotechnology and Society  
 BIOL 323 Genes, Evolution and Morality  
 BIOL 327 Dangerous Diseases  
 BIOL 333 Humans, Science and the Chesapeake Bay  
 CHEM 100 Chemistry and Current Problems  
 CHEM 112 Honors Chemistry for Non-Scientists  
 CLST 311 Science, Technology and Culture  
 COSC 311 Digital Technologies in Society  
 COSC 321 Computerization and Its Impacts  
 COSC 418 Ethical and Societal Concerns of Computer Scientists  
 ENGL 301 Rhetoric and Science  
 ENVS 301 People and Pests  
 GEOG 101 Physical Geography  
 GEOL 109 Volcanoes and Earthquakes  
 GERO 310 Social Issues in Human Lifestyle Technology  
 HONR 227 Honors Seminar in Scientific Inquiry  
 HONR 327 Honors Seminar in Science, Technology and Modern Society  
 HLTH 218 Women's Health  
 IDLA 301 Cities and Suburbs as Human Habitats  
 IDNM 305 Ethics, Science and Society  
 IDNM 307 Women, Gender and Science  
 IDNM 309 Women, Society and Radiation Science  
 IDNM 311 Human Genetics  
 IDNM 313 Plagues and People

IDNM 314 Comparative Social Behavior of Humans and Nonhuman Primates  
 IDNM 315 Networks: The Science of Connections  
 KNES 321 The Science of Sports Success: Contributions of Genetics and Practice  
 MATH 305 Chance  
 OOTH 301 Genetics, Health and Society  
 PHIL 319 Science, Technology and Values  
 PHYS 100 Understanding Physics  
 PHYS 103 How Things Work  
 PSYC 301 Science, Pseudoscience and Superstition  
 WMST 339 Reproductive Technologies and the Future of Motherhood.

### Category II.B.1. American Experience: Arts and Humanities

*These courses engage students in a critical assessment of how their own experience is affected by American traditions in the arts and humanities and how the methodologies of these disciplines can help them better understand American culture.*

**One course is required in this category. The discipline chosen must be different from those chosen in II.C.I. In all Category II requirements, no more than three courses from one discipline may be taken for GenEd credit.**

**Courses in italics are honors courses.**

AMST 201 Introduction to American Studies  
 ART 115 American Traditions in Painting  
 ARTH 113 Myths and Stories in American Art  
 DANC 127 Introduction to Dance: The American Experience  
 DANC 200 Our Dance Corridor  
 ENGL 230 Main Currents in American Literature  
 ENGL 231 American Literature to 1865  
 ENGL 232 American Literature Since 1865  
 ENGL 236 American Indian Literature 1772-Present  
 HIST 145 History of the United States to the Mid-19th Century  
 HIST 146 History of the United States Since the Mid-19th Century  
 HIST 148 Honors History of the United States Since the Mid-19th Century  
 HIST 162 Honors American Indian History  
 HONR 230 Honors Seminar in the American Experience: Arts & Humanities  
 IDFA 201 American Vision: Baltimore Visual and Performing Arts  
 IDFA 202 Honors American Vision: Baltimore Visual and Performing Arts  
 KNES 251 History of Sport in America  
 MUSC 111 Introduction to Music in the U.S.  
 MUSC 123 Jazz History for Non-Majors  
 MUSC 125 Honors Jazz History for Non-Majors  
 MUSC 127 Elements and History of Rock Music  
 MUSC 201 Music in the United States: Analytic Emphasis  
 THEA 103 Introduction to American Theatre

**Category II.B.2. Merged into Category II.C.2**

**Category II.B.3. American Experience: Contemporary Issues**

*These courses engage students in a critical assessment of how social and behavioral studies of American experience extend their understanding of themselves and others and how the methodologies of the social and behavioral sciences help them better understand American culture, behavior, or social and political institutions.*

**One course is required in this category. In all Category II requirements, no more than three courses from one discipline (e.g. HLTH, PHIL) may be taken for GenEd credit. Courses in italics are honors courses.**

CLST 201 Introduction to Cultural Studies  
CLST 202 Honors Introduction to Cultural Studies  
COMM 131 Fundamentals of Speech Communication  
COMM 132 Honors Fundamentals of Speech Communication  
COSC 210 Introduction to Digital Security and Digital Forensics  
CRMJ 254 Introduction to Criminal Justice  
DANC 101 The Alexander Technique  
DANC 105 Movement Skills Enhancement for Men  
DANC 106 Fundamentals of Dance Movement  
DFST 101 Introduction to Deaf Studies  
DFST 111 Honors Introduction To Deaf Studies  
EDUC 201 The Parenting Process  
ELED 201 School and American Society  
ELED 211 Honors School and American Society  
EMF 140 Introduction to Electronic Media  
ENTR 120 The Entrepreneurial Process  
FMST 201 Family Resources  
HLTH 101 Wellness for a Diverse Society  
HLTH 102 Honors Wellness for a Diverse Society  
HLTH 207 Health Care in the U.S.  
HONR 233 Honors Seminar in the American Experience: Contemporary Issues  
IDFA 207 Applied Ethics and Aesthetics in Fine Arts and Communications  
KNES 235 Individualized Fitness  
MTRO 101 Introduction to Metropolitan Studies  
MUSC 114 Music Technology in American Society  
OCTH 103 Leisure and Health Issues in Contemporary Society  
PHIL 253 Contemporary Ethical Problems  
PHIL 255 Environmental Ethics  
SOC1 210 Sociology of Sport  
WMST 235 American Women and Popular Culture

**Category II.C.1. Western Heritage: Arts and Humanities**

*These courses engage students in understanding how the Western heritage marks their contemporary experience positively or negatively.*

**One course is required in this category. The discipline chosen must be different from the one chosen in II.B.1. In all Category II requirements, no more than three courses from one discipline may be taken for GenEd credit.**

**Courses in italics are honors courses.**

ARTH 109 Art and the Human Body  
ARTH 207 Honors Seminar in Art History  
ARTH 221 Survey of Western Art  
ARTH 222 Survey of Western Art II  
DANC 123 Introduction to Dance: European Court  
DANC 125 Introduction to Dance: Overview  
DFST 104 American Sign Language I  
DFST 105 American Sign Language II  
DFST 114 Honors American Sign Language I  
ENGL 205 Shakespeare for Non-Majors  
ENGL 221 British Literature to 1798  
ENGL 222 British Literature since 1798  
ENGL 240 Classics of the Western Heritage  
ENGL 243 Introduction to Classical Mythology  
ENGL 261 Tradition and Form in Western Poetry  
ENGL 263 Tradition and Form in Western Fiction  
ENGL 265 Tradition and Form in Western Drama  
ENGL 290 Honors Seminar in Literature  
FREN 101 French Elements I  
FREN 102 French Elements II  
GERM 101 German Elements I  
GERM 102 German Elements II  
GRK 101 Elements of Modern Greek I  
GRK 102 Elements of Modern Greek II  
HIST 101 Introduction to Ancient Civilization  
HIST 102 History of European Civilization through the 17th Century  
HIST 103 History of European Civilization from the 17th Century  
HIST 105 Byzantine Empires and Balkans to 1821  
HIST 231 History of Russian Civilization  
PSYC 204 Honors Human Development  
HONR 235 Honors Seminar in Western Heritage: Arts and Humanities  
ITAL 101 Italian Elements I  
ITAL 102 Italian Elements II  
LATN 101 Latin Elements I  
LATN 102 Latin Elements II  
LATN 201 Latin Intermediate I  
LATN 202 Latin Intermediate II  
LATN 301 Advanced Readings Latin I  
LATN 302 Advanced Readings Latin II  
MUSC 101 Introduction to Music of the Western Heritage  
MUSC 105 Music Theory for Non-Majors  
MUSC 106 Honors Introduction to Music of the Western Heritage  
PHIL 101 Introduction to Philosophy  
PHIL 103 Introduction to Ethics  
PHIL 111 Logic  
PHIL 112 Honors Logic  
PHIL 212 Honors Special Studies in Philosophy  
PHIL 221 Ancient Greek Philosophy  
PORT 101 Portuguese Elements I

