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Administrative Staff

**Shannon Kreiner**  
Administrative Assistant I (x4-5044)

- Textbook/Desk Copy Orders
- Faculty/Student Travel
- Change of Major/Advisor Questions
- Calendar/Room Scheduling
- Office Supply Needs
- Change of Grade Forms
- Class Permissions
- Transfer Petitions
- Final Exam Schedule
- Visitor Parking Codes
- UPE applications
- Scholarships

**Marcy Krawczyk,**  
Administrative Assistant II (x4-3788)

- Telephones
- Department Keys
- Hiring of hourly students
- Processing Expense Reimbursement Vouchers, Expense Vouchers
- Grants (paperwork, awards)
- Faculty Records
- Adjunct Contracts
- Dept. Budget/Financial Records
- Information Desk
- Department Tours
- Catering

**Heather Bohle**  
Student Services Coordinator (x4-2757)

- Advising/Transfer Advising questions
- Scheduling
- PERC Rosters
- Articulation
- Second Bachelor’s Review
- Curriculum Sheets/Catalog
- Departmental Data/Queries
- Course Exceptions
- Graduation Clearances
- Marketing

**Josh McGiff**  
Lab Systems Engineer (x4-2424)

- Classroom Technology
- Department Website
- Teaching Lab Administration
- Technical Support for Application Environments
- Project Lab Systems Engineering
- VMs, Accounts, and Documentation
- Networked Printer Problems
- Classroom and Lab Scheduling
- Computer Related Supply Orders
- Student Lab Assistants working in YR-403

**Sam Houston,**  
Computing Resources Director (x4-3177)

- Lab administration
- Instructional software installation
- Technical assistance
- Magnetic Card Access
- Hardware, software license purchases
- Server and IDE platform support
- Technical support for research projects
- Lab resources and network security
- O.S. and application distribution
- Lab VMs, accounts and documentation
- FCSM ITC/OTC support contact
- Student Assistants in YR-414
Department Information

Keys
Please see Marcy Krawczyk to obtain an office key and mailroom key. A $20 cash deposit is required.

Magnetic Swipe Card Access
Please contact Sam Houston to obtain mag card access to the department entry hallways on the fourth floor of 7800 York Road and to your particular classroom areas.

Schedule of Office Hours
You were sent an office hours’ template via email. Please post this with your available hours on the bulletin board located outside your office door.

Office Cleaning
Housekeeping does not have key access to your office. Please leave trash cans outside your office at the end of the day for housekeeping to empty in the evening. Should your office require cleaning, please contact Shannon Kreiner (skreiner@towson.edu) in the front office.

Copier Access/Printing Services
The copier is located in YR460. Please limit copying on this machine to 15 copies. If you have larger printing jobs that need to be done (tests, exams, etc.) please use the Quick Copy Forms located next to the copier or the Printing Services website: (https://printcenter1.towson.edu/DSF/storefront.aspx). Please see Shannon or Marcy for the budget code.

Office Supply Needs
Please see Shannon if you need office supplies (pens, pencils, markers, chalk, folders, etc.)

Mailbox
Faculty: Your mailbox is located in YR 406D by Last Name.
Adjuncts: Your mailbox is located in the copier room by Last Name (YR 460).

Quick Reference Numbers
Admissions 4-2113
OTS (help desk) 4-5151
Registrar 4-2096
Registration 4-2701
Work Control 4-2481
Housekeeping 4-2610
Andrea (AIT) 4-4309
Dept. fax 4-4581
Faculty fax 4-3868
Lab rm. 309 4-4784
Lab rm. 403 4-4918
TU Police 4-4444

Copier Codes
Full Time Faculty 04020
Part Time Faculty 04015
7800 YR Classrooms and Labs

**Teachers console and student PCs:**

Instructions for operating the projection system are posted in 7800 YR classrooms and teaching labs. Please feel free to see Sam Houston if you would like instruction or a demo of those systems.

If you have any classroom technology problems, please contact the full-time technical staff.

