

## To print your class schedule PDF via PeopleSoft:

Go to Curriculum Management > Schedule of Classes > Print Class Schedule

You will see a field named Run Control ID.  
You will need to create a Run Control name.  
Click on the link to Add a New Value.

**Print Class Schedule**

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

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

In the Run Control ID field, type a meaningful title like:

Your initials and SCHED [for example: SHSCHED]

**Print Class Schedule**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

Click the yellow Add button.

(In the future when you come to this screen, you can click Search to find this Run Control ID that you have already set up.)

You will come to a screen that looks like this --  
(notice that you are on a tab named "Print Class Schedule")

Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

Print Class Schedule | Report Options

Run Control ID: SHPRINT

Print Manager | Process Monitor | Run

**Selection Criteria**

Academic Institution: TOWSN | Towson University

Term: 1132 | Spring 2013

Academic Organization Node: BIOL | Biological Sciences

Session: [ ]

\*Schedule Print: Yes

\*Print Instructor in Schedule: Yes

Print By Campus: [ ]

Campus: [ ]

Print By Location: [ ]

Location Code: [ ]

**Class Status**

Active |  Cancelled

Stop Enrl |  Tentative

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Print Class Schedule | Report Options

Be sure you have the correct TERM selected.

Type in your department name in Academic Organization Node.

Leave Session blank to see all sessions.

Yes to Schedule Print.

Yes to Print Instructor in Schedule.

For Class Status, Select Active, Stop Enrl, and Tentative (and Cancelled if you want to include these also).

Click on the second blue tab for Report Options.

Print Class Schedule | **Report Options**

Run Control ID: SHPRINT [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Options**

- Print Meeting Pattern/Instr  Report Only
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

[Print Class Schedule](#) | [Report Options](#)

Select options as shown above, or customize for your needs.

Just be sure that “Report Only” is checked.

Now hit Save.

Every time you want to create a new class schedule for your department, you can go back to -

Curriculum Management > Schedule of Classes > Print Class Schedule

and type in the Run Control ID that you created earlier,.

Your selections will be preserved.

You may simply need to update the term.

Now to create your PDF:

Hit the yellow Run button.

Print Class Schedule Report Options

Run Control ID: SHPRINT [Report Manager](#) [Process Monitor](#) **Run**

**Report Options**

- Print Meeting Pattern/Instr  Report Only
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

You will be on the Process Scheduler Request page:

**Process Scheduler Request**

User ID: SAHILL Run Control ID: SHPRINT

Server Name: PSUNX Run Date: 12/12/2012  
Recurrence: Recurrence: 12:24:19PM **Reset to Current Date/Time**  
Time Zone: [Search]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Towson's Schedule of Classes	TUSA248	SQR Report	Web	PDF	<a href="#">Distribution</a>