RUSS 101 Russian Elements I  
RUSS 102 Russian Elements II  
SPAN 101 Spanish Elements I  
SPAN 102 Spanish Elements II  
THEA 241 Costume, Dress and Society: Egyptian to Elizabethan  
THEA 242 Costume, Dress and Society: Elizabethan to 1950

**Category II.C.2. Western Heritage: Social and Behavioral Sciences**

*These courses engage students in a critical assessment of how social and behavioral studies and their methodologies help them better understand Western culture, behavior, or social and political institutions.*

**Two courses from different disciplines are required in this category. In all Category II requirements, no more than three courses from one discipline (e.g. ECON, POSC) may be taken for GenEd credit. Courses in italics are honors courses.**

ANTH 209 Anthropology of American Culture  
ANTH 211 Honors Anthropology of American Culture  
ECON 201 Microeconomic Principles  
ECON 202 Macroeconomic Principles  
ECON 203 Honors Microeconomic Principles  
ECON 204 Honors Macroeconomic Principles  
FMST 101 Introduction to Family Studies  
FMST 102 Honors Introduction to Family Studies  
GERO 101 Introduction to Gerontology  
HONR 237 Honors Seminar in Western Heritage: Social and Behavioral Sciences  
POSC 101 Introduction to Political Science  
POSC 102 Honors Introduction to Political Science  
POSC 103 American National Government  
POSC 207 State Government  
POSC 209 Introduction to Law  
POSC 212 Honors in Political Science  
PSYC 101 Introduction to Psychology  
PSYC 102 Honors Introduction to Psychology  
PSYC 203 Human Development  
PORT 102 Portuguese Elements II  
SOC1 101 Introduction to Sociology  
SOC1 102 Honors Introduction to Sociology

**Category II.C.3. Western Heritage: Cultural Plurality and Diversity**

*These courses explore race, class, gender, religious or ethnic traditions, or minority issues and investigate how Western prejudgments, systems or traditions contribute to issues in diversity.*

**One course is required in this category. In all Category II requirements, no more than three courses from one discipline (e.g. ENGL, THEA) may be taken for GenEd credit. Courses in italics are honors courses.**

AFST 201 Main Themes in African-American Studies

EDUC 203 Teaching and Learning in a Diverse Society  
 EMF 205 Women and Gender in Film  
 ENGL 233 Survey of African-American Literature  
 ENGL 234 Major Writers in African-American Literature  
 ENGL 235 Ethnic-American Literature  
 ENGL 239 19th- and 20th-Century Jewish Literature  
 ENGL 253 The Bible and Literature  
 FREN 201 French Intermediate I  
 FREN 202 French Intermediate II  
 FREN 301 French Composition and Conversation I  
 FREN 302 French Composition and Conversation II  
 GERM 201 German Intermediate I  
 GERM 202 German Intermediate II  
 GERM 301 German Composition and Conversation I  
 GERM 302 German Composition and Conversation II  
 HLTH 220 Sexuality in Diverse Societies  
 HONR 240 Honors Seminar in Cultural Plurality and Diversity  
 ITAL 201 Italian Intermediate I  
 ITAL 202 Italian Intermediate II  
 ITAL 301 Italian Composition and Conversation I  
 ITAL 302 Italian Composition and Conversation II  
 LGBT 101 Introduction to Lesbian and Gay Studies  
 MUSC 205 Women in Western Music  
 NURS 416 Cultural Diversity in Health Care  
 PHIL 204 Race, Class and Gender  
 PHIL 251 African-American Philosophy  
 RLST 206 Judaism, Christianity and Islam  
 RUSS 201 Russian Intermediate I  
 RUSS 202 Russian Intermediate II  
 SOCI 241 Blacks in America: Myths and Reality  
 SOCI 243 Sociology of Race, Class and Gender  
 SPAN 201 Spanish Intermediate I  
 SPAN 202 Spanish Intermediate II  
 SPAN 203 Honors Spanish Intermediate I  
 SPAN 204 Honors Spanish Intermediate II  
 SPAN 301 Composition and Conversation I  
 SPAN 302 Composition and Conversation II  
 THEA 303 Cultural Diversity in Contemporary Theater  
 THEA 304 Honors Cultural Diversity in Contemporary Theater  
 THEA 316 Theatre of Crossing Cultures  
 THEA 380 Topics in Diversity  
 WMST 231 Women in Perspective  
 WMST 232 Honors Seminar: Women in Perspective

**Category II.D. Global Awareness: Non-Western Cultures, Traditions, Issues**

*These courses focus specifically or comparatively (among non-Western civilizations or between non-Western/Western civilizations) on helping students understand multiple modes of human expression and experience.*

**One course is required. In all Category II requirements, no more than three courses**

**from one discipline (e.g. ANTH, HIST) may be taken for GenEd credit. Courses in italics are honors courses.**

ANTH 207 Cultural Anthropology  
 ANTH 208 Human Evolution and Prehistory  
 ANTH 210 Honors Cultural Anthropology  
 ARAB 101 Arabic Elements I  
 ARAB 102 Arabic Elements II  
 ARAB 201 Arabic Intermediate I  
 ARTH 105 Art in the Culture  
 ARTH 107 Art: Themes, Dreams and Visions  
 ARTH 108 Introduction to Non-Western Art  
 ARTH 208 Honors Seminar in Non-Western Art History  
 CHNS 101 Elementary Modern Chinese I  
 CHNS 102 Elementary Modern Chinese II  
 CHNS 201 Chinese Intermediate I  
 CHNS 202 Chinese Intermediate II  
 CHNS 301 Chinese Composition and Conversation I  
 CHNS 302 Chinese Composition and Conversation II  
 ENGL 244 World Folklore  
 ENGL 248 Literature of Global Experience  
 GEOG 102 World Regional Geography  
 GEOG 105 Geography of International Affairs  
 GEOG 109 Introduction to Human Geography  
 GEOG 110 Honors Introduction to Human Geography  
 HEBR 101 Elements of Hebrew I  
 HEBR 102 Elements of Hebrew II  
 HEBR 103 Biblical Hebrew I  
 HEBR 104 Biblical Hebrew II  
 HEBR 201 Hebrew Intermediate I  
 HEBR 202 Hebrew Intermediate II  
 HEBR 301 Hebrew Composition and Conversation I  
 HEBR 302 Hebrew Composition and Conversation II  
 HIST 109 Introduction to the Civilization of India  
 HIST 110 East Asian Civilization to the 19<sup>th</sup> Century  
 HIST 111 East Asian Civilization Since the 19<sup>th</sup> Century  
 HIST 117 Islamic History  
 HIST 121 Latin America: Colonial Period  
 HIST 122 Latin America: National Period  
 HIST 135 African History and Culture  
 HLTH 201 International Health  
 HONR 243 Honors Seminar in Global Awareness: Non-Western Cultures, Traditions and Issues  
 JPNS 101 Japanese Elements I  
 JPNS 102 Japanese Elements II  
 JPNS 201 Japanese Intermediate I  
 JPNS 202 Japanese Intermediate II  
 JPNS 301 Japanese Composition and Conversation I  
 JPNS 302 Japanese Composition and Conversation II  
 KNES 285 Sport: A Cross-Cultural Perspective  
 MUSC 110 Honors World Music  
 MUSC 112 World Music: Americas, Africa, and West Europe  
 MUSC 113 World Music: East Europe, Asia, and the Middle East

OCTH 205 Alternative and Complimentary Health Care  
 PHIL 219 Introduction to Asian Philosophy  
 POSC 105 Governments of the World  
 POSC 107 Introduction to International Relations  
 POSC 108 Honors International Relations  
 RLST 105 Introduction to the Study of Religion  
 RLST 205 Women in World Religions  
 RLST 207 Introduction to Buddhism  
 WMST 233 International Perspectives of Women  
 WMST 234 Honors: International Perspectives of Women

# General Education Requirements Checklist

Use this form to keep track of how many General Education Requirements you've completed. You should also check your Degree Progress Report to confirm completion of your GenEds. To check your Degree Progress Report online, go to [students.towson.edu](http://students.towson.edu); Towson Online Services; Self-Service; Student Center; Other Academics; Degree Progress Report.

