

# **FACULTY AND ADVISORS**

## **A guide to using the Academic Requirements Functionality for Undergraduates**





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## **What is Academic Requirements?**

Academic Requirements is an interactive report that assesses students' progress in:

- Core or General Education requirements
- Credits earned towards graduation
- Major and Minor coursework

It is an audit of students' academic work.

Academic Requirements allows students to enroll in courses that may satisfy a requirement directly from the report. Refer to the guide to using Academic Requirements functionality for Undergraduate students.

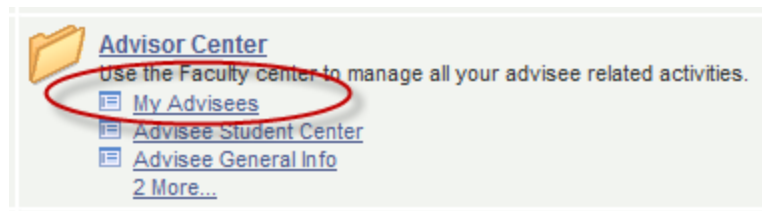
## Getting Started:

- In your web browser, go to **http://inside.towson.edu**
- Under [top links](#), click on “Towson Online Services / PeopleSoft
- Log in to your Towson Online Services Account.

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

<p><b>For Students</b></p> <p>Use your <b>Tiger</b> account</p> <p><a href="#">Activate Your Account</a> <a href="#">Reset expired password</a> <a href="#">Reset forgotten password</a> <a href="#">Forward Your Email</a></p>	<p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p><b>For Faculty/Staff</b></p> <p>Use your <b>TowsonU</b> account</p> <p><a href="#">Activate your account</a> <a href="#">Change your password</a> <a href="#">Reset expired password</a> <a href="#">Reset forgotten password</a></p>
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- Click on Self Service, then under Advisor Center, click on My Advisees.



- If the student is your advisee, click on View Student Details.

**My Advisees**

[View FERPA Statement](#)

Select display option:  Link to Photos  Include photos in list

your advisee

		Status	Photo	ID	Name	View Student Details
1				*****	*****	<a href="#">View Student Details</a>
2				*****	Vader IV, Darth Allen	<a href="#">View Student Details</a>

[VIEW DATA FOR OTHER STUDENTS](#)

not your advisee

- If the student is not your advisee, click on View Data for Other Students, type in the ID or name of the student, and click “Search”.

**Advisee's Student Center**

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:  Skywalker

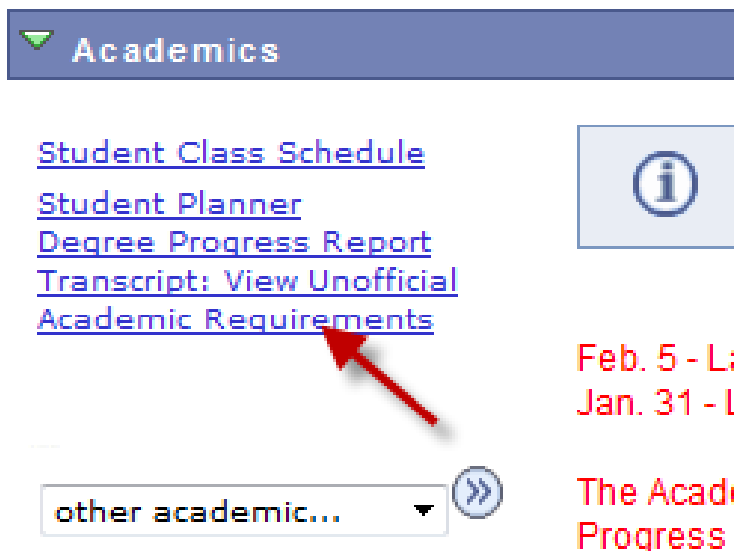
First Name:  Luke

Case Sensitive

[Basic Search](#)

## Viewing Academic Requirements:

- Under Academics, choose Academic Requirements from the quick links.



The screenshot shows a navigation menu with a blue header bar labeled "Academics". Below the header, there are several blue underlined links: "Student Class Schedule", "Student Planner", "Degree Progress Report", "Transcript: View Unofficial", and "Academic Requirements". A red arrow points to the "Academic Requirements" link. To the right of the links is a grey box with a blue information icon. Below the links is a dropdown menu with the text "other academic..." and a blue double-right arrow icon. To the right of the dropdown menu, there is red text: "Feb. 5 - L;" and "Jan. 31 - L" on the top line, and "The Acad;" and "Progress" on the bottom line.

- It may take a couple minutes for the My Academic Requirements to process.

