PEOPLESOFTH ONLINE SERVICES

USING THE FACULTY CENTER ON MYTUMOBILE: How to Use Class / Catalog Search

+ Once you are logged into your Faculty Center through your MYTUMOBILE, click on the menu button in the far left-hand corner and choose Faculty Class Search.
+ The Class Search page will look like this:

![Class Search](image)

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

**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 also have a choice for **Additional Search Options** at the bottom of the page where you can search by off-campus / instruction mode / instructor.

**Partonline Classes**
We encourage you to inform your department chair of the class meeting pattern for partonline classes.
A **partonline class** can be less than 50% online, or 50% or more online.

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 partonline nature of this class.

**Online Courses**
+ For another example, you can search for **Online classes**.
+ Look for the dropdown menu named **Mode of Instruction** and select “Online.”
+ This selection allows you to view only online classes.
+ You can also search for partonline classes: select **Less than 50% Online** or **50% or More Online**.

**Off Campus**
+ Also, you can search for **Off-Campus classes**.
+ Using the dropdown menu for **Any Off-Campus Centers** (located above the **Any Instruction Mode** box in Class Search), select one of these Off Campus locations. You can choose:

![Off Campus Choices]

You can go to the Registrar’s site to the link for **Registration & Courses** at [http://www.towson.edu/registrar/registration/index.html](http://www.towson.edu/registrar/registration/index.html) to view tips for viewing the current semester’s schedule.

If you have questions about the **Class Search**, or about your classes in particular, please direct them to your Academic Department.