## Category I: Skills for Liberal Learning (one course in each subcategory)

I.A. Writing for a Liberal Education \_\_\_\_\_

I.B. Using Information Effectively \_\_\_\_\_

I.C. College Mathematics \_\_\_\_\_

I.D. Advanced Composition \_\_\_\_\_

I.E. Creativity and Creative Development \_\_\_\_\_

## Category II: Contexts for Liberal Learning

- II.A. requires 8–10 units, 4 units of which must be a laboratory science course.
- II.B.1., II.B.3., II.C.1., II.C.3., and II.D. require one course each.
- II.B.1. and II.C.1. must be from different disciplines.
- II.C.2. **requires two courses.** Courses must be from different disciplines.
- No more than 3 courses can be in the same discipline.

II.A. Scientific Inquiry

(Lab) \_\_\_\_\_

*OR*

(Lab) \_\_\_\_\_

(Non-Lab) \_\_\_\_\_

*AND*

(Non-Lab) \_\_\_\_\_

II.B.1. American Experience: Arts and Humanities \_\_\_\_\_

II.B.3. American Experience: Contemporary Issues \_\_\_\_\_

II.C.1. Western Heritage: Arts and Humanities \_\_\_\_\_

II.C.2. Western Heritage: Social and Behavioral Sciences (Requires two courses from different disciplines)

\_\_\_\_\_

II.C.3. Western Heritage: Cultural Plurality and Diversity \_\_\_\_\_

II.D. Global Awareness: Non-Western Cultures, Traditions, Issues \_\_\_\_\_

# Degree Progress Report (DPR)

Track your academic progress. Your Degree Progress Report (DPR) lists completed and outstanding University Core and major requirements. It is located on the left side of your Student Center page. Review your DPR before and after you register for classes and at the end of each term. Print your DPR and bring it to each advising appointment.

The screenshot shows a web browser window displaying the Student Center page for Towson University. The page title is "Report Results" and it includes a "Return" link. The main content is an "Academic Advising Degree Audit" for a student named Darth A. Vader IV, with Student ID 0122968. The audit includes the student's address (1234 Towson Lake Court, Apt A, Grapeview, TN 35812, United States) and a list of external degrees from Mount San Antonio College. The external degrees are categorized into two programs: Bachelor of Science and Bachelor of Arts. The Bachelor of Science program includes Pre-Business Administration Major (1999-01-02), Pre-Accounting Major (1999-01-02), Family Studies Major (2007-01-01), and Deaf Studies Major (2010-06-25). The Bachelor of Arts program includes EBUS and BUAD/MKTG Major (2010-06-26) and Interdisciplinary Studies Major (2010-10-21).

Student Center - Windows Internet Explorer  
https://csprid.towson.edu/psp/CS9PRD/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSS\_STUDENT\_CENTER.GBL?PORTALPARAM\_PTCNAV=HC\_SS  
elective

Student Center

TOWSON UNIVERSITY

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

### Report Results

[Return](#)

#### Academic Advising Degree Audit

Print Date : 2011-05-11

Name : Darth A. Vader IV

Student ID: 0122968

Address : 1234 Towson Lake Court  
Apt A  
Grapeview, TN 35812  
United States

----- External Degrees -----

Mount San Antonio College

1980-06-01 Doctorate of Science

----- Academic Program History -----

Program : Bachelor of Science

1999-01-02 : Pre-Business Administration Major

1999-01-02 : Pre-Accounting Major

2007-01-01 : Family Studies Major

2010-06-25 : Deaf Studies Major

Program : Bachelor of Arts

2010-06-26 : EBUS and BUAD/MKTG Major

2010-10-21 : Interdisciplinary Studies Major

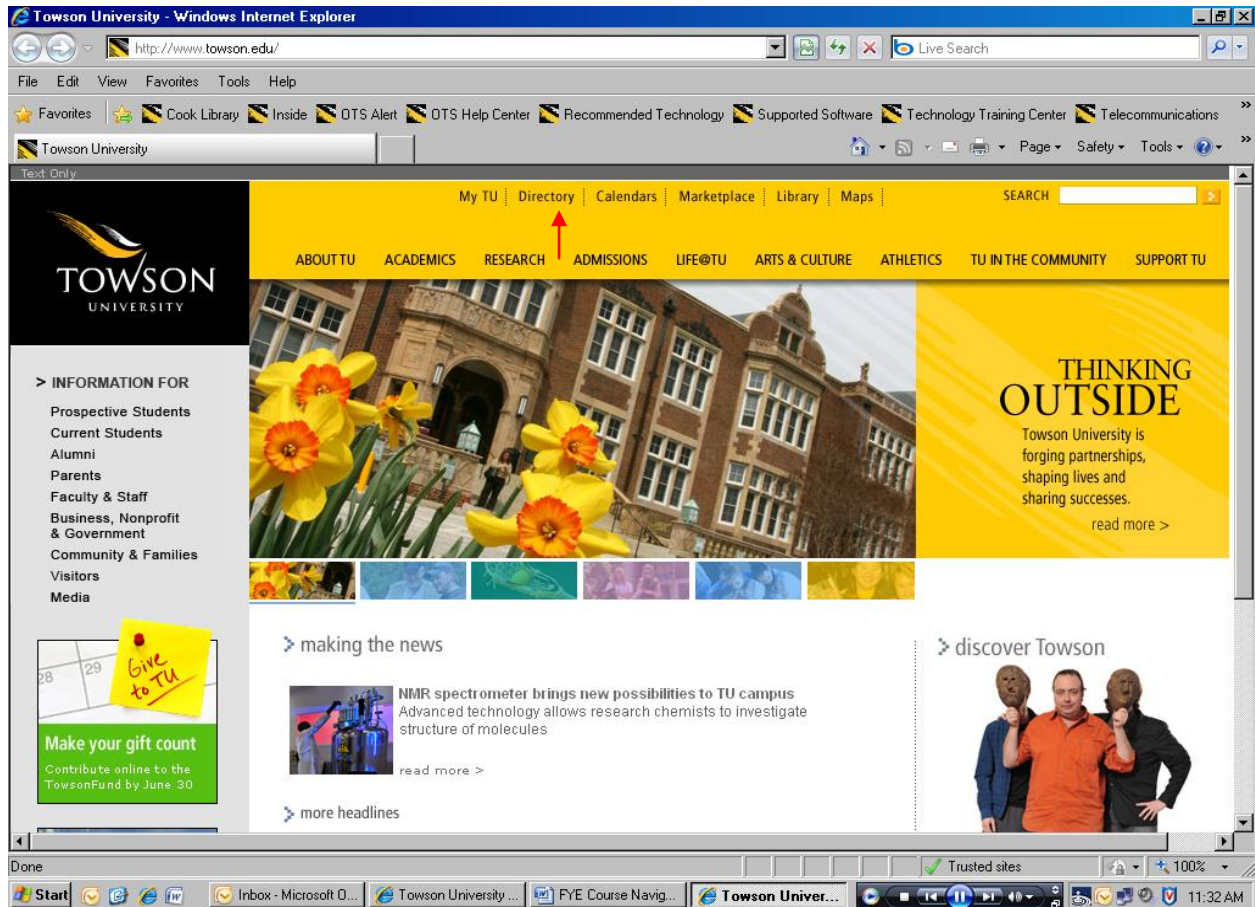
Done

Start | Student Center - Window... | 12:48 PM

The University also encourages students to use **Academic Requirements** which is located in the Student Center. Academic Requirements helps students track their progress toward graduation, is visually superior to Degree Progress Report, and is interactive with the course catalog and Academic Planner.