**Closing:**

1. Ask students to log-off their PCs, straighten their chairs and work areas, and take their trash and personal belongings with them when they leave.
2. *** Erase Front Boards. ***
3. Logoff and press “Finish” on the console to power down the Projection system.
4. Turn off lights and close lab or classroom doors.

**Food and Drinks:**

*Drinks in screw-top bottles or hard-plastic spill-proof containers only.*

*No pizza, food or easily spilled drink containers, please use hallway area for food and drinks.*

Only the CIS Conference room and Atrium are available for events providing pizza.

Please help enforce this policy with your students throughout the semester.

**If you’re teaching in YR-124, YR-125, or YR-128** there are two PCs for Mathematics and Computer Science. To switch between the two systems:

   Press the button on the Gefen switch inside the cabinet (to the right of the blue light).

**Fire Drill Procedure**

In the event of a fire drill, or any such occurrence necessitating evacuation of the classrooms or computer labs, please follow this procedure:

Exit the building via the nearest stairway, turn out room lights and close any doors behind you.

If you’re teaching in any of the classrooms or labs, please calmly inform all students that they must:

- Exit the labs, classrooms and the building quickly and quietly via the nearest stairwell; and
- Take their personal belongings with them
BlackBoard Quick Reference Guide

FAQs & Resources

How do my students access Bb?
Students can go to http://blackboard.towson.edu and login with their NetID and Password.

How are my students enrolled in my course?
Students are enrolled automatically from PeopleSoft. Blackboard is updated every two hours with courses, enrollments and user accounts. Depending on individual students, this process could take up to a day to complete student enrollment.

What if I don’t see my course when I Login to Bb?
Contact a TU Blackboard team member by calling 410-704-5151.
Phone support hours can be found at http://towson.edu/blackboard

Can I combine my course sections on Bb?
Yes, visit http://towson.edu/blackboard and complete a Course Combo Request. Include the full course ID and section numbers and semester.
Example: ENGL101.002 & .003

Is there a Blackboard Mobile app available?
Blackboard Mobile Learn as well as Bb Student are available on iOS and Android devices.

Contact Blackboard Support
Phone Support
Call 410-704-5151 to speak with a TU Blackboard team member during hours of operation. Hours can be found at http://towson.edu/blackboard

TechHelp
Log into http://techhelp.towson.edu and select the Blackboard Request type to submit a Blackboard issue or training question. TechHelp service requests can be submitted 24/7, and you will receive a response within 24 Business Hours (48 during high volume times)

Workshops
Register for an in-person or online workshop at fusion.towson.edu/www/ciat/workshop/index.cfm. In addition, the Blackboard team can attend your departmental meeting to do a demo or provide specific training upon request.

Documentation and Movie Tutorials
We are currently working on a series of self-help videos that will be released on our Twitter as well as our Towson website, http://towson.edu/blackboard.

Follow TU Blackboard on Twitter!
@TUBlackboard
Blackboard
Faculty Quick Reference Guide

Critical Steps

How to Access Blackboard
2. Login with your NetID and Password.

Make your Course Available
Students will not be able to access your course if it is not available.
1. Login to Blackboard.
2. Click on your course link to enter the course.
3. Go to Control Panel (lower-left menu).
4. Select Customization (Figure 1, 1).
5. Select Properties.
6. Set Available to Yes.
7. Click Submit.

Browser Compatibility
We suggest using Firefox for the PC and Safari for the MAC.
Download Firefox: www.mozilla.org/firefox/
Download the latest version of Java: www.java.com/

How to Perform a Browser Check
The latest version of Java must be installed for Blackboard to work correctly.
1. Navigate to blackboard.towson.edu
2. Click on Browser Check under Tools module
3. Click Run the Browser Checker.
4. A list of things to fix will appear. Follow this list to optimize your browser for Blackboard.

Login Issues
Can’t login to Blackboard? Here’s where to go for help:
1. Call the OTS Help Center at (410) 704-5151.
2. Reset your password: towson.edu/netid.
3. Create a Service Request at: http://techhelp.towson.edu
Adding Content

Create an Announcement
Announcements are the first area students see when entering your Bb Course site.
1. Click on your course link to enter the course.
2. Click on the Announcements menu link.
3. Click the Create Announcement button.
4. Enter a Subject.
5. Enter the Message.
6. Select Not Date Restricted.
7. Check the box if it should be emailed.
8. Click Submit.