## Advisee Requirements

Darth A. Vader IV

Select Institution / Career

Towson University > Undergraduate

change

This report last generated on 09/13/2012 2:15PM

collapse all

expand all

view report as pdf

4

3



Taken




In Progress

5

### Information - Please Read

**Not Satisfied:** THIS REPORT IS UNDER CONSTRUCTION AND IS NOT A GUARANTEE OF YOUR

## Things to Note:

1. If a student is a Graduate and an Undergraduate, you will need to choose Undergraduate.
2. The report will tell you when it was last generated. Changes students make, such as enrolling in a class, dropping a class, or changing a major, will generate updated data.
3. Click on "view report as pdf" to view the pdf version of the Academic Requirements for easy printing and sending.
4. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded. Click on collapse all to hide all requirements, and expand all to show all requirements regardless of if it has been met. You can also collapse or expand individual requirements by clicking  .

5. Note the course status icons.



You will see these next to courses on the Academic Requirements like the example below:

ART 229 | [PAINTING I](#) | 3.00 | Spring 2007 | A |

We will now expand all the requirements for purposes of explaining the Academic Requirements further. Details will be on the next page.

▼ Upper Level Course Requirement 1

**Satisfied:** Upper Level Course Requirement (G27)

Upper Level Credit Requirement 2

▼ Upper Level Courses 3

**Satisfied:** Courses taken that are at least a 2.0 level or above (L10)

- Units: 32.00 required, 52.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When
ART 490	<a href="#">INTERNSHIP IN ART</a>	2.00	Summer 2008
BIOL 427	<a href="#">NEURO MECHANISMS: UPPER BODY</a>	2.00	Spring 2007
BIOL 492	<a href="#">BIOL SEMINAR</a>	1.00	Summer 2008





## 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.
4. Unlike the degree progress 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.



ART-BS PNTG

**Not Satisfied:** Course requirements for the ART-BS with an optio



ART-BS PNTG



1ST LEVEL

**Not Satisfied:** First Level Foundation.

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, he/she will be able to enroll in that course.

▼ **summer**  
**Satisfied:** Summer. MATH231 is required.

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 231	<a href="#">BASIC STATISTICS</a>	3.00	Summer 2008			◆
MATH 237	<a href="#">ELEMENTARY BIOSTATISTICS</a>	4.00				
PSYC 212	<a href="#">BEHAVIORAL STATISTICS</a>	4.00				

View All    First ◀ 1-3 of 3 ▶ Last



## **What's in Academic Requirements?**

### **1. Upper-Level Credits**

Upper-level credits are those that are 300-level or above.

### **2. Progress on each Core/GenEd category**

### **3. Overall credits towards graduation**

At least 120 are required for graduation.

### **4. Overall GPA**

At least a 2.0 GPA is required for graduation.

### **5. Major and Minor course evaluation.**

## **Important!**

- This report evaluates the courses the student is currently taking, and assumes successful completion.
- If a course is being repeated, only one attempt of the course will display as satisfying requirements. (*Repeatable courses will only display so long as the course has not been repeated more than the allowed number of attempts.*)

## Viewing the Student Planner

The Planner allows students to plan courses based on a their curriculum of study for an individual term, multiple terms, or for their entire program of study. Along with Academic Requirements, students can view, add, and maintain the courses they need to take. Furthermore, the Planner allows students to enroll in specific classes from their planned courses when they are ready.

From the Advisee Student Center page, under Academics, click on the Student Planner link.


### Advisee Student Center

#### Academics

[Student Class Schedule](#)  
[Student Planner](#)  
[Degree Progress Report](#)  
[Transcript: View Unofficial](#)  
[Academic Requirements](#)

 You are n

Feb. 5 - Last day to Dr  
1 2 3 4 5 6 7



You will be able to view courses that the student has added to his/her planner. Below shows the courses that have not yet been assigned to a term. Make sure that you are on the correct Career. Click on 

**Advisee Planner**

**Darth A. Vader IV**

Select Institution / Career Towson University > Undergraduate change

\*Courses not typically offered in the same term each year are left blank in this column. For more information on a specific course, please contact the Academic Department or check the Schedule of Classes.

Unassigned Courses					
Course	Description	Prereq	Units	*Typically Offered	Req
ART 101	<a href="#">DIGITAL TOOLS AND CONCEPTS</a>	yes	3.00	-	
ART 212	<a href="#">VISUAL CONCEPTS</a>	yes	3.00	Fall, Spring & Summer	
DANC 235	<a href="#">DANCE COMPOSITION I</a>		3.00	Fall & Spring	
KNES 311	<a href="#">BIOMECHANICS</a>	yes	3.00	Fall & Spring	

Spring 2009

You will see below that the student has chosen the course from the below requirement from Plan By My Requirements.

**ART 212 was added to your Planner to satisfy the following Requirement:**

All Art majors must declare a concentration or option under the major (G824).

ART-BS/BA - First Level Foundation.

First Level Foundation.


Below shows courses that a student has moved to a specific term. This allows the student to have a plan to take courses without committing to enrollment.