# Academic Planning for Graduation

Schedule an appointment with your assigned advisor each term. Each student will receive an advising hold that prevents registration and can only be removed by the advisor once course selection is discussed. Your assigned Program Advisor's name and e-mail address is listed on your Student Center page online. You may also use the online directory at the University home page to access the phone number for the major department. It would be advantageous to contact your advisor several weeks in advance of your registration date.



Plan early for graduation. Discuss graduation plans with your advisor a year in advance. Refer to your catalog to ensure you're on track to complete all requirements by your intended graduation term.

Visit the Office of the Registrar's web page for details:  
<http://wwwnew.towson.edu/registrar/Graduation/undergrad/>.

# Academic Standards and Procedures

## **GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS**

All students are encouraged to maintain at least a 2.00 overall grade point average to remain in good academic standing. Please refer to the Registrar's Website for accurate information regarding Academic Good Standing and consequences of Failure to Remain in Good Standing.

## **I (Incomplete) GRADES**

The grade I is given to students by their instructors when *verifiable* circumstances prevent students from completing a course within the term. The I grade should be given only in cases where students have completed most of the course work and have a reasonable expectation of passing. The grade of I automatically becomes a grade of F 180 days from the end of the term following the granting of an I unless changed to another letter grade by the instructor.

## **PASS GRADING OPTION**

Students may elect to be graded on a Pass basis for a maximum of 12 units toward their degree. This option is not available for courses required for a major, minor, Honors College, or for certification in teacher education unless special permission is obtained from the department chairperson. Students must make all changes before the published withdrawal deadline and change in grading option each term. Students must complete a Change of Schedule Form in the Registrar's Customer Service Center, located in the Enrollment Services Building, Room 223. Students electing this option must earn a grade equivalent of 2.00 (C) or higher in order to receive the Pass (PS) grade, which is not calculated into the GPA. Students who earn below the grade equivalent of 2.00 will earn that grade, which will be calculated in the GPA.

## **REPEATING COURSES**

When courses are repeated, students will receive credit for the course only once. Only the higher of the two grades will be calculated into the GPA. The lower grade will remain on the record with the letter R preceding to indicate the course has been repeated. Students may *not* make a third attempt of a course without prior approval. Students must complete a Petition for a Third Attempt Form and submit it to the Registrar's Customer Service Center, located in the Enrollment Services building, Room 223, *before registering for the course*. Grades of W are administrative and are not considered as part of the repeated course procedure. Courses that have been accepted previously for transfer credit by TU or have been attempted or completed for units at TU may *not* be repeated at other institutions.

## **CALCULATING YOUR GPA**

First, multiply the units for each course taken in a term by the grade points (values below) assigned to the grade earned. Second, total the units and grade points for the term. Third, divide the total number of grade points by the total number of units to find the GPA for the term.

<u>Grade</u>	<u>Grade Points per Unit</u>	<b>EXAMPLE</b>				
		<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Value Points</u>	<u>Total</u>
A	4.00	HIST 100	3	B	3.00	9.00
A-	3.67	ENGL 102	3	A	4.00	12.00
B+	3.33	POSC 103	3	C+	2.33	6.99
B	3.00	BIOL 115	4	B-	2.67	<u>10.68</u>
B-	2.67		13			38.67
C+	2.33					
C	2.00	Multiply the number of credits x the value points for total points				
D+	1.33				(total value pts.)	<u>38.67</u> = 2.974 GPA
D	1.00				(total credits)	13
F	0.00					
FX	0.00	divide the total value points by the total number of credits				

Note: C- grade does not exist

## **WITHDRAWAL FROM A COURSE**

Students may drop classes until the end of the withdrawal period by going to Towson Online Services. Check the Academic Calendar for deadlines for each term.

No grade is recorded when dropping a class through the Change of Schedule period; A grade of "W" is recorded on the transcript when dropping a class after the Change of Schedule period through the end of the withdrawal period. There is no academic penalty associated with the W.

## **IMPLICATIONS FOR PART-TIME STUDENTS, (fewer than 12 units)**

To be considered full-time, undergraduate students must be enrolled in a minimum of 12 units each term. If a resident student plans to enroll in fewer than the 12 unit minimum, the Housing and Residence Life office should be notified and an exception requested. Scholarships and Financial Aid packages may also be affected so the Financial Aid Office should be contacted. Students Athletes must meet with their Athletic Advisor, and International Students must contact the International Student and Scholar Office. Honors College students must maintain the earned Honors College credits each academic year as stated in the catalog.

## **TRANSFERRING WORK TO TOWSON**

With prior permission, Towson students may take courses for transfer to TU until they have attained 90 units. However, no more than 64 units may be transferred from an accredited two-year institution. Permission is obtained by submitting a Petition to Transfer Credits to Enrollment Services prior to registering for the course. Students are expected to complete the final 30 units toward their degree at Towson.

**To read the entire section of Academic Standards and Procedures, please refer to the online 2011-2012 Towson University Catalog**

# What You Can Do if You Experience Academic Difficulty

1. Go to class. Pay attention. Do not use your phone or the internet while in class. Ask questions if you don't understand something the professor is saying. Take thorough notes
2. Seek out the Professor during his/her office hours. Professors welcome your interest and initiative. Every professor has published office hours on the syllabus or posted on the office door. Be prepared when you go to ask the questions you need to understand the topic, to get suggestions on how to improve your grade in the class, or to make sure you understand the assignments. Bring pen and paper.
3. Seek out your Academic Advisor. Transferring students are assigned to a major advisor so that is the person you can meet with to discuss what difficulties you are having. Your advisor can make suggestions in how you approach your class work, or can suggest other helpful tips in becoming a better student.
4. Attend workshops provided by the Academic Achievement Center. The staff of the AAC conducts 6 different workshops during each semester on topics designed to assist students to study more effectively, improve concentration, and to be better prepared to take exams. These are free and open to all students. The AAC is located on the 5<sup>th</sup> floor of Cook Library and the website is [www.towson.edu/aac](http://www.towson.edu/aac) where more useful information can be found.
5. Sign up for assistance from a student tutor. Tutors work out of the Academic Achievement Center and this service is free to students. Tutors are available in most disciplines. Contact the Academic Achievement Center to request a tutor at 410-704-2291
6. Use the services provided by the Math Lab, Writing Lab, Computer Science Tutorial Lab, and Natural Sciences Tutorial Lab. These are available to students at no charge and are designed as a walk-in service so no appointment is necessary. **Math Lab** in YR Bldg room 105, 410-704-2291; **Writing Lab** in LA room 5330, 410-704-3426; **Computer Science Tutorial Lab** in YR Bldg room 407, 410-704-2424; **Natural Sciences Tutorial Lab** in Smith Hall room 538, 410-704-3054.
7. Form a study group with 3 or 4 students in the same class. Study groups can improve a student's understanding of the material by sharing information and filling in "knowledge gaps." In reviewing information with other students, you become more familiar with the material, you hear the information presented in a different way, and you can ask questions to be able to comprehend more fully the study materials.
8. Increase your study time. Collective wisdom has stated that for every hour one is in class a student ought to be spending three hours outside of class preparing for assignments, reading materials and texts, writing papers, and studying for exams. If you are taking a 3 credit class you ought to be spending 9 hours a week getting prepared. It might help if you put study time in your calendar/planner to structure your week in order to be prepared for each class in the semester.