Create a Folder
You may want to create a folder to place all of your course files in to improve navigation.
1. Click on your course link to enter the course.
2. Choose a Content Area (Information, Content...).
3. Select Build Content (Figure 2, 1). A drop down menu will appear.
4. Select Content Folder.
5. Enter the Name.
6. Click Submit.

Adding a File to your Course
How to add an individual file:
1. Click on your course link to enter the course.
2. Choose a Content Area (Information, Content...).
3. Select Build Content (Figure 2, 1). A drop down menu will appear.
4. Enter the Name.
5. Click Browse My Computer to attach the file.
6. Click Submit.

Create a Web Link
How to add a URL to your course:
1. Click on your course link to enter the course.
2. Choose a Content Area (Information, Content...).
3. Select Build Content (Figure 3, 1).
4. Select Web Link.
5. Enter the Name.
6. Copy and Paste a website address into the URL field.
7. Click Submit.

Figure 2
Editing your Bb Course Layout

Create a New Menu Link
How to add menu items to your course:
1. Click on the course link to enter the course.
2. Click on the plus sign in the upper-left corner of the course menu (Figure 3, 1).
3. Select the type of menu link you would like to add.
4. Name the Link.
5. Select Available to user.
6. Click Submit.

Reorder Items
1. Click on the course link to enter the course.
2. Mouse over the item you want to reorder.
3. Click and hold the Up-Down Arrow icon, located to the left of the item title (Figure 4, 1). Your cursor will turn into a crosshair.
4. Drag the item to its new location and release the mouse button.

Edit an Existing Item
1. Click on the course link to enter the course.
2. Mouse over the item you would like edit.
3. Click the dropdown button, located to the right of an item (Figure 4, 2).
4. Select Edit.

Customize the Course List
If you would like to hide old courses from your view, complete the following steps:
1. Click the gray gear icon towards the upper-right of the Courses module.
2. Uncheck all the boxes for courses you don’t want displayed.
3. Click and drag the up-down arrow button to the left of a course to reorder it.
4. Click the Submit button.
PeopleSoft Online Services
Using the Faculty Center

5 Resources Available within Faculty Center:
+ My Schedule
+ Class Roster
+ Grade Roster
+ Class/ Catalog Search
+ Advisor Center

How to Log into PeopleSoft:
+ Go to www.towson.edu
+ Click on Quick Links
+ Choose Towson Online Services
+ Enter your NetID and Password
+ Click on the link to Self Service
+ Choose Faculty Center

How to View Your Schedule
+ Make sure you are in the correct term. [If not, use the green Change Term button.]
+ There is a blue bar halfway down the page titled My Teaching Schedule. There will be a listing of the classes you are teaching. You will see the Class and Class Title, and how many students are enrolled.
+ You can view the Days & Times your class is offered and the Room in which it will be held. [You can also see the dates your class is offered.]
+ Click on the link on the Class to view Course Detail.

Class Detail
Here you can view all class details such as Wait List, Enrollment Requirements, Class Attributes, Enrollment Total, Available Seats, Class Notes, and Catalog Description.

Class Roster
The class roster is viewable by clicking on this icon:

Located on the left of the class listing
[3 people]

On the class roster you can see the list of students enrolled, a photo, and their contact information.

After Change Of Schedule
After the Change of Schedule period [when students can no longer add courses and can no longer drop courses without receiving a W on their transcripts], please double-check your Class Roster again since students may have added or dropped your class.

Please avoid having a student attend your class all semester long if he is not on your Class Roster. If a student is sitting in your class who is NOT on your Class Roster, please notify the student. Also, notify your department administrative assistant and the Registrar’s Office.

How to Contact Students
Click on either button at the bottom of the Class Roster page that states Notify All Students OR Notify Selected Students.