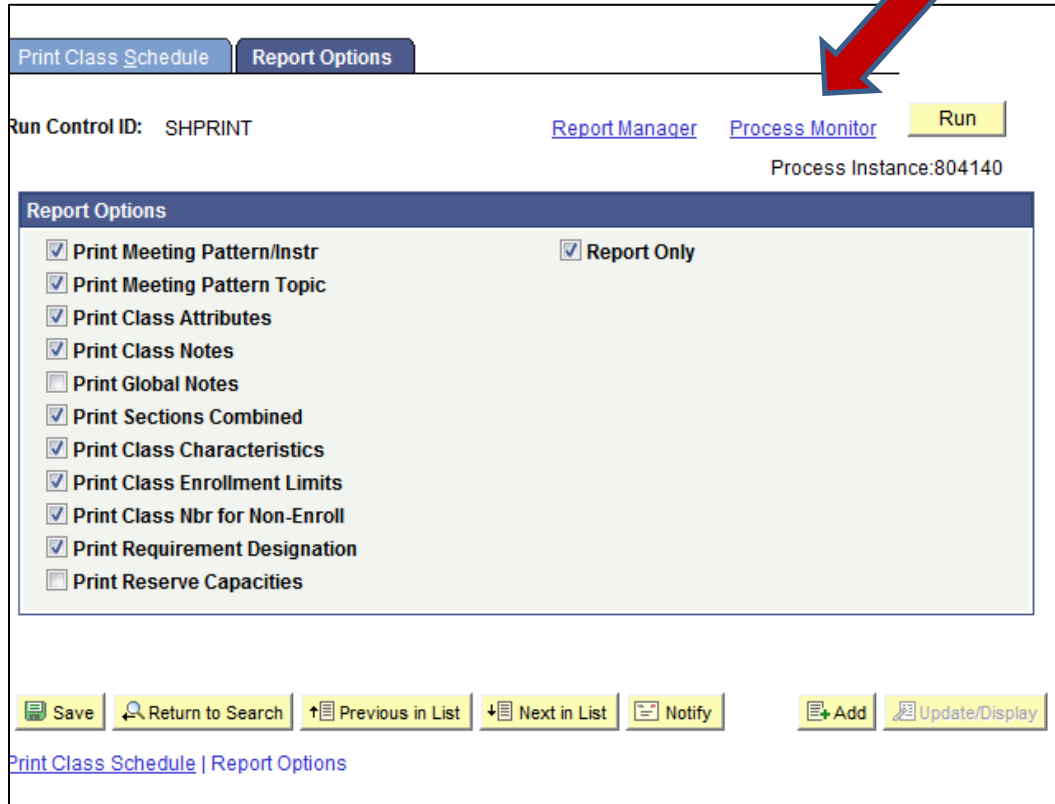
**OK** **Cancel**

Check the box for **Schedule of Classes** and Process Name **SR201**.

Do not select "Towson's Schedule of Classes" because it will error out.

Hit yellow button **OK**.

You will be back on this screen.  
Click on the link to Process Monitor.



Print Class Schedule | Report Options

Run Control ID: SHPRINT [Report Manager](#) [Process Monitor](#) [Run](#)

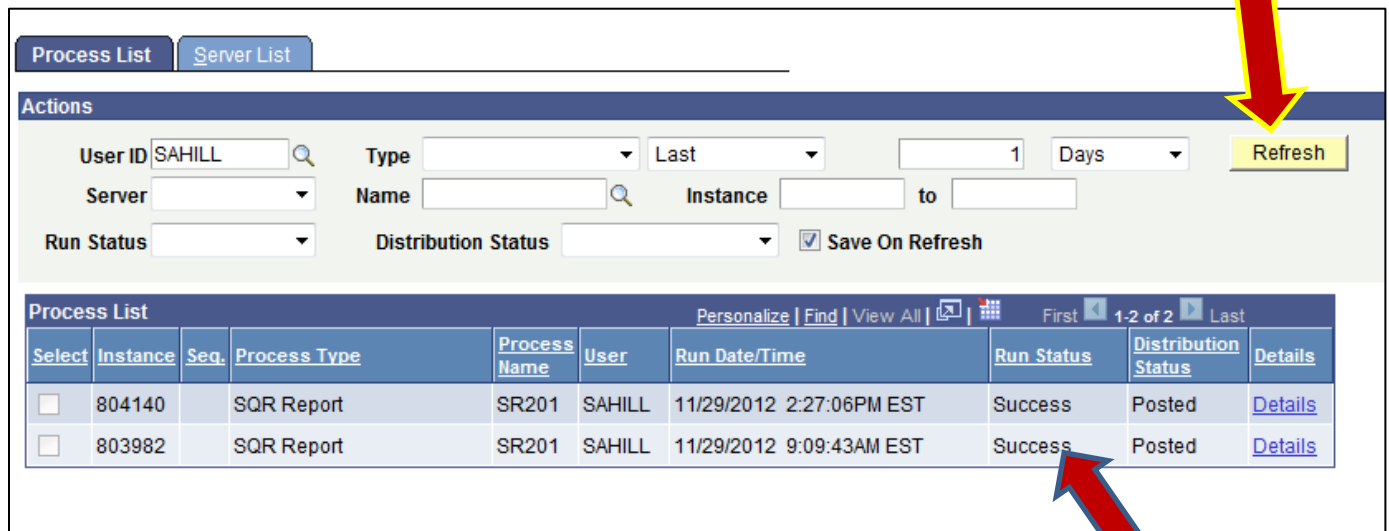
Process Instance:804140

**Report Options**

- Print Meeting Pattern/Instr  Report Only
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