# Academic Advising for Transferring Students: Things to Remember

The Academic Advising Center offers professional and peer advising to assist students with general questions about academic programs and policies. The Academic Advising Center does not provide major-specific advising, rather it helps students find resources and understand Towson's academic programs and policies.

## **The Registration Process**

1. At the winter Transfer Program you met with a faculty or professional staff advisor who assisted you in selecting your courses. If the major you want to pursue is different from the major you listed on your initial application, **please change your major on-line** as soon as possible – this will make sure you are assigned an appropriate advisor.
2. Registration for continuing TU students began in November so we encourage you to be flexible when choosing your classes for the Spring semester.
3. In the future you will register for classes on your own based on an assigned enrollment appointment date and after discussing your course selections with your advisor.

## **The Intentional Advising System**

1. Students with declared majors are assigned an advisor by the major department listed on the student's record. Please declare or change your major online (as needed) so that you are assigned an appropriate advisor.
2. Students who are open/undecided about a major are assigned an advisor from the Academic Advising Center.
3. Your advisor's name and contact information should be posted to your online Student Center page before the first day of classes.
4. Every Towson student is required to meet with his/her advisor prior to registering for the following semester – EVERY semester. Intentional Advising holds are removed at your advising session.
5. Academic advising for Fall 2012 registration typically begins in March but varies with each department. Registration begins in April. If you have not been assigned an academic advisor by late February please contact your major department.

## **Change of Schedule Period (a.k.a. "Add/Drop")**

1. As a transferring student you will have the opportunity to make adjustments to your schedule on your own beginning January 26<sup>th</sup>. Please note that changes are at your own risk so remember to take major/degree requirements and any prerequisites into consideration. Once you drop a class you may not be able to get it back.
2. Some courses, particularly those in your major, may be restricted, requiring department consent or a special permit in order to enroll in the class. **Before** dropping other courses, contact the department restricting the course for information on how to get into the class. Please refer to the ***How To Change Your Schedule*** section of this booklet.
3. The official Change of Schedule period runs from Monday, January 30<sup>th</sup> (the first day of class) through Tuesday, February 7<sup>th</sup>. The Change of Schedule period is your final opportunity to make adjustments your schedule before courses are permanently posted to your TU transcript.

## **Campus Communications**

Your academic advisor will communicate with you primarily through your TU email account. Please activate your TU email account and check it **regularly** during the semester so that you don't miss key information such as advising meetings, deadlines, or other time-sensitive information. For confidentiality purposes, when communicating via email please use your TU email address and include your student ID#.

# How to Change Your Schedule

The Change of Schedule Period is your final opportunity to make adjustments to your schedule by adding, dropping, or swapping one course for another. Online registration is available by logging onto Towson Online Services. If you have problems, contact the Registrar's Office at 410-704-2701.

## To Search for a Course:

- Log onto Towson Online Services.
- Click the **Self Service** link.
- Click the **Student Center** link.
- Click the **Search for Classes** link (top left).
- In the **Term** field, type **1122** (Spring 2012).
- Enter the **Course Subject** (e.g. "ENGL").
- Enter the **Course Number** (e.g. "102").
- Click **Additional Search Criteria** if you want to search for classes held on a particular day, at a certain time, by a certain instructor, or according to a particular GenEd category.
- If the "show open classes only" option has a check mark beside it your search results will show only those course sections that are still available. It will not show wait listed courses.
- Click the **Search** button.
- Available course selections will appear.

<b>Enroll/Add A Class</b>	<b>Swap A Class</b>	<b>Drop A Class</b>
<p>Use this to add a course to your schedule when there is no other course to drop.</p> <ul style="list-style-type: none"> <li>• Log onto Towson Online Services.</li> <li>• Click on <b>Self Service</b></li> <li>• Click on <b>Student Center</b></li> <li>• Click on <b>Enroll/Drop</b> (top left)</li> <li>• Click on the <b>Add</b> tab at the top</li> <li>• Select the term</li> <li>• Click <b>Continue</b></li> <li>• Either enter the 4 or 5 digit Class # or click <b>Search</b> to find a course.</li> <li>• The course will appear in your shopping cart</li> <li>• Finalize enrollment by selecting the class you want to add and click <b>Enroll</b></li> <li>• Click <b>Finish Enrolling</b></li> <li>• A confirmation page will appear - print for your records</li> </ul>	<p>Use this to change a course you are currently enrolled in for a different course. You will need to know the new course's 4 or 5 digit Class#.</p> <ul style="list-style-type: none"> <li>• Log onto Towson Online Services</li> <li>• Click on <b>Self Service</b></li> <li>• Click on <b>Student Center</b></li> <li>• Click on <b>Enroll/Drop</b> (top left)</li> <li>• Click on the <b>Swap</b> tab at the top</li> <li>• Select the term</li> <li>• Click <b>Continue</b></li> <li>• Select the course you want removed from your schedule.</li> <li>• Type the Class # for the course you want to replace it with</li> <li>• Click <b>Next</b></li> <li>• Confirm your choices and click <b>Finish Swapping</b></li> <li>• Click on My Class Schedule to review your changes.</li> <li>• Print for your records</li> </ul>	<p>Use this to drop a course when there is no other course to add.</p> <ul style="list-style-type: none"> <li>• Log onto Towson Online Services.</li> <li>• Click on <b>Self Service</b></li> <li>• Click on <b>Student Center</b></li> <li>• Click on <b>Enroll/Drop</b> (top left)</li> <li>• Click on the <b>Drop</b> tab at the top</li> <li>• Select the term</li> <li>• Click <b>Continue</b></li> <li>• Select the course to drop</li> <li>• Click <b>Drop Selected Classes</b></li> <li>• Review the classes to drop</li> <li>• Click <b>Finish Dropping</b></li> <li>• Click on My Class Schedule to review your changes</li> <li>• Print for your records</li> </ul>

# Using the Undergraduate Catalog

## All transferring students entering in Spring 2012 are automatically assigned the 2010-2011 Towson University Catalog

[http://www.towson.edu/main/academics/ugrad/documents/TU\\_UGRADcatalog\\_2010.pdf](http://www.towson.edu/main/academics/ugrad/documents/TU_UGRADcatalog_2010.pdf)

The University Catalog is divided into several sections: Standards and Procedures; Academic Colleges and Departments; Additional Information (including Course Descriptions).

Standards and Procedures will list what you need to do to graduate from Towson University and will explain academic situations that might arise (satisfactory academic progress, good academic standing, etc.). Also included in this section is a list of the General Education Requirements and a checklist for you to track your progress. For your convenience, we have duplicated them in this Guide.

The Academic Colleges and Departments section is divided alphabetically by college and then, within each, alphabetically by department. The index is a good way to find the page you want quickly, and the Table of Contents can guide you as well. Each department has a section that explains the major and its tracks and concentrations. If the department offers a minor, it is explained there also. A specific list of courses needed to fulfill each major/minor or concentration or track is detailed in the department section, so it is a good idea to bookmark the page that begins the section for your major department.

The Additional Information section contains a list of faculty and board members, some formal policies that you need to acknowledge, and—most useful—the descriptions of courses and their prerequisites. These course listings are in alphabetical order by department. Each course listing includes a description of the course content and a list of prerequisite courses (courses you must have completed successfully in order to enroll).