You will be taken to a page where you can type your message. Unfortunately, you cannot send attachments from this page, but you can do so through Outlook.

In Microsoft Outlook (your email application), open a blank email and use this email address to send a message to all students on your class roster:
Insert the 4-digit code for the term (ex. 1184), the subject, the catalog number and section with no periods, spaces or underscores.

For example: 1184ENGL102900@towson.edu

In Outlook, you can request that receipts for emails delivered and read be sent to you by going to Options / Tracking and clicking on Request a Delivery Receipt and Request a Read Receipt.
Add/Drop Process

How to Log into PeopleSoft:
- Go to www.towson.edu
- Click on Quick Links
- Choose Towson Online Services
- Enter your NetID and Password
- Click on the link to Self Service
- Choose Faculty Center

Change of Schedule
(also referred to as add/drop) is conducted online. Change of Schedule period begins the first day of classes. The last day for the Change of Schedule can be viewed on the academic calendar available at Office of the Registrar: Academic Calendar.

+ Fall 2018 Change of Schedule ends Wednesday, September 5.

As openings in a section become available through drops, a class Status will change to Open and students can add the class on a first-come, first-served basis. Below are the different icons that indicate the status of a course. Students can see these icons appear next to each course within the class search on the far right-hand side.

Wait List
If a class is using the Wait List feature and seats become available, the student on the Wait List will automatically be enrolled when a drop occurs. This update does not happen immediately, but happens when the Wait List process is run (typically every two hours). Students are notified by email when they are added to a class from the Wait List. Students should check their schedules.

It is the responsibility of the students to drop the class if they no longer want to be enrolled.

Enrollment from the Wait List will not occur if:
+ The student is in the same course but in a different section.
+ A time conflict would result.
+ The student has not met the prerequisites.
+ The additional class would place him over the allowed 19 units for full-time status (13 units for Summer and 4 units for Minimester).
+ The student has a negative Service Indicator.

In these cases, the system will automatically go to the next student on Wait List [in position #2]. There is no email message that goes to the student to let her know that she remains on the Wait List.

Swap
If students can’t get into the section they want they can use the Swap feature to try to get into a waitlisted section.

For example, a student wants to enroll in IDHP 110.001. IDHP 110.001 is currently full and has the wait list option. There are other sections available of IDHP 110. The student can enroll into an open section and choose the ‘swap’ option. Once the waitlisted course has a spot available, the student will move from the open course to the section they want.

Permission to Enroll
Alternatively the enrollment for some classes is handled by Department Consent. In this case the student must request permission from the department to add the class. The department administrative assistant can add the student to the Student Specific Permissions list.

Failure to Attend
Students are expected to attend all classes. Students who fail to appear for the first 2 class meetings (or the first meeting of evening classes) may forfeit their space in the class.

Instructors have the right to release these spaces to other students wishing to add the class. Please explain to the original student that if he loses his space because other students are waiting to get into the class, he must officially drop himself from the course or he will earn an “FX” grade for non-attendance. Look at the full manual for more information.
How to Use Class/Catalog Search

How to Log into PeopleSoft:
- Go to www.towson.edu
- Click on Quick Links
- Choose Towson Online Services
- Enter your NetID and Password
- Click on the link to Self Service
- Choose Faculty Center

Once you are logged into your Faculty Center, click on the tab for Class/Catalog Search.

On the Class/Catalog Search, enter in the four-digit term number. As an example:
Fall 2018 = 1184
Summer 2018 = 1183
Spring 2018 = 1182
Minimester 2018 = 1181

If in doubt, click the lookup button for the correct term.

Search Criteria
- You must have at least two search criteria selected for Class Search to work.
- Put in Course Subject and Course Number, such as ENGL for English and 102. Or simply select ENGL.
- Select Career [Graduate or Undergraduate].
- Hit Search at the bottom of the page. To see a class in more detail, click on the link in blue. On this page, you can view the Enrollment Requirements, Attributes, Description, etc.