[Print Class Schedule](#) | [Report Options](#)



Process List | Server List

**Actions**

User ID: SAHILL   Type:  Last:  1 Days:  [Refresh](#)

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

**Process List** Personalize | Find | View All |   First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	804140		SQR Report	SR201	SAHILL	11/29/2012 2:27:06PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	803982		SQR Report	SR201	SAHILL	11/29/2012 9:09:43AM EST	Success	Posted	<a href="#">Details</a>

See the Run Status column.

Click the Refresh button until Run Status changes from "Processing" to "Success."

Click on the link named Details.

Process List Server List

**Actions**


User ID SAHILL  Type  Last  1 Days

Server  Name  Instance  to

Run Status  Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All |  First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	804140		SQR Report	SR201	SAHILL	11/29/2012 2:27:06PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	803982		SQR Report	SR201	SAHILL	11/29/2012 9:09:43AM EST	Success	Posted	<a href="#">Details</a>



Click on the link named View Log / Trace.

**Process Detail**

**Process**

Instance 804140 Type SQR Report

Name SR201 Description Schedule of Classes

Run Status Success Distribution Status Posted

**Run** **Update Process**

Run Control ID SHPRINT

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

**Date/Time** **Actions**

Request Created On 11/29/2012 2:27:13PM EST

Run Anytime After 11/29/2012 2:27:06PM EST

Began Process At 11/29/2012 2:27:19PM EST


Ended Process At 11/29/2012 2:27:33PM EST

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

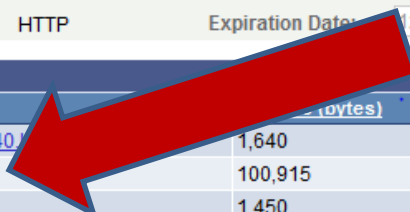
[View Log/Trace](#)



Click on the link with an extension of PDF [such as [sr201\\_804140.PDF](#)].

**View Log/Trace**

Report			
<b>Report ID:</b>	391110	<b>Process Instance:</b>	804140 <a href="#">Message Log</a>
<b>Name:</b>	SR201	<b>Process Type:</b>	SQR Report
<b>Run Status:</b>	Success		
<b>Schedule of Classes</b>			
Distribution Details			
<b>Distribution Node:</b>	HTTP	<b>Expiration Date:</b>	12/27/2012
File List			
Name	Size (bytes)	Datetime Created	
<a href="#">SQR_SR201_804140</a>	1,640	11/29/2012 2:27:33.681754PM EST	
<a href="#">sr201_804140.PDF</a>	100,915	11/29/2012 2:27:33.681754PM EST	
<a href="#">sr201_804140.out</a>	1,450	11/29/2012 2:27:33.681754PM EST	
Distribute To			
Distribution ID Type	*Distribution ID		
User	SAHILL		



Your schedule PDF will open.

**EXAMPLE:**

Report ID: SR201 **Towson University** Page No. 1 of 40  
**Schedule of Classes for Spring 2013** Run Date: 11/29/2012  
**Regular Academic Session** Run Time: 14:27:19