As you look through the courses needed for your major or minor—or even some GenEd courses—check out the Course Descriptions to be sure that you are eligible to take the course. Some courses are reserved for students in a particular major or minor, and they will be designated “Department Consent.” If you believe you are eligible to take a restricted course you should contact the department directly.

### A List of the Colleges within Towson University

The College of Business and Economics  
The College of Education  
The College of Fine Arts & Communication  
The College of Health Professions  
The College of Liberal Arts  
The Jess and Mildred Fisher College of Science and Mathematics  
The Honors College  
The College of Graduate Studies and Research

# Towson Online Services Student Center Page

The screenshot shows the Towson University Student Center page in a Windows Internet Explorer browser. The page is divided into several sections with various links and information. Eleven red callout boxes with white numbers (1-11) point to specific links or sections:

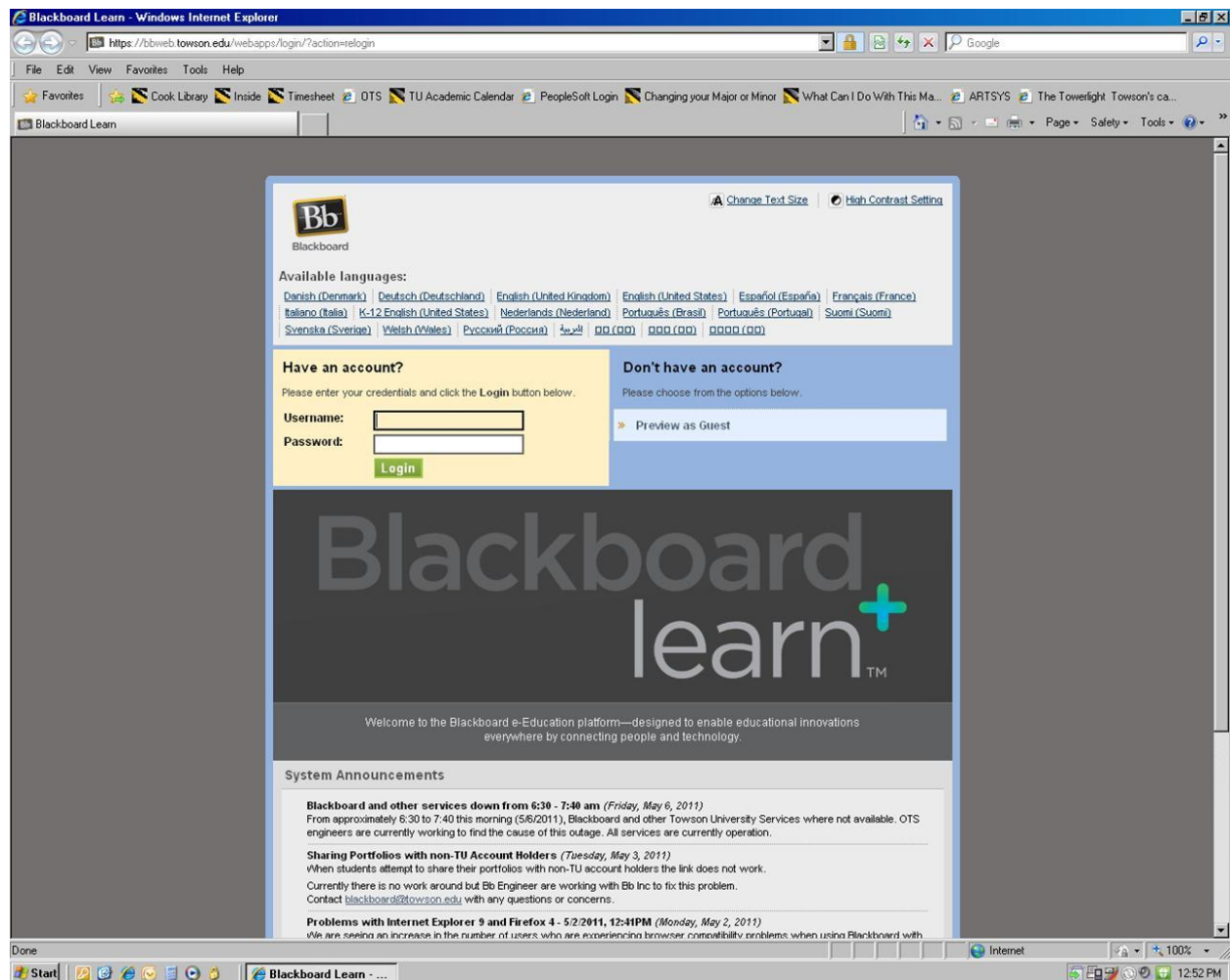
- 1:** Points to the 'Degree Progress Report' link in the 'Academics' section.
- 2:** Points to the 'View your grades' link in the 'Academics' section.
- 3:** Points to the 'Request your TU transcript' link in the 'Academics' section.
- 4:** Points to the 'List of holds' section.
- 5:** Points to the 'Things you still need to do' section.
- 6:** Points to the 'Date you can begin enrolling classes' section.
- 7:** Points to the 'Name(s) of academic advisor' section.
- 8:** Points to the 'View University Core requirements' link in the 'Academics' section.
- 9:** Points to the 'View the current academic calendar' link in the 'Registrar's Office' section.
- 10:** Points to the 'Declare or change your major or minor' link in the 'Registrar's Office' section.
- 11:** Points to the 'Forms: Permission to take classes at another college, permission to take a course for the 3<sup>rd</sup> time, etc.' link in the 'Registrar's Office' section.

1. Degree Progress Report (**Academic Requirements Report is just above**)
2. View your grades
3. Request your TU transcript
4. List of holds
5. Things you still need to do
6. Date you can begin enrolling classes. Click details for the start time.
7. Name(s) of academic advisor. Click details for contact information
8. View University Core requirements
9. View the current academic calendar
10. Declare or change your major or minor
11. Forms: Permission to take classes at another college, permission to take a course for the 3<sup>rd</sup> time, etc.

# Using Blackboard

While Blackboard was initially Towson's method of delivering a web presence for online, hybrid, and web supported classes, it is now a communication tool for all courses. Faculty use Blackboard to centralize their course materials (including syllabi) and announcements to students. Students will see their courses on Blackboard once it has been made available by the instructor. If you do not see your class posted to Blackboard please contact your instructor directly.

Blackboard is located on your Towson Online Services Student Center page in the Academics box on the right side of the page. The logon username and password for Blackboard are identical to what you use to access your student center page and webmail. Student tutorials and resources can be found at the following link <http://www.towson.edu/blackboard/Students.asp>.



The screenshot shows a Windows Internet Explorer browser window displaying the Blackboard Learn login page. The browser's address bar shows the URL <https://bbweb.towson.edu/webapps/login?action=login>. The page features the Blackboard logo at the top left, with links for "Change Text Size" and "High Contrast Setting" at the top right. Below the logo, there is a section for "Available languages" with links for Danish, Deutsch, English (United Kingdom), English (United States), Español, Français, Italiano, K-12 English, Nederlands, Português (Brasil), Português (Portugal), and Suomi. The main content area is divided into two columns: "Have an account?" and "Don't have an account?". The "Have an account?" section includes a "Please enter your credentials and click the Login button below." instruction, a "Username:" field, a "Password:" field, and a green "Login" button. The "Don't have an account?" section includes a "Please choose from the options below." instruction and a blue button labeled "Preview as Guest". Below these sections is a large graphic with the text "Blackboard learn™" and a green plus sign. Underneath the graphic is a welcome message: "Welcome to the Blackboard e-Education platform—designed to enable educational innovations everywhere by connecting people and technology." Below the welcome message is a "System Announcements" section with three entries: "Blackboard and other services down from 6:30 - 7:40 am (Friday, May 6, 2011)", "Sharing Portfolios with non-TU Account Holders (Tuesday, May 3, 2011)", and "Problems with Internet Explorer 9 and Firefox 4 - 5/2/2011, 12:41PM (Monday, May 2, 2011)". The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:52 PM.