Online Courses
- For another example, you can search for Online classes.
- Look for the drop-down menu named Mode of Instruction and select “Online.”
- This selection allows you to view only online classes.
- You can also search for Partially Online classes. Select Less than 50% Online or select 50% or More Online.

Part Online Classes
A part online class should reduce face-to-face class activities with online work. If the meeting pattern can reflect the actual days & times the class meets, we can have better use of the classrooms.

For example, if a class with meeting pattern MW 2:00-3:15pm plans to meet face-to-face on Mondays and online on Wednesdays, show the actual meeting pattern of Monday 2:00-3:15pm. Please include a free format note to explain the part online nature of this class.

Core Courses
- You can search for classes in various Core categories. In the drop-down menu for Core Category, you have the choice to select any of the General Education categories.
- First select either “University Core Requirements”.
- Then select the category.
- Notice you have a choice for Additional Search Criteria.

Search
Please note that if the class you are searching for does not show up in the search results, it could be because the class is full. A class that is full has a status of Closed. A class that is using the Wait List feature will also have a status of Closed.

In this case clear the checkbox that is marked (by default) as Show Open Classes Only. Then you can see all classes, not just the ones with open seats.

Off Campus
- Also, you can search for Off-Campus classes.
- Using the drop-down menu for Campus (located under the Mode of Instruction box in Class Search), select one of these Off Campus locations. You can choose Extended Miles Off Campus 25+, Off Campus w/in 25, OR TU Non-Main Campus. You can also use the lookup button.
Grading
In your Faculty Center – in My Schedule – select the tab for grade roster.
If the correct term is not showing Click “change term.”
If the correct class is not showing Click “change class.”

Grade Rosters are created a week or two before Final Exams begin. The Registrar’s Office will send a reminder to departments. You have 72 hours after the last Final Exam to post grades.

If your class ends before the regular term ends and you need your Grade Roster created in advance, please contact the Registrar’s Office at 410-704-2097.

(Note: If you post grades in your Blackboard site, this does not mean your grades are officially posted. Grades must be posted via your account in Online Services.)

Click this icon to access your grade roster.

The icon will be activated only after Grade Rosters have been officially generated.
Inputting Grades

Type the grade in the Grade Input column or use the lookup glass to see grades that are valid for the course. For example:

<table>
<thead>
<tr>
<th>Grade Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>A-</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>B+</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B-</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>C+</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>C</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>D+</td>
<td>BELOW AVERAGE</td>
</tr>
<tr>
<td>D</td>
<td>BELOW AVERAGE</td>
</tr>
<tr>
<td>F</td>
<td>FAILURE</td>
</tr>
<tr>
<td>I</td>
<td>INCOMPLETE.</td>
</tr>
</tbody>
</table>

Incompletes are not encouraged but can be issued for verifiable medical reasons or documented circumstances beyond the student’s control. After 180 days the I grade will change to an F. Let the student know s/he does not need to register for the class again.
FX FAILURE NON-ATTENDANCE
[Click the link to “FX Notes” to add the last date of attendance or to note that a student never attended.]

Mainly for graduate classes:

S SATISFACTORY
U UNSATISFACTORY
IP INPROGRESS

Grading Used for Developmental Courses:
SX SATISFACTORY
[units do not count towards degree and are not calculated into the GPA]
UX UNSATISFACTORY
[not calculated into the GPA]

W This grade is issued when a student drops after Change of Schedule.

Audit Option (AUD)
- The audit option must be approved by instructor before the end of the Withdrawal period.
- If student successfully completes the audit, AU grade is posted.
- If the student does not successfully complete the audit, AUX grade posted.
Pass Grading Option (P/NP)

- You must assign an actual grade. The PeopleSoft system will change the grade you assigned on the student’s record.
- If the student earns “C” or above a PS will show on their record and it will not be calculated into their GPA.
- If the student earns “D+” or below, the actual earned grade will be on the transcript and will be calculated in their GPA.

When the grades are completed on the grade roster:
Click “Save” at the bottom of the screen.
Click the Dropdown menu for Approval Status. Change to Approved.
Click “Post.” [The Post box will appear after the grade roster is Approved.]
Changing Grades
The instructor can change a grade for an individual student until the end of the 72 hours.

