

General Information For submitting a Class Schedule

New Information is in red.

A. GENERAL INSTRUCTIONS

1. Course Term File Forms (CTFs) are no longer required by the Registrar's Office.
2. Towson Seminar classes are entered by the Registrar's Office and use TSEM 102 format and we assign the section numbers. Use **Attachment G** to submit your section's schedule information and topic title or send to us by email to rooms@towson.edu. Please submit your Towson Seminars as soon as possible even if they are submitted separate from the rest of the schedule so we can get them entered. Use this PeopleSoft Query to double check entry of your department Towson Seminars:
TU_SR_TH_CLASSES_TOPICS_TSEM
3. Complete your schedules in CLSS by the deadline provided.
Link to CLSS: <https://nextcatalog.towson.edu/wen>
Official Proofing will be tentatively set and you will be notified when it will take place. After proofing, if a class has not been scheduled in a room where a department has priority, the room will be used for classes without a room pre-assignment.
4. TLN: Course Term File information for TLN classes should be sent to Bev German, Towson Learning Network at bgerman@towson.edu. Off-Campus Sites are designated by specific section code groupings. Any questions about off-campus offerings should be directed to the Registrar's Office.
5. If you wish a section to be set up to Not Print to the Schedule, you can make that selection in CLSS. For instance, you might want to set up a Hold section this way. Keep track of which sections you set up this way.
If you indicate "Schedule Print: No," 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 appropriate academic department.

B. Further Information & Documents from the Schedule Building Page

Special Topic or Workshop

In CLSS, select the topic title from the dropdown for “Title/Topic.” Please remember you can offer a special topic title three times and then it should go through curriculum approval. If the title/topic is new, state it in the Comments field and we will add it for you. PeopleSoft allows only 30 characters (including spaces) for topic titles so consider this space allotment when determining how titles should appear on the online listing.

Free Format Notes

Below [#15] are numeric codes for Standard Notes. If you do not wish to select a Standard Note, then a Free Format text Note can be entered. In CLSS, go into Notes and select “Add Your Own Note.”

Attachment D: Classes That Meet Together

Send us at rooms@towson.edu a list of classes that meet together. You could use **Attachment D** to let us know which classes meet together in the same room at the same time. This assures no room conflicts. Examples are undergraduate/graduate courses that meet together or classes that are cross-listed.

Section Numbers

This shows our list of section numbers and what they signify.

Course Schedule Matrix

This shows our matrix of regularly scheduled course offerings as well as peak and non-peak time slots. Use the matrix to verify that at least 20% of your undergraduate course offerings are during non-peak periods. If you offer a class not adhering to the Course Schedule Matrix, send us a justification why it is off matrix.

Attachment G: Towson Seminar Topics

Indicate department and title for your Towson Seminars.

C. GUIDELINES FOR COMPLETING THE CLASS SCHEDULE

1. **Subject Area**: This refers to the Subject Area using 3 or 4 letter code, e.g.: ACCT, ART.
2. **Catalog Number**: Use the current University Catalog as a guide (the undergraduate catalog is available online at <http://catalog.towson.edu>). If unsure of Curriculum Committee approval, view the Course Inventory Management (CIM) link at <https://nextcatalog.towson.edu/courseadmin> or contact Suzanne Hill at sahill@towson.edu. A course that has not been approved cannot be scheduled. However, it can be submitted as a Hold Section.

3. **Variable to Fixed Units:** For variable-unit classes that you wish to set at a fixed number of units, specify the number of fixed units on the “Units” field in CLSS.
4. **Course Classifications:** Part-online classes are now known as Hybrid classes where some in person instruction is replaced by online instruction. **The total online time can vary greatly.**

Instruction Mode	Description	Typical Amount Delivered Online	Online Course Percentages	In-Person Class Time (Minutes)*	Online Reduction in Class Time (Minutes)*
In Person (IP)	All classes meet in the scheduled location with little exception. Some course activities may be completed online (e.g. assignment submission, quizzes).	0 – 9 %	Up to 10% online	2025 - 2250 minutes	0 - 224 minutes
Partially Online (HY)	Class is taught partially online. Some in-person instruction is replaced by online activities. ACTIVE SUMMER 2021	10%-89%	Up to 89% online	225 - 2024 minutes	225 - 2024 minutes
Online (WB)	All class activities occur online with little exception. Typically no in person classroom meetings are scheduled beyond a course orientation, wrap-up, or testing sessions.	90 - 100 %	90% or more	0 – 224 minutes	2025 - 2250 minutes

* These examples are based on a 3-credit lecture class which contains 2250 minutes of “class time” per semester.