# Student Support Services

There are a number of student support services available to you in order to make your Towson experience a successful one.

## **The Academic Achievement Center**

<http://www.towson.edu/aac/>

Cook Library, Room 524

Hours: Monday - Friday, 8:00 a.m. - 5 p.m., Tuesday extended hours until 7 p.m.

Phone: 410-704-2291

E-mail: [achieve@towson.edu](mailto:achieve@towson.edu)

The Academic Achievement Center is a full-service learning center for Towson University students. Centrally located in Cook Library, they assist students in achieving their academic goals. Their mission is to facilitate a community of learners by coordinating high quality tutoring, structured study groups and offering study skills workshops.

Services include:

- Tutoring
- Academic Coaching
- Workshops
- Study Groups
- Computer-assisted Study Skills (CASSI)
- Placement Testing

## **The Counseling Center**

<http://www.towson.edu/counseling/>

Glen Esk Building

Hours: Monday - Friday, 8 a.m. - 5 p.m.

Phone: 410-704-2512

E-mail: [counseling@towson.edu](mailto:counseling@towson.edu)

The Counseling Center seeks to help students make the most of their college experiences. They work with students to resolve emotional difficulties; improve personal skills; overcome the effects of trauma, disadvantage or substance abuse; and achieve personal goals.

The Counseling Center also seeks to improve the quality of life on campus as a whole. Recognizing that the university community includes people with a wide range of concerns and needs, they provide programs and presentations by request, and offer a full calendar of events during the academic year.

The Counseling Center staff strives to affirm, promote and celebrate diversity. They are committed to awareness and understanding of diversity in its broadest sense.

**The Career Center**

<http://www.towson.edu/careercenter/>

7800 York Road, Suite 206

Hours: Monday - Friday, 8:00 am - 5:00 pm

Phone: 410-704-2233

Email: [careercenter@towson.edu](mailto:careercenter@towson.edu)

The Career Center seeks to provide resources and services that empower students and alumni to learn life-long career development skills.

There are two types of one-on-one meetings offered at The Career Center: career advising and career counseling appointments. Career advisors assist with specific needs such as writing resumes or cover letters, finding internships, developing job search strategies, and practicing interview skills.

In addition to these services, a career counselor can also help with establishing career goals, interpreting career-related assessments, making career decisions, coping with career transitions, and overcoming obstacles to career development. Counselors hold advanced degrees and certification or licensure in counseling.

**Disability Support Services**

<http://www.towson.edu/dss/>

Administration Building - Room 232

Hours: Monday - Friday 8 a.m. - 5 p.m.

Phone: 410-704-2638

Disability Support Services (DSS) supports the mission of Towson University by providing services that afford students with disabilities an equal opportunity to participate in all aspects of the educational environment. DSS promotes a broad definition of diversity that appreciates disability as an integral part of the human experience. The office collaborates with students, faculty and staff to create a welcoming campus that meets the needs of students with disabilities, fosters student independence, and recognizes students on the basis of their abilities rather than their disabilities.

The university offers many services to students with disabilities. Eligibility for these services is determined individually by the DSS office based on documented need. Students are encouraged to register with DSS as soon as possible after admission to the university to ensure timely provision of services.

**Student Computer Labs**

The SCS Computer Lab & Learning Center (CK35) support one of the largest collections of PCs (and 5 iMacs!) available on campus offering computer work space, hardware and software on a walk-in basis. Although configured to support independent work, SCS is staffed by friendly students capable of answering common questions. The Lab and Learning Center operate seven days a week during regular semesters and are open to all students (and faculty and staff), regardless of major.

### **Learning Labs**

#### **Computer Science Lab**

7800 York Road - Room 407

#### **Natural Sciences Lab**

Smith Hall - Room 538

#### **Mathematics Lab**

7800 York Road - Room 105

#### **Writing Lab**

Liberal Arts - Room 5330

#### **Music Lab**

Center for the Arts - Room 3088

### **Math Placement Test**

The Department of Mathematics has developed its own placement test. [Note: this test is not the same as the placement testing administered by the Academic Achievement Center.] The purpose of this test is to measure the required mathematical skills needed for success in various levels of mathematics courses at Towson University. Some students choose majors that require one or more particular mathematics courses; others only take mathematics courses to satisfy the university requirement. In either case, the placement test recommends an appropriate course for you.

The Mathematics Placement Test may be taken in either the Satellite Lab located in the 7800 York Road Building - Room 109 (410-704-2130) or in the Office of Technology Services' PC Lab in Cook Library - Room 35 (410-704-2457). Please call for operating hours before you come to take the test.

Taking the placement test does not require any knowledge of how to use a computer. You are permitted to use pencil, paper and a calculator (but not a graphing calculator) to work out problems.

After completing the test, an advisement letter will be printed that provides advice on the highest level course you should take, according to your major and your performance on the test. This letter must be brought to your advisor during your advising appointment. You and your advisor should discuss the results of your test along with other relevant information before registering for your mathematics course.

### **Foreign Language Proficiency**

<http://www.towson.edu/FORL>

Department of Foreign Languages

Liberal Arts Building - Room 4151

Phone: 410-704-2883

### **Credit for Prior Learning Exam**

This exam is given only in November each academic year and only in the following languages offered by the Department of Foreign Languages at the 301-302 levels: Chinese, French, German, Hebrew, Italian, Japanese and Spanish. Upon completing the exam, a grade of "A" is required to earn six units and a grade of "B" earns the student three units. Exam applications and instructions are provided by contacting the department.

# Directory of Frequently Dialed Numbers

(ALL EXTENTIONS BEGIN WITH 410 704-XXXX)

## Campus Legend

AD Administration Building	GS General Services Building	SM Smith Hall
BU Burdick Hall	HH Hawkins Hall	ST Stephens Hall
CA Center for the Arts	LH Lecture Hall Building	TC Towson Center
CK Cook Library	LA College of Liberal Arts	UU University Union
DH Dowell Hall	LI Linthicum Hall	VB Van Bokkelen Hall
ES Enrollment Services Building	MC Media Center	WVC West Village Commons
GE Glen Esk	PY Psychology Building	YR 7800 York Road Building

*\*As of June, 2011; please check the campus directory link located at [www.towson.edu](http://www.towson.edu) website for current locations/phone numbers*