Once your grades are posted, you can see the button named “Request Grade Change” pop up.

Click REQUEST GRADE CHANGE.

Change grade and click “Submit.”

If you need to change a grade after it has been posted, the new grade will show in the Official Grade column. The original grade will remain on the grade roster in the Grade Input column.

After the grading period, a Change of Grade form must be submitted to the Records & Registration Office [call 410-704-2701].

The form is kept in the front office and on SharePoint and must be signed by the Chair and the instructor.
Advising
Advising allows for students to meet with their academic advisor to discuss their degree requirements, review the student’s progress, and help students decide what courses they should take in the next semester.

*Please note, there are no longer mandatory advising holds placed each semester. Advising holds will be placed on a student’s account at specific milestones, and when they reach 45, and 90 credits (to ensure they are on track for graduation).

Guide to Academic Requirements
The Academic Requirements Report is a comprehensive tool for looking up the University requirements (either GenEd or University Core) and the major requirements. Academic Requirements Report assesses the student’s academic progress in:

- General Education (GenEds) or University Core (University Core) requirements.
- Credits earned towards graduation
- Major and Minor coursework

Go to the drop down box “other academic” and choose Academic Requirements Report.

Getting Started:
- In your browser, go to inside.towson.edu.
- On the top links, Towson Online Services/ PeopleSoft.
Log in to your Towson Online Services Account.

Access your records, class schedule, rosters, grades, etc.

For Students
Use your Tiger account
Activate Your Account
Reset expired password
Reset forgotten password
Forward Your Email

For Faculty/Staff
Use your TowsonU account
Activate your account
Change your password
Reset expired password
Reset forgotten password

Click on Self Service, then My Advisees.

Viewing Academic Requirements Report
Under Academics, choose Academic Requirements Report from the drop-down menu.

Click next to the drop-down menu. It may take a couple minutes for the My Academic Requirements Report to process.

You will now see the report.
My Academic Requirements

Things to Note:

1. The report will tell you when it was last generated. Changes that a student makes, such as enrolling in a class, dropping a class, or changing a major, will generate updated data.
2. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded.
   • To collapse all requirements, click [collapse all], to expand all requirements, click [expand all].
3. You can also expand or collapse individual requirements by clicking [.expand].
   Note the course status icons:

   ![Taken](attachment:image.png) ![In Progress](attachment:image.png)

You will see these next to courses on your advisement report like the example below:

<table>
<thead>
<tr>
<th>ART 229</th>
<th>PAINTING 1</th>
<th>3.00</th>
<th>Spring 2007</th>
<th>A</th>
</tr>
</thead>
</table>

Things to Note:
Unlike the Academic Requirements Report, the Satisfied and Not Satisfied indicators are not color coded. It simply says “Satisfied” or “Not Satisfied.” Below is an example of a requirement that is not satisfied.
As you move down, you will see courses that do not have a grade or status. These are courses that may be used to satisfy a requirement. When a student clicks on a course description, s/he will be able to enroll in that course.

### Overall Academic Requirements
- Must complete 120 Credits
- Must complete 32 Upper Level Credits
- Must complete last 30 credits at Towson
- Must graduate with an overall GPA of 2.0 or higher
- Cannot repeat a course outside of Towson University if already attempted at Towson University
- Must take 1 course from each Core category
- Maximum of 19 credits per fall/spring semester
  (Must petition Academic Standards to go over credit limit)
- Degree Plan should be completed at 45 credits

### Overall Major Requirements
- All prerequisites are strictly enforced
- No third attempts allowed for major courses
- No core exceptions can be made by our department
- All required courses must be completed with a grade of C or better
- COSC 236 and COSC 237 must be taken together at either Towson University, a Community College or 4 year school

### Class Permissions
Students must receive permission from the course instructor to add a course. The instructor should send an email to Shannon Kreiner at skreiner@towson.edu with the student’s name, id number, course and section number.

