# Class Schedule Building Procedures

First: Please never delete a class section from the published, proofed, official, approved Class Schedule once proofing is over!

You may cancel a class, but please do not delete.

## To enter a class:

Go to Curriculum Management > Schedule of Classes > Schedule New Course.

## To edit a class:

Go to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

![Class Schedule Building Procedures](image)

## Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>TOWSN</td>
</tr>
<tr>
<td>Term</td>
<td>1132</td>
</tr>
<tr>
<td>Subject Area</td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>begins with</td>
</tr>
<tr>
<td>Academic Career</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>begins with</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
<tr>
<td>Course ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Course Offering Nbr</td>
<td></td>
</tr>
</tbody>
</table>

[Case Sensitive]

- [Search][Clear][Basic Search][Save Search Criteria]

Enter term, subject area, and catalog number.

Click on search.

First select the Basic Data Tab.
Basic Data:

Enter session. Start and end dates will fill in automatically.

Select the correct session.
For Fall/Spring the choices are 1, 7W1 or 7W2.
In Summer, there are more choices.

Regular Academic Session - number 1 – comes in by default. For first seven-week session, use number 7W1. For second seven-week session use 7W2.

The dates for the session will default in and should not be changed unless the class goes beyond the Session End Date.
If the course does go beyond the Session End Date, change the End Date to reflect the final day of the class.
Never change the Start Date on this Tab. If you have a request for an earlier start date, please contact Suzanne Hill.

This Tab is used for Blackboard and other calendar-driven things.
Basic Data:

Enter section number (3 digits). For example use 001. Review Attachment E to see Course Section Numbers defined.

We are using section numbers to identify these designations:

- 180 – 199 Combined Sections
- 400 – 449 Less than 50% Online Sections
- 450 – 499 50% or More Online Sections
- 900 – 920 Online Sections

The Associated Class field will be populated automatically [to match the section number]. Do not change or remove this value.

If you need a section of a variable-credit course changed to a fixed number of credits, send an email to rooms@towson.edu requesting this update.

If you want to set up a class as “DO NOT PUBLISH,” uncheck the Schedule Print box. Nothing about this class will appear online; students will not see the class when they view Schedule of Classes, nor will they be able to register for the class unless the 4-digit Class Number is given to them. The Office of the Registrar does not provide Class Numbers for non-published classes. Students will be referred to the Academic Department.

All classes default to “Student Specific.” Uncheck the box ONLY if using Dept Consent with Class Permission Numbers.
Basic Data:

Classes should remain as “MAIN” for Campus and as “ON CAMPUS” for Location. This is the default and typically does not need to be changed.

However:
For Online classes, select “Online” for the Campus field [spelled “ONLINE”].
Enter “TOWSON_U” in the Location field.
Change the letters IP to WB in the Instruction Mode field.
For Hybrid (partially online) classes, enter “PARTONLINE” in the Location field.

The Campus should remain “MAIN.”

Change the Instruction Mode to LT for Less than 50% Online or MT for 50% or More Online.

About PartOnline classes:
Please encourage your faculty to inform you of the class meeting pattern for partially-online classes. 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 200-315pm.
Please include a free format note to explain the hybrid nature of this class. This can be emailed to us at rooms or included on Attachment C for Free Format Notes.
Class Topic title for Undergraduate & Graduate courses:

For class Topic [or subtitle], use the correct Course Topic ID number. The list of Topic ID numbers for each course is viewable in the catalog [in PeopleSoft]. If a Topic ID number is not used, the course topic title does not show up anywhere on the schedule.

Next uncheck the Print Topic in Schedule box.

Special Topics and their Topic ID numbers should also be listed on Attachment B.

If unsure about Special Topics and Topic ID numbers, contact Suzanne Hill.
Adding another section:

To add a second section of a course, select the blue plus button to “Add a New Row.”

You must be on the Basic Data page in order to add a new section of this course.