<b>Department Name:</b>	<b>Extension:</b>	<b>Location:</b>
ACADEMIC ACHIEVEMENT CENTER	2291	CK 524
ACADEMIC ADVISING CENTER	2472	LH
ACADEMIC STANDARDS & POLICIES	4351	ES 288
ACCOUNTING DEPARTMENT	2227	ST 102
ADMISSIONS OFFICE	2113	YR 216
ART + DESIGN, ART HISTORY, ART EDUCATION	2808	CA 3103
AUDIOLOGY, SPEECH LANGUAGE PATHOLOGY	4153	VB 105
BIOLOGICAL SCIENCES	3042	SM 341
BURSAR'S OFFICE	2100	ES 336
BUSINESS ADMINISTRATION	3496	ST 301
CAMPUS LIFE	2332	UU 232
CAMPUS MINISTRY	2268	UU 208B
CAMPUS RECREATION SERVICES	2367	BU 151
CAREER CENTER	2233	YR 206
CHEMISTRY	3058	SM 543
COMPUTER & INFORMATION SCIENCES	2633	YR 406
COUNSELING CENTER	2512	GE
CREDIT FOR PRIOR LEARNING	3104	ES 233
CULTURAL STUDIES	2128	LA 3222
DANCE	2760	CA 1002
DEVELOPMENTAL EDUCATION/PLACEMENT TEST	2291	CK, 524
DISABILITY SUPPORT SERVICES	2638	AD, 2 <sup>ND</sup> FLOOR
EARLY CHILDHOOD EDUCATION	2572	HH 019
E-BUSINESS AND TECHNOLOGY MANAGEMENT	2783	ST 314
ECONOMICS	2959	ST 103
ELECTRONIC MEDIA & FILM	3184	MC 103
ELEMENTARY EDUCATION	2176	PY 103/105
ENGLISH	2871	LA 4210
ENVIRONMENTAL SCIENCE & STUDIES	4920	AD 213
FAMILY STUDIES	5851	LA 2210
FINANCE	2465	ST 314
FINANCIAL AID	4236	ES 339
FOREIGN LANGUAGES	2883	LA 4151
GEOGRAPHY & ENVIRONMENTAL PLANNING	2973	LA 2210
GRADUATE STUDIES & RESEARCH	2501	YR 218
GRADUATION OFFICE	2095	ES 225
HEALTH CENTER (DOWELL)	2466	DH
HEALTH SCIENCE	2637	BU 141
HISTORY	2923	LA 4210
HONORS COLLEGE	4677	ST 302
HOUSING & RESIDENCE LIFE	2516	WVC 309
INTERDISCIPLINARY STUDIES	2128	LA 2213
INTERNATIONAL STUDIES	2128	LA 3347
KINESIOLOGY	2376	TC 200
LAW & AMERICAN CIVILIZATION	3350	LA 3241
LIBRARY (ALBERT S. COOK)	2456	CK

MANAGEMENT	2934	ST 116
MARKETING	3351	ST 123
MASS COMMUNICATIONS & COMM STUDIES	3431	MC 114
MATHEMATICS	3091	YR 316
METROPOLITAN STUDIES	5908	LA 3236
MUSIC	2839	CA 3095
NATIONAL STUDENT EXCHANGE	3583	LH 5
NEW STUDENT PROGRAMS	2309	UU 217
NURSING	2069	BU 136
OCCUPATIONAL THERAPY	2762	ES 245
OFFICE OF TECHNOLOGY SERVICES (OTS)	5151	CK 29
PARKING & TRANSPORTATION SERVICES	7275	UU GARAGE
PHILOSOPHY & RELIGIOUS STUDIES	2755	LA 4210
PHYSICS, ASTRONOMY & GEOSCIENCES	3020	SM 445
POLICE (TUPD)	2505	GS 109
POLITICAL SCIENCE	2958	LA 3210
PRE-LAW ADVISING	3350	LA 3241
PSYCHOLOGY	2634	LA 2210
RECORDS, GRADES & TRANSCRIPTS	3240	ES 221
REGISTRAR'S OFFICE	2096	ES 229
REGISTRATION	2701	ES 223
SECONDARY EDUCATION	2562	HH 404
SOCIAL SCIENCES	5165	LA 3353
SOCIOLOGY, ANTH & CRIMINAL JUSTICE	2852	LA 3210
SPECIAL EDUCATION	4984	PY 307
STUDENT ACTIVITIES	3307	UU 217
STUDENT AFFAIRS	2055	AD 236
STUDENT DIVERSITY CENTER	2051	UU 313
STUDENT GOVERNMENT ASSOCIATION	2711	UU226
STUDY ABROAD OFFICE	2451	AD, 2 <sup>ND</sup> FLOOR
THEATRE ARTS	2792	CA 3037
TICKET OFFICE	2244	UU, GR.FLOOR
TOWERLIGHT ( CAMPUS NEWSPAPER)	2288	UU 313
TOWSON CENTER JOHNNY UNITAS STADIUM	3912	TC
UNIVERSITY STORE	2665	UU, GR. FLOOR
UNIVERSITY UNION INFORMATION DESK	4636	UU, 1 <sup>ST</sup> FLOOR
VETERAN'S CENTER	2991	PSYC 107
WOMEN'S STUDIES	2660	LA 3210

<b>For Assistance With</b>	<b>Contact</b>	<b>For these services</b>
ACADEMIC ADVISING	Academic Advising Center Lecture Hall Building 410-704-2472 <a href="mailto:advising@towson.edu">advising@towson.edu</a>	Information about University policies and requirements; FYE advising for open majors; Degree progress review; assistance developing an academic plan; Student Academic Advisors
ADDING/DROPPING COURSES, REGISTRATION, TRANSCRIPTS	Office of the Registrar Enrollment Services Building, 223 410-704-2701	Clarification of academic rules; registration information; enrollment verification; maintaining records; issuing transcripts
ANXIETY OR EMOTIONAL STRESS	Counseling Center Glen Esk 410-704-2512	Confidential individual, group and couples counseling for students experiencing personal difficulty; stress management; home sickness
BILLING QUESTIONS	Bursar's Office Enrollment Services Building, 336 410-704-2100	Payments of tuition and fees
CAREER PLANNING; HELP WITH CHOOSING A MAJOR	Career Center 7800 York Road, Suite 206 410-704-2233	Help choosing a major; learn about careers; find an internship, work-study, part-time job; career fairs; professional development workshops
COMPUTING QUESTIONS	Student Computing Services Cook Library, 35 410-704-5151 <a href="mailto:scs@towson.edu">scs@towson.edu</a>	Assistance with TU webmail; Towson Online Services; software applications; Blackboard questions; Student Laptop Purchase Program
DIVERSITY ISSUES	Center for Student Diversity University Union, 313 410-704-2051	Women's Center; SAGE Program; African American, LGBT, Latino, and Asian Pacific Islander Student Development
EVALUATION OF AP, IB, CLEP AND TRANSFER COURSES	Admissions Office Enrollment Services, 2 <sup>nd</sup> floor 410-704-2113 <a href="mailto:admissions@towson.edu">admissions@towson.edu</a>	Evaluation of transfer coursework
FINANCIAL AID/SCHOLARSHIPS	Financial Aid Office Enrollment Services, 339 410-704-4236	Administration of scholarships, grants, loans and work-study programs
HEALTH CONCERNS	Dowell Health Center 410-704-2466	Primary health care services; immunizations; HIV testing; birth control; health education programs
LIVING ON CAMPUS	Housing and Residence Life Newell Hall, Lower Level 410-704-2516	On campus housing; residence halls and apartments; off-campus housing listing service
OBTAINING SERVICES FOR STUDENTS WITH DISABILITIES	Disability Support Services Administration Building, 232 410-704-2638	Providing note takers; sign language interpreters; extended testing time; access to assistive technology; campus mobility services
PARKING	Parking and Transportation Services University Union Garage 410-704-7275	Resident student and commuter student parking permits
PLACEMENT TESTING, DEVELOPMENTAL COURSES	Developmental Education Office Cook Library, 5 <sup>th</sup> floor 410-704-2418	Administers placement testing in Reading, Writing, and Mathematics; developmental course information
STUDENT INVOLVEMENT	Student Activities Office University Union, 217 410-704-3307	Over 200 student organizations; Campus Activities Board; Student Government Association; Community Service and Leadership Opportunities
STUDY ABROAD	Study Abroad Office Administration Building, 2 <sup>nd</sup> floor 410-704-2451 <a href="mailto:studyabroad@towson.edu">studyabroad@towson.edu</a>	Coordinates study abroad and exchange programs; provides advising and support services to students prior to, during and following the study abroad experience
TUTORING	Academic Achievement Center Cook Library, 524 410-704-2291 <a href="mailto:achieve@towson.edu">achieve@towson.edu</a>	Tutorial services; academic coaching; study skills assessment; academic support workshops; study groups/success teams

**Notes**