*Please note that class permissions are no longer being given to students who do not meet the required prerequisites for a course. Class permissions should be used to overfill a course or add a student who meets the prerequisites for the course, but the requirements are not showing correctly in their Academic Requirements Report.*
Required Cores by Major

Computer Science:
Core 5: COMM 131
Core 9: ENGL 317
Core 14: COSC 418

Information Systems:
Core 9: ENGL 317
Core 14: COSC 418

Information Technology:
Core 5: COMM 131
Core 9: ENGL 317
Core 14: COSC 418

Degree Completion Plans
A Degree Completion Plan hold (DCP) will be placed on the student’s account when they reach 45 credits.

Students should do the following:
1. E-mail their adviser to make an appointment.

2. Prior to meeting with their advisor:
   a. Review Academic Requirements Report in PeopleSoft. This will indicate courses they have taken and ones which they still need to take.
   b. Review the requirements for their major.
   c. Determine which courses they think they should take next semester and complete the Registration Proposal.

3. Complete their Degree Plan
   a. Download the Degree Completion Plan Template and save the file name as their student ID number, last name and date as the file name. (Example: 0123456FISHER10-31-14).
   b. After the spreadsheet is open in Excel, input the total earned units up to today and input the number of units they are currently enrolled in.
   c. Fill in the remaining schedule by term. Use the below course sheets to help determine when a course is offered and its prerequisite(s).
   d. Make sure they have a minimum of 120 credits.
   e. Email their completed Degree Plan to you as their advisor.

After reviewing the student’s Degree Completion Plan, you should email a copy to Shannon at skreiner@towson.edu.
Removing Holds
-In the Advisor Center click on the 🚫 button at the top of the page, then click on ADV, then release
-Repeat procedure if they have a degree plan hold and their DCP has been submitted and reviewed, click on SPL or DCP, then release
-All other holds must be removed by the Department who places the hold (i.e. Bursar, Registrar, etc.)

ARTSYS and Transfer Students
Transfer credits will be awarded for most academic courses completed. For course transferability regarding Maryland community colleges, access the ARTSYS Articulation System. Towson ARTSYS is an online database with approved course equivalencies from a variety of community colleges and four-year institutions, outside of the Maryland community colleges.

Transfer students may request potential major credit or elective credit to satisfy courses in their major program. Students can complete a Transfer Course Equivalency Request Form (PDF) and take this form to their intended major department.

Student Resources
There are many resources available for students currently at Towson University and for prospective students who are considering enrolling at Towson. Please direct students to the appropriate person or department below.

FCSM Advisor
Students should be referred to Denise McGill if they are struggling academically, have repeatedly missed advising sessions, or need additional academic resources.

Denise McGill
FCSM Academic Advisor
dmcgill@towson.edu
410-704-3027

Academic Advising
Students who have questions about changing majors or have an Academic Warning Hold on their account should be referred to Academic Advising.

advising@towson.edu
410-704-2472
**Tutoring**
The Department of Computer and Information Sciences provides peer tutoring support for students taking courses in our department free of charge on a walk-in basis for approximately twenty hours per week during the fall and spring academic semesters in the YR-403 Project Lab. Tutoring services are also available on an appointment basis during the summer and winter sessions.

**Lab Room YR403**
410-704-4918

We currently provide tutoring support for the following 100, 200 and 300 level courses:

- COSC 109 (Flash / Web Pages)
- COSC 111 MS-Office (Applications)
- COSC 175 General Computer Science
- COSC 236 Computer Science I
- COSC 237 Computer Science II
- CIS 334 Data Organization
- COSC 336 Data and File Structures
- ITEC 231 Fund Web Tech

**Career Center**
The Career Center at Towson University offers students one-on-one career counseling, self-assessment tests and online resources, help mastering the art of the interview, creating an impressive resume, and developing a professional image to give students a competitive edge.

The Career Center also works to build relationships with employers and help them connect to Towson’s 22,000-plus talented and motivated students.