Next, click Meetings Tab.
Meetings:

Enter the Facility ID (Building/Room).

If you change the room (after checking with rooms@towson.edu that the room is available), you might get a pop-up notice to inform the students. Click OK or the new room is not saved.

Add the meeting pattern for days that the class meets. Do not check the individual days. For reporting purposes, there must be a value in the Meeting Pattern field. If you cannot locate your meeting pattern on the Pattern lookup list, contact us at rooms@towson.edu. If your class is off-matrix, that is, if the class does not adhere to the course scheduling matrix, please forward to us at rooms@towson.edu a justification why it is off matrix.

Enter the Meeting Start & End times. Please double-check these! Verify that AM or PM is entered correctly. If the class has no established meeting pattern, enter “TBA.”

For Online classes: Enter “ONLINE” in the Facility ID and “TBA” in the Pattern box.
Class Topic:

Note for Class Topic for Undergraduate & Graduate courses:

Copy Topic Title in the Free Format Topic field.

Do not check the box (Print Topic on Transcript). If the box is checked, the title will show up twice on the student’s transcript.
Instructor information:

Scroll down to enter Instructor information:
The departments add instructor information only for returning instructors.
Departments are unable to add new instructors.
Enter the TU ID# of the Instructor who will be teaching the class and who will be evaluated by the students. This instructor’s role is Primary Instructor; select “Prim Instr” from the dropdown menu. The only available Instructor Roles are Primary or Secondary.

If you have more than one instructor assigned to a class, click on the plus sign to add the second instructor's TU ID#. If this instructor also needs to be evaluated by the students, the instructor’s role will also be Primary; select “Prim Instr” from the dropdown menu. If not, the second instructor's role will be Secondary; select “Sec Instr” from the dropdown. For a secondary instructor, select “Grade” access or, if they do not need to see the grade roster, leave blank.

Select “Post” in the access dropdown menu for a Primary Instructor. Select “Post” even if there is no instructor for the class yet. If “Post” is not selected, the class will NOT show up in Query results.

If you do not see an instructor show up on the Class Schedule and you think he should be showing up:
If the class has a new regular instructor please contact Karen Stukes in HR to determine where in the contract approval process the instructor currently is.
If the class has a new adjunct instructor, please contact Wendy Rohrbaugh in the Provost’s Budget Office to determine where in the contract approval process the instructor currently is.

If there is more than one meeting for this class, include the instructor and select “Post” for each of the meetings or the instructor cannot access his class or grade roster. Do not select “Print” each time.
More detail about instructor set up:
The only available Instructor Roles on the Schedule of Classes will be Primary & Secondary.

- **If the course is being team taught (with 2 or more faculty members):**
  - All Instructors will be listed as **Primary** with Access of **Post** and with **Print** checked. If **Print** is not checked, the instructor’s name does not show on the grade roster.

- **If the course is taught by a Graduate Teaching Assistant (Master's or Doctoral student):**
  - The Graduate Teaching Asst will be listed as **Primary** with Access of **Post or Grade** (as decided by the Department) and with **Print** checked.

- **If the Graduate Teaching Assistant is being mentored:**
  - The faculty mentor will be listed as **Secondary** with Access of **Post or Grade** (as decided by the Dept) and **Print** checked. (If the secondary instructor will not be POSTING the grades, the print box may be left unchecked.)

- **For Thesis classes 897, 898, 899, 997, 998, 999:**
  - List the advisor as Primary Instructor with Access Post and with print checked.
  - [Janet Delaney does not need to be listed at all.]

- **For a class with 2 or 3 meetings [a lecture and two labs for instance]:**
  - On the first meeting, the Faculty member will be listed as **Primary** with Access of **Post** and **Print** checked.
  - On the second meeting(s), the instructor can be listed as **Primary** in order to be evaluated and can have no Access selected. Or the instructor for the second meeting(s) can be listed as **Secondary** if he should not be evaluated and can have no Access selected.