Fall 2011			
Course	Description	Units	*Typically Offered
ART 112	<a href="#">SURVEY OF HAND &amp; POWER TOOLS</a>	3.00	-



Fall 2012			
Course	Description	Units	*Typically Offered
ART 438	<a href="#">HOLLOWWARE AND FORGING</a>	3.00	-



Mini 2013					
Course	Description	Prereq	Units	*Typically Offered	Req
ENGL 190	<a href="#">HONORS WRITING SEMINAR</a>	yes	3.00	Fall & Spring	


[View Requirement Details](#)

## What-If Report

The What-If report lets you see your advisees' progress with a different program (BS, BA, etc.), major, concentration/track, or catalog year. This is a simulation without changing any current settings.

## Getting Started

From the Advisor Center > Student Center tab, under Academics, choose Advising What-If Report.



Faculty Center | Advisor Center | Class/Catalog Search

my advisees | student center | general info | transfer credit | acad

**Advisee Student Center**

XXXXXXXXXX XXXXX [View FERPA](#)

\*Change Advisee



**Academics**

- [Student Class Schedule](#)
- [Student Planner](#)
- [Degree Progress Report](#)
- [Transcript: View Unofficial](#)
- [Academic Requirements](#)

other academic...

- Academic Requirements
- Advising What-If Report**
- Course History
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

This Week's Schedule		
Class	Schedule	Term
BIOL 202-006 LLB (5056)	MoWe 12:30PM - 1:45PM SM0289 We 2:00PM - 4:50PM SM0279	1132
PSYC 314-301 LEC (7137)	TuTh 2:00PM - 3:15PM OFFCAMPUS Th 3:30PM - 5:20PM OFFCAMPUS	1132
PSYC 361-003 LEC (3759)	MoWeFr 10:00AM - 10:50AM LA3105	1132

[weekly schedule ▶](#)

Spring 2013  
Registration for currently enrolled undergraduate students



to set up your what-if scenario.

**#1** [CREATE NEW REPORT](#) [View a Saved What-if Report \*\*#2\*\*](#)  
 Requested on [03/07/2013](#)

You will see the above page. #2 is only visible if a previous report was ran, If you click on #2, you will be directed to this.

If you click on #1, you will see the parameters page for a new report as shown below.

**Career Scenario** You can simulate a future catalog year for the student.

This report is for undergraduate students only. Select a catalog year for the change to take place.

Institution	Career	Catalog Year
Towson University	Undergraduate	Spring 2011

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**Program Scenario** Values default from current major/minor/concentration/track

The information set up a define up academic information. Use the fields below to select, or concentrations/tracks. You can

Please note to add or change a minor, you must first select an academic program.

Academic Program	Major/Minor	Concentration/Track
Bachelor of Science	Interdisciplinary Studies Major	Animal Behavior
Bachelor of Science	Psychology Major	n/a
None	None	None



To simulate changing a major, you have the option of changing the Program, Major/Minor, or Concentration/Track. Below we are changing the major to a Family Studies Major, Child Life track.

Please note to add or change a minor, you must first select an academic program.

Academic Program	Major/Minor	Concentration/Track
Bachelor of Science	Family Studies Major	None
Bachelor of Science	Psychology Major	Child Life
..	..	Family & Human Services
		Family Services

Scroll down and you will see that you have an option to enter in a course simulation. In other words, if the student took this course and received this grade, what requirements in the report will be satisfied? See instructions below:

#### Course Scenario

1. Click Browse course catalog
2. Select subject
3. Find the course
4. Click the green "Select" button next to the course
5. To add more courses, repeat steps 1-4

Follow these instructions to choose a course.

[browse course catalog](#)

What-If Course List View All First 1 of 1 Last

Course

After choosing the course, you will see it in the What-If course list. You have an option of adding a Grade.

Once you are finished, click on Submit Request

[browse course catalog](#)

What-If Course List						View All	First	1 of 1	Last
Course	Description	Units	*Term	Grade	Delete				
FIN 331	<a href="#">PRINCIPLES OF FINANCIAL MANAGEMENT</a>	3.00	Summer 2013	<input type="text"/>					

[SUBMIT REQUEST](#)

You will see the Academic Requirements with the simulated catalog year, program, major/minor, concentration/track, or course.

FIN 331	<a href="#">PRINCIPLES OF FINANCIAL MANAGEMENT</a>	3.00	<a href="#">Summer 2013</a>		?
GERM 102	<a href="#">GERMAN ELEMENTS II</a>	4.00	Spring 2011	C+	✓
IIB3 10T	<a href="#">GENED LOW LEV CTM</a>	3.00	Spring 2011	C+	✓

View All | First | 1-10 of 28 | Last

▶ 2.0 GPA required - Expand for Actual GPA

- ▶ Pass/No Pass
- ▶ Incomplete courses
- ▶ Family Studies Child Life Track
- ▶ Psychology Major