**FCSM Career Center Staff**

**Matthew Smith**
FCSM Career Coach
mpsmith@towson.edu
410-704-4107

**Alyssa Sapia**
FCSM External Outreach Coordinator
asapia@towson.edu
410-704-4190

**Handshake**
Career Network for students to connect with employers
Towson.joinhandshake.com
Writing Center
The Writing Center provides individual writing support to all members of the Towson community, including undergraduate and graduate students as well as faculty and staff members. They work with writers at any stage of the writing process from brainstorming to polishing a final draft.

Writing assistants work with writers to develop and organize their thoughts, sharpen their focus, and communicate their ideas more clearly and precisely. They support writers with any type of writing project, whether a PowerPoint presentation for a sociology class, a lab report for biology, or a resume for a summer internship.

To Meet with a Writing Assistant
Call the Writing Center at 410-704-3426 or stop the Writing Center in LA 5330.

Counseling Center
The Counseling Center offers personal counseling and a variety of other services to students, faculty, and staff. In addition, the center is a resource for parents of TU students. There is no fee for most services at the Counseling Center.

Appointments can be scheduled by calling: (410) 704-2512

Assisting Students in Distress
A faculty or staff member is often the first person to recognize when a student is in distress. Here are some tips on how to reach out to that person:

• You are not expected to provide personal counseling to students

• Encourage the students to use campus resources

• Facilitate a referral to the Counseling Center, Health Center, and Disability Support Services

Disability Support Services
Disability Support Services (DSS) is part of the Towson University commitment to promoting a diverse and inclusive campus that is welcoming to all. DSS collaborates with students, faculty and staff to ensure equal opportunity and create an accessible educational experience for students with disabilities.

Testing Services
The Testing Services Center, located in the Administration Building, Room 228, provides testing accommodations for students registered with Disability Support Services. The center offers extended time, reduced distraction testing spaces, computers and other assistive technology, as well as readers and scribes, as appropriate. All tests are proctored to ensure academic honesty.
Faculty Testing Responsibilities
Before accepting any test accommodation request, each term instructors should have in their possession the DSS memo authorizing test accommodations for the student. At least five (5) business days before the test date, the instructor should expect the student to make the request. DSS informs students that they must make their request for test accommodations in a timely manner or they may not have the opportunity to be accommodated.

Instructors should check their e-mail daily from dsstesting@towson.edu. Upon receipt of the e-mail, the instructor should review the request, approve it (if appropriate) and submit the form electronically. A message will be sent automatically to the student and the Testing Center to schedule the test.

Instructors should send tests to the Testing Center at least 1 business day in advance of test date. During finals, we ask that instructors send tests 3 business days in advance of the test date due to the high volume of tests.

Tests can be submitted by fax (410-704-4699), e-mail (dsstesting@towson.edu) or delivered to the Testing Center (Administration Building, Room 228).

Completed tests are returned by Testing Center courier to the designated department in a sealed envelope (or, if instructors prefer, they can indicate on the form that they will pick up the test). Delivery will be confirmed by the signature of a department representative who ensures the instructor will receive it.

The Testing Services Center is committed to providing a secure testing environment. All tests are proctored. Tests are secured in a locked office. All students are required to adhere to the Towson University Student Academic Integrity Policy.

Disability Syllabus Statement
If you are a student with a disability and believe you may need accommodations for this course, please notify me with a memo from Disability Support Services (DSS). Since accommodations are not retroactive, it is strongly recommended that you provide me with notification as early as possible in the term. To register with DSS, or if you have questions about disability accommodations, contact Disability Support Services at 410-704-2638, or visit the DSS office in the Administration Building, Room 232.

ISSO
Towson University is home to nearly 500 international students from over 80 countries and to 30 foreign faculty, exchange scholars, and visiting faculty each year. The International Student and Scholar Office (ISSO) provides documents, services, and programs essential to a culturally diverse academic environment that enhances international learning opportunities for students, faculty, and staff.

isse@towson.edu
410-704-2421
FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.
Permission to Review Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) limits disclosure to others of personally identifiable information from educational records without student prior written consent.

By filling out and signing this document, you, the student, are giving your permission for the person(s) named below to view or otherwise obtain information from your educational records.

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<th>Student Name</th>
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