- **If there are multiple meeting patterns:**
  - Make sure that on the first meeting pattern there is at least one Instructor listed as **Primary** with Access of **Post** and **Print** checked.

Please Note: For purposes of student evaluations, the **Primary Instructor** is the one listed on the student course evaluations.

The role for Adjunct Faculty allows only a view to the instructor’s rosters (not a view to student records).

If you need to change an instructor on a particular section, please let the University Bookstore know by emailing them at this address: bookoffice@towson.edu
Start and End Dates:

Meeting Dates default from the Basic Data page and should only be changed if the class is shorter or longer than the Session Dates. An example would be a workshop that runs for 2 weeks during the 7W1 session – you would put the real start and end dates on the Meetings Tab.

The Start Date must fall within the Session you have selected.

If you are changing the Start and End dates from the default term/session dates to fall within the default term/session dates, change the dates on ONLY the Meetings page. Do not make a change to the Basic Data page. If the shortened dates fall within 7-week sessions, be sure to select the correct 7W session.

If you are changing the Start and End dates from the default term/session dates to extend the class LONGER than the ending default term/session dates, change the ending date first on the Basic Data page and then on the Meetings page.

Do not change a class to make its Start date EARLIER than the default beginning date. If you have a request for an earlier start date, please contact Suzanne Hill.

This Tab is used for Student Voice evaluations, as well as other calendar-driven things.

Next, click the Enrollment Cntrl Tab.
Enrollment Cntrl:

The Class Schedule has two enrollment fields: Requested Room Capacity & Enrollment Capacity. Requested Room Capacity is the maximum enrollment you will allow in the class (considering that you may be holding seats for transfers and new students). The Requested Room Capacity also helps indicate the size room needed for the class. We are asking you to indicate in “Requested Room Capacity” the number for the maximum enrollment you will allow in the class.

In the next field “Enrollment Capacity,” please provide the enrollment limit you are currently allowing to register. This number may be less than “Requested Room Capacity,” but can’t be more.

If you increase enrollment to add more seats to a class, notify the University Bookstore at bookoffice@towson.edu when enrollment is changed in case the book order is affected.
Enrollment limit for Combined Sections:

You might raise enrollment limits on a class that is part of a combined section. You can tell because you will see a link in the Class Schedule to Combined Section:

If you raise the seat limits on classes that are Combined Sections, be sure the Enrollment Status displays the word Open. If the Enrollment Status remains Closed, the class enrollment limit might need to be raised also in the Combined Sections Table “behind the scenes.”

If you check on Class Search you will see the current limit for all sections in the Combined Section Capacity listed here:

If this number needs to be raised to accommodate an updated enrollment limit that you just raised, contact rooms@towson.edu and we will take care of this update.
**Department Consent:**

To set the Dept Consent control: Select Dept Consent in the Add Consent drop-down. Selecting Dept Consent here means that the student needs a Permission Number or Student Specific Permission to enroll. **Failing to select Dept Consent means the class is open to enrollment.**

For classes that enforce Prerequisite Checking, leave Add Consent as “No Consent.” Otherwise Prerequisite Checking does not work.

**Drop Consent:**

**Leave Drop Consent as “No Consent.” Generally we do not change this setting. Students typically do not need permission to drop a class.**

**Wait List:**

To use the Wait List, enter a number in the Wait List Capacity field. The maximum limit is “6.” **Note: All classes now default to Auto Enroll from Wait List. Do not remove the check mark. If you use the Wait List, do not also set up the class as Dept Consent.**

**Lecture/Lab guidelines:**

We now have several split Lecture and Lab courses such as:

- CHEM 121/121L; 122/122L; 131/131L; 132/132L
- BIOL 120/120L
- BIOL 221/221L & 222/222L (replaces 213 & 214)

These courses give students flexibility in choosing times that fit with the rest of their schedule. We anticipate seeing more of these in different departments as time goes on. Here are some things you need to know about separate Lecture – Lab courses.