5. **Instruction Mode:** We are using these Instruction Modes: IP for In Person, **HY for Partially Online**, and WB for Online.
6. **Section Numbers:** See the Section Numbers handout for clarification.
<https://www.towson.edu/registrar/onlineservices/schedule.html>
 - 001 – 059 Day Courses (Fall/Spring/Mini)
 - 101 – 150 Evening Courses (Fall/Spring/Mini) (start time 4:00pm or later)
 - 325 – 399 Travel Study/Study Abroad
 - 400 – 499 Partially Online Sections (Hybrid)**
 - 900 – 920 Online Sections

7. **Building:** Building abbreviations to be used are as follows:
 - AD – Administration Bldg
 - CA – Center for the Arts
 - ES – Enrollment Services

HH – Hawkins Hall
LA – Liberal Arts
LI – Linthicum Hall
LH – Lecture Hall
MC – Media Center
ONLINE – Online classes
OFF – Off Campus
PY – Psychology
SC – Science Complex
SM – Smith Hall
ST – Stephens Hall
TC – Towson Center
UU – University Union
VB – Van Bokkelen
YR – 7800 York Road

Rooms: Require a four-digit numeric figure (e.g., Room 201 = 0201).

ASSIGN ONLY ROOMS FOR WHICH YOUR DEPARTMENT HAS PRIORITY. If you wish the Office of the Registrar to assign the room, leave the room field blank. Schedule as many of your department's courses as possible using your rooms.

No Room Assigned is the default for a class with no meeting pattern.

General Room Assignment is used for a class that is in need of a classroom. If you know which classroom this class should be in, note it in the Comments.

8. **Days:** M = Monday
T = Tuesday
W = Wednesday
Th = Thursday
F = Friday
S = Saturday

Each day a course meets must be specified. This includes any special meetings and labs, otherwise there is no guarantee the room is scheduled. If a class meets twice a week, ensure that the lecture is listed as the first meeting.

9. **Meeting Start and Meeting End Times:** Note start time and end time followed by either am or pm. **Each class on your schedule should meet for the correct number of minutes for its number of units and for its component. For example, three-unit Lecture classes must meet for a minimum of 37.5 hours (2250 minutes), two-unit Lecture classes should meet for 25 hours (1500 minutes), and one-unit Lecture classes should meet for 12.5 hours (750 minutes) including exam. The requirements may differ for courses with other components.**

10. **Instructor:** Select instructor by first and last name or leave blank for "Staff" designation. **Contractual instructors (such as adjuncts and lecturers) should not be added until after their contract is approved, even if you see them as available in your drop-down in CLSS.** Primary instructor role is for the instructor who is teaching the class and will be evaluated by the students. If the course is being team taught (with 2 or more faculty members), all will be listed as Primary with access of POST and Print checked. Any other instructor associated with this class will have the Secondary role. The only available Instructor Roles are Primary or Secondary.

11. **TU ID#:** The instructor's TU ID# will be associated with the instructor in CLSS. Every employee is assigned a TU ID#. **If the instructor has never taught at the university they will need to do Early Provisioning which will give them a TU ID# and email. After that, a contract must be created using this ID and sent to Human Resources to ensure the**

instructor is added to PeopleSoft. Our office will connect new instructors to their courses after Human Resources has completed its process.

12. **Maximum Enrollment Limit:** Provide the maximum (or “long-term”) enrollment you plan to allow in the class. The bookstore also uses this number for planning.
13. **Current Enrollment Limit:** Provide the enrollment limit you are currently allowing to register.
14. **Wait List:** If your department would like to use the Wait List, please indicate the number of students (no more than 6) you want on the Wait List. Combined Sections no longer get a Wait List.
15. **Class Notes:** A class may contain as many **Standard** or **Free Format** Class Notes as needed. These notes show up on the schedule to give additional information to the students. For a comprehensive list of all notes, go into CLSS and after clicking the pencil, click the green plus button. Scrolling down will show all notes currently in the system for us.

