GRADUATE
STUDENTS

A guide to using
the My Academic
Requirements
Functionality
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What is “My Academic Requirements”?

My Academic Requirements assesses your progress in:

- Credits earned towards graduation
- Program specific requirements

You can think of the report as an audit of your academic work.

My Academic Requirements allows you to enroll in courses that may satisfy a requirement directly from the report.
Getting Started:

- In your web browser, go to http://students.towson.edu

- On the right hand side, click on

  ![Towson Online Services](Image)
  Access Registration, Student Records, Bursar and Financial Aid Systems via PeopleSoft

- Log in to your Towson Online Services Account.
- Click on Self Service, then Student Center.
Viewing My Academic Requirements:

- Under Academics, click on Academic Requirements
You will now see the report.

Things to Note:
1. The report will tell you when it was last generated. Changes that you make, 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. Click on ‘collapse all” or “expand all” to override this default. (You can also collapse/expand by clicking on the icon anywhere in the report.)

3. By clicking on “view report as pdf,” you will generate a PDF version for ease of printing and emailing.
4. Note the course status icons.

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

We will now expand all the requirements for purposes of explaining the Academic Requirements further.
Things to Note:

1. This indicates the description of the highest level element, the requirement group. Anything that falls under this will impact whether or not it is satisfied.
2. This indicates the description of the second-level element, the requirement. If this is not satisfied, the requirement group is not satisfied.
3. This indicates the requirement line level, which contains the course information. If this is not satisfied, the requirement and the requirement group are not satisfied.

When a requirement line is not satisfied, this is what it will look like:

<table>
<thead>
<tr>
<th>3.0 GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Satisfied:</strong> An overall GPA of 3.0 is required to be eligible for graduation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0 GPA all Towson Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Satisfied:</strong> An overall GPA of 3.0 is required to be eligible for graduation (Withdrawn courses are listed but not used to calculate the GPA).</td>
</tr>
</tbody>
</table>

- GPA: 3.000 required, 2.595 actual
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 you click on a course description, you will be able to enroll in that course.

![Course List]

**Important!**

This report evaluates the courses you are currently taking, and assumes successful completion. Failure of a course will result in the requirement no longer being satisfied.

Inter-Institutional Registration (IIR) courses will NEVER show as in-progress and will not satisfy a requirement until it has been graded on your TU record.

IIR courses taken prior to spring 2013 will NOT automatically satisfy a requirement. Your program director must submit an exception to have the course satisfy a requirement.
What’s in My Academic Requirements?

The report contains a listing of your (see page 12 for illustration):

1. **General Graduate Requirements**
   - Cumulative GPA must be 3.0 or greater
   - No more than three 500 level courses
   - No more than two C’s

2. **Program Time Limit Assessment**
   - Master’s and certificate students have 7 years to complete their degrees
   - Doctoral and MFA students have 10 years to complete their degrees

3. **Program Requirements**
   - For each program that you have been admitted to, you will have a section that details the specific graduation requirements based on your catalog year.

4. **Overall credits towards graduation**
   - Each program has a specific number of credits required for graduation

5. **Catalog Year**
   - Your graduation requirements for your program are based on your catalog year which is often the same term that you were admitted (but not always). If it seems that the requirements showing on your report are not what you expected, it is most likely due to the incorrect catalog year in the system which can be changed via your program director/advisor. The system will sometimes refer to this as your “Requirement Term.”
What's in My Academic Requirements?

**General Graduate Requirements**

- Satisfied: All students must satisfy the graduate school policies to be eligible for graduation. (G660)

**500 Level Course Review**

- Satisfied: A maximum of three 500 level courses may be included toward graduate requirements. (R199)

**3.0 GPA Requirement**

- Satisfied: An overall GPA of 3.0 is required to be eligible for graduation. (R140)

- 3.0 GPA in all Towson Courses

**All Courses Taken with a C**

- Satisfied: No more than two courses with a grade of C are permitted to be used toward graduation. Any grades that are lower than a C cannot be used toward graduation. (R160)

**7 Year Masters Time Limit**

- Satisfied: Within 7 Year Masters Time Limit (G1002)

**Human Resource Development - Professional Track**

- Satisfied: Human Resource Development students in the General Track must complete 36 credits of graduate work. (G669)

**Human Resource Development - Professional Track**

Enrolling in a course through My Academic Requirements

To enroll in a course, click on the course description. Note that not all requirements will display the option to enroll in a course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 203</td>
<td>DESIGN I</td>
<td>3.00</td>
<td>Spring 2007</td>
<td>A</td>
<td>✔️</td>
</tr>
<tr>
<td>ART 204</td>
<td>DESIGN II</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 211</td>
<td>DRAWING AND APPRECIATION</td>
<td>3.00</td>
<td>Fall 2006</td>
<td>A-</td>
<td>✔️</td>
</tr>
<tr>
<td>ART 212</td>
<td>DRAWING II</td>
<td>3.00</td>
<td>Fall 2007</td>
<td>A</td>
<td>✔️</td>
</tr>
<tr>
<td>ARTH 221</td>
<td>SURVEY OF WESTERN ART I</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 222</td>
<td>SURVEY OF WESTERN ART II</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses: 6 required, 3 taken, 3 needed

Not Satisfied: First Level Foundation.
You will see the page below.

My Academic Requirements

Course Detail

Return to My Academic Requirements

ARTH 221 - SURVEY OF WESTERN ART I

Course Detail

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Course Components</td>
<td>Laboratory</td>
</tr>
</tbody>
</table>

Description

Click on view class sections

Scroll down and you will see the following below the course detail. The current term will default in the drop down menu.
Scroll down further to see the valid sections for the term.

Click **select** for the class you would like to take.
Once you have selected the desired section, you will see the following page to add the course to the Shopping Cart.

My Academic Requirements

Add to Shopping Cart - Enrollment Preferences

Fall 2008 | Undergraduate | Towson University

ARTH 221 - SURVEY OF WESTERN ART I

Class Preferences

<table>
<thead>
<tr>
<th>Lab</th>
<th>Open</th>
</tr>
</thead>
</table>

Grading | UNDERGRADUATE GRADING
Units | 3.00

Session | Regular Academic Session
Career | Undergraduate

If all information is correct, click NEXT. The following message will appear.

My Academic Requirements

Course Detail

ARTH 221 has been added to your Shopping Cart.
To enroll in classes from your Fall 2008 Shopping Cart, click here.
Please note that you are not yet enrolled in the course.

You can either add more courses to your Shopping Cart or proceed to enroll in the course by clicking on [click here] in the message.

**Cautions**

- Great care is being taken to create both accurate and complete reports of your academic progress; however, it is possible that the reports may contain errors or omissions.

- **Not all graduate programs have had academic requirement reports created.** If you look at your requirements and do not see any reference to your specific academic program, please assume the report has not yet been created.

- If you have a question concerning your requirements, or need to change your catalog year, please contact your program director.