1. They are set up as co-requisites which means the student MUST sign up for both a Lecture and a Lab in the same term.
2. Occasionally the student will have already completed one part. In those cases, the system will allow them to register for the other part.
3. These classes cannot be set up with wait lists.

** Cancelling a Class:**

To cancel a class, contact rooms first to have the process explained. **Never delete a class.** Notify the University Bookstore at bookoffice@towson.edu when a class is cancelled [or added].

Next, click on the Notes Tab.
Class Notes:

Notes can be added through the look up search in the Note Nbr field. Click the Lookup button and select the corresponding Note number.

For reporting purposes, ANY class note must be denoted by a Note Number. [Do not copy down the note into the bottom box.]

For example: for Hybrid classes, select Note Nbr #2050 - Mode: 50% or More Online or #2051- Mode: Less than 50% Online.

If you have additional notes to add, insert a row for each one by clicking the plus sign to add a row.
There are two new Class Notes [as of Mini/Spring 2014]:

1. IVC Classes:

For IVC classes, select Note Nbr 35. The class note reads: “Interactive Video Conferencing – Site to site delivery from studio. “
IVC is defined as: The class looking at a TV screen or computer monitor is the IVC section. So if material is broadcast from a LI room to Hagerstown, the Hagerstown section is the IVC section that should get the note 35.
For example, in the case of Nursing classes, it’s the TLN section in Hagerstown that gets the note.
Regarding classes with the potential to be IVC: we don’t track that. A class is either IVC or it is not IVC. You have to tell us which.
If a class is 50% or more IVC, then it gets the class note 35. But that means that both sections could be IVC if it’s a 50/50 split: for example on Tuesdays the broadcast goes from LI to Hagerstown, then on Thursdays the broadcast goes from Hagerstown to LI. Then both would be IVC. The department has to use its best estimate to determine which classes use Note Nbr 35.
Identify IVC classes with note #35 on Attachment A and in the Class Schedule.

2. Service Learning:

The Office of Civic Engagement will be using Class Note #24 to designate and report on service-learning classes in the Class Schedule. The class note reads: “Class requires 10-30 hours of service outside of scheduled class periods. Service may be on or off campus. Contact instructor for additional information.”
Service Learning is defined as “a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities intentionally designed to promote student learning and development.”
If you are not sure if your class should be designated as a service-learning class, review the “Service-Learning Course Criteria” at the link named “Information for Faculty” at www.towson.edu/studentaffairs/civicengagement/servicelearning or contact the Office of Civic Engagement at 410-704-2806.
Identify Service Learning classes with note #24 on Attachment A and in the Class Schedule.
Free Format Notes:

Customized notes can also be entered. Type them in as Free Format Text by typing the desired message in the bottom text box. However, these should not take the place of a Standard Note but only supplement it.

For example: let’s say you want to include customized contact information for an online class. First select Note Nbr 31. Then add a row and type a Free Format note for customized information. In the example above, the online class is designated with Note Nbr 31 and also with a separate second Free Format Text note.
Notice the addition of Site: Class Notes. These must be used for off-campus and TLN classes. For reporting purposes: each off-campus site must have a specific Site: Class Note.

If you have any questions about off-campus classes, contact Bev German.
Hold Sections:

If you have hold sections, let the Registrar’s Office know by submitting them on a sheet separate from your department CTF schedule. Write “Hold Section(s)” across the top of the page.

Note: Do not enter the Hold Sections into PeopleSoft. Entering them into PeopleSoft provides the possibility that students will find and enroll in these classes.

Hold Sections will be released before Freshman Orientation. If you will be adding new classes for freshmen and transfers, send an email request to rooms@towson.edu letting the Registrar’s Office know. Otherwise, we will release holds before Freshman Orientation.