Free Format Notes: Departments can inform students of additional information pertaining to a class using Free Format Notes. **If using Free Format Notes, select the green plus sign and use the “Add Your Own Note” feature in CLSS.**

Common Standard Notes: Standard Notes available are as follows:

Class Note #	Description
0010	Audition Required
0004	Consent Required to Add
0036	Dept. Invitation
0025	ESOL
0002	Early Start:
0021	TBA: for classes with no established meeting pattern
0019	Honors College Only
0034	Instructor Consent
0005	Juniors/Seniors only
0011	Lab time required
0038	MAT
0008	Majors Only
0033	Mix of Synchronous & Asynchronous Learning
0035	Mode: IVC
0031	Mode: Online
0040	Mode: Hybrid (ACTIVE for Summer 2021 session)
0017	NSE Course
0018	Online Classes that use Synchronous Learning
0037	Prerequisites Enforced
0039	SCED Permit
0006	Seniors only
0024	Service Learning
0026	Special Permit ECED
0027	Special Permit ELED
0028	Special Permit OCTH

Detail About Newer Notes: Below is more information about notes that have recently been created or that have been recently reactivated.

Note 0033 – Mix of Synchronous & Asynchronous Learning:

"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real time scheduled meetings and self-paced learning."

Note 0040 – Hybrid:

"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real time scheduled meetings and self-paced learning." **(Active Summer 2021)**

It is important to use Class Notes to identify Online and Partially Online Classes:

Online – online class. No face-to-face meetings. All instruction is delivered electronically with little exception. Courses are designated first by a Campus (Online Campus) and then by Room (ONLINE). Use Standard Note #0031.

Hybrid – Class is taught partially online. Some in-person instruction is replaced by online activities. Courses are designated first by a Campus (Part-Online) and then by a specific room. Use Standard Note #0040.

Please remember: There are Class Notes to designate IVC, Service Learning, and Online Synchronous Learning.

IVC (Interactive Video Conferencing) – A class that receives instruction via a remote feed from studio. An IVC class is identified as one where the students are looking at a TV screen or computer monitor to receive class material. For example, if material is broadcast from Linthicum to Hagerstown, the Hagerstown section is the IVC section that should get the Class Note #35.

If a class is 50% or more IVC, then it gets the Class Note #35. If it's a 50/50 split, both sections would get the IVC Note; for example, if on Tuesdays the broadcast goes from Linthicum to Hagerstown and on Thursdays the broadcast goes from Hagerstown to Linthicum, then both sections are labeled "IVC." We need departments to identify IVC sections with your best estimate. Identify IVC sections with **Note #35 from the listing in CLSS.**

Online Synchronous Learning -- Online Classes that use Synchronous Learning (such as WebEx or Skype) should use Class Note 0018. These are online classes that have a scheduled meeting day/time.

Service Learning -- The Office of Civic Engagement uses Class Note #0024 for service-learning courses. This Note must be used by faculty members and schedulers to designate sections as "service-learning" 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."

The use of this Class Note will enable students to search for service-learning classes, inform students of course service requirements when searching and registering for classes, and allow the university to track the number of service-learning sections offered each semester. 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 <https://www.towson.edu/provost/initiatives/faculty->

[center/teaching/servicelearning/](#) or contact the Office of Civic Engagement at 410-704-2806. Identify Service Learning classes with **Note #0024 from the listing in CLSS**.

16. **Department Consent:** Department Consent blocks open enrollment to students. Student Specific Permission enables students to register by “pre-registering” them into the class. The students must complete the registration by adding and registering for the class. **Permission can override prerequisites and enrollment limits (but it doesn’t have to) and it can be set up with an expiration date. If you would like a copy of the Class Permissions Procedures Guide as a refresher, contact Suzanne Hill at sahill@towson.edu.**

17. **Prerequisite Enforcement:** You can also block enrollment through automated Prerequisite Enforcement. If prerequisites have been set for all sections of a course, **do not** use Department Consent. Assign Standard Note #0037 to designate where the system will automatically enforce the requirements you have specified for a specific course (such as course prerequisites, major/minor, class standing). For more information on automated Prerequisite Enforcement, please contact M. Alejandra Pelleriti at mpelleriti@towson.edu.

Check the memo provided by the Registrar’s Office for the date that registration will begin.