FACULTY AND ADVISORS

A guide to using the Academic Requirements Functionality for Undergraduates
Contents of this Guide

What is Academic Requirements? 3
Getting Started 4
Viewing Academic Requirements 6
What's in Academic Requirements? 11
Viewing the Student Planner 12
What-If Report 15
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.
- Click on Self Service, then under Advisor Center, click on My Advisees.
• If the student is your advisee, click on View Student Details.

• 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”.

---

**My Advisees**

- Select display option:
  - Link to Photos
  - Include photos in list.

<table>
<thead>
<tr>
<th>Status</th>
<th>Photo</th>
<th>ID</th>
<th>Name</th>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**View Data for Other Students**

**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): 300
- ID: begins with
- Campus ID: begins with
- National ID: begins with
- Last Name: begins with Skywalker
- First Name: begins with Luke
- Case Sensitive

Search Clear Basic Search Save Search Criteria
Viewing Academic Requirements:

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

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

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

1. Upper Level Course Requirement
   Satisfied: Upper Level Course Requirement (G27)

2. Upper Level Credit Requirement

3. Upper Level Courses
   Satisfied: Courses taken that are upper level or above (L10)

   - Units: 32.00 required, 52.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 490</td>
<td>INTERNSHIP IN ART</td>
<td>2.00</td>
<td>Summer 2008</td>
</tr>
<tr>
<td>BIOL 427</td>
<td>NEURO MECHANISMS: UPFR BODY</td>
<td>2.00</td>
<td>Spring 2007</td>
</tr>
<tr>
<td>BIOL 426</td>
<td>BIOL SEMINAR</td>
<td>1.00</td>
<td>Summer 2008</td>
</tr>
</tbody>
</table>
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 optic

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.
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 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.
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

*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.

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

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:

Follow these instructions to choose a 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.

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