Core:

General education requirements known as GenEds are now replaced by Core Curriculum courses. There is no longer a need to add “Instruction Mode” to the Basic Data page.

On Class Search, students will be able to search for either GenEd or Core courses.

Towson Seminars

Towson Seminars are offered as a required class for all Towson freshmen. They use the subject heading TSEM 102. The individual Seminar’s title and course description will be displayed in Class Notes.

The Registrar’s Office will enter and coordinate Towson Seminars from all the departments offering them. Please send your Towson Seminars on a separate CTF to rooms@towson.edu. Please send these as soon as possible when CTFs are due even if they are separate from the rest of your schedule.

To accommodate student schedules, Towson Seminars should adhere to the prime / non-prime time guidelines.
The Registrar’s Office has created a web page that lists courses that satisfy either GenEd or Core:

**OFFICE OF THE REGISTRAR**

**Degree Requirements**

**Undergraduate Students**

Undergraduate students are expected to familiarize themselves with the Undergraduate Catalog and to satisfy all published degree requirements. Failure to do so does not provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisers, but students must assume responsibility for completing published degree requirements.

Students are also expected to be familiar with regulations pertaining to campus life and department, and to conduct themselves in a way that reflects well upon themselves and Towson University. Finally, students are expected to maintain communication with the university and to assure that their current addresses and telephone numbers are on file in the Office of the Registrar.

- Bachelor of Science
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music

**Beginning Fall 2011** the university has adopted new General Education requirements.

Students using the 2010-2011 catalog or earlier will use the Gen Ed requirements.

- General Education Requirements (Gen Ed)

All Fall 2011 Freshmen will use the Core Curriculum requirements.

- Core Curriculum Requirements

Link: http://www.towson.edu/registrar/Degree
Queries

These queries can help you find scheduling data:

Department listing with enrollments:
- TU_ACAD_ENROLLED_BY_DEPT
  (With Enrollment & Instructor)
- TU_ACAD_ENROLLED_BY_DEPT_MNGT
  (With Enrollments & Instructors)

Department listing of unique sections with no duplicated entries:
- TU_ACAD_ENROLLED_CLASSES_COUNT
  (Section count no dups)

Department listing of Towson Seminar classes:
- TU_SR_TH_CLASSES_TOPICS_TSEM
  (TU Seminar by Dept)

Classes with no instructor assigned:
- TU_SR_TH_CLASS_NO_INSTR
  (Classes missing instructor)

Class Search

We encourage students to search for classes using Class Search via their mobile device or smartphone. But if you desire, your department can create a schedule PDF by following this menu: Curriculum Management > Schedule of Classes > Print Class Schedule
For the guide to generating your department's class schedule PDF, email Suzanne Hill.

4-year Plan of Study

As students decide on their 4-year plan of study, the Typically Offered status for each course is becoming increasingly important. This information is part of the record for each course in the online catalog. Students see this information when they Browse Catalog in their Student Center and when they work on their Planner:

<table>
<thead>
<tr>
<th>Select</th>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 108</td>
<td>USING VISUAL INFORMATION EFFECTIVELY</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 110</td>
<td>DIGITAL TOOLS AND CONCEPTS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 123</td>
<td>2D PROCESS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 124</td>
<td>3D PROCESS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 126</td>
<td>DRAWING FOR NON-ART MAJORS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 127</td>
<td>CERAMICS FOR NON-ART MAJORS</td>
<td>Fall, Spring &amp; Summer</td>
<td></td>
</tr>
<tr>
<td>☐ 128</td>
<td>SCULPTURE FOR NON-ART MAJORS</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 131</td>
<td>DRAWING AND THE APPRECIATION OF DRAWING</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>☐ 132</td>
<td>PAINTING FOR NON-ART MAJORS</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

If a course needs updating, let us know so the students are accessing correct information as they plan their 4-year plan of study. Direct your questions about this to Suzanne Hill, Carissa Langer, or Yolanda Carter.