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<u>Subject</u>	<u>Catalog</u>	<u>Nbr</u>	<u>Section</u>	<u>Class</u>	<u>Nbr</u>	<u>Course</u>	<u>Title</u>	<u>Component</u>	<u>Units</u>	<u>Topics</u>
BIOL	105	001	4118	ENVIRONMENTAL BIOL	Lecture	3				
<b>Bldg:</b> Smith Hall <b>Room:</b> 0275 <b>Days:</b> TuTh <b>Time:</b> 09:30AM - 10:45AM <b>Instructor:</b> Fath,Brian D.										
<b>Class Enrl Cap:</b> 28 <b>Class Enrl Tot:</b> 28 <b>Class Wait Cap:</b> 0 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0										
<b>Attributes:</b> Core Category 8: Bio & Physical Sci(Lab & Non-Lab), Group II.A Scientific Inquiry										
<b>Class Equivalents:</b> BIOL 105 / 105L GENED										

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BIOL	105	002	6865	ENVIRONMENTAL BIOL	Lecture	3				
<b>Bldg:</b> Smith Hall <b>Room:</b> 0275 <b>Days:</b> TuTh <b>Time:</b> 11:00AM - 12:15PM <b>Instructor:</b> Fath,Brian D.										
<b>Class Enrl Cap:</b> 28 <b>Class Enrl Tot:</b> 28 <b>Class Wait Cap:</b> 0 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0										
<b>Attributes:</b> Core Category 8: Bio & Physical Sci(Lab & Non-Lab), Group II.A Scientific Inquiry										
<b>Class Equivalents:</b> BIOL 105 / 105L GENED										

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BIOL	120	001	4119	PRINCIPLES OF BIOLOGY [LEC]	Lecture	3				
<b>Bldg:</b> Smith Hall <b>Room:</b> 0356 <b>Days:</b> MWF <b>Time:</b> 10:00AM - 10:50AM <b>Instructor:</b> Partain,Christa Ray										
<b>Class Enrl Cap:</b> 60 <b>Class Enrl Tot:</b> 50 <b>Class Wait Cap:</b> 0 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0										
<b>Attributes:</b> Core Category 7: Bio & Physical Sci (Lab only), Core Category 8: Bio & Physical Sci(Lab & Non-Lab), Group II.A Scientific Inquiry										
<b>Class Equivalents:</b> BIOL 120/115/117										

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BIOL	120	002	4120	PRINCIPLES OF BIOLOGY [LEC]	Lecture	3				
<b>Bldg:</b> Smith Hall <b>Room:</b> 0356 <b>Days:</b> MWF <b>Time:</b> 12:00PM - 12:50PM <b>Instructor:</b> Partain,Christa Ray										
<b>Class Enrl Cap:</b> 60 <b>Class Enrl Tot:</b> 60 <b>Class Wait Cap:</b> 0 <b>Class Wait Tot:</b> 0 <b>Class Min Enrl:</b> 0										
<b>Attributes:</b> Core Category 7: Bio & Physical Sci (Lab only), Core Category 8: Bio & Physical Sci(Lab & Non-Lab), Group II.A Scientific Inquiry										
<b>Class Equivalents:</b> BIOL 120/115/117										

Each subject code under your department will begin on a new page.

You can save the PDF to your desktop and email it to students or others in your department who don't have access to Print Class Schedule.

### Just FYI:

The PDF will schedule by session first (for example, full-term regular session classes are listed first, then seven-week session classes are listed next), then by subject.

Thus, if it is difficult for you to find your classes because you are expecting to find them all in alphabetical or sequential order by class name/number, we encourage you not to use the PDF with students.

Everyone has the ability to use Class Search (including faculty advisors) via our university website and via mobile devices. In these places, we can find everything about a class.

In fact the Courses and Catalogs webpage gives students these options:


ABOUT TU ACADEMICS RESEARCH ADMISSIONS LIFE@TU ARTS & CULTURE ATHLETICS T

## ACADEMICS

### COURSES AND CATALOGS

#### Class Schedules

Class Schedules for Towson University are found in our Web-based Student Information System known as Towson Online Services.

To search for a class in a particular subject area, select a term by clicking the  icon next to the Term box and then click the "Look Up" button.

After selecting a term, click "Select Subject" to search for classes. You can choose additional options to narrow your search including class meeting time, instructor, location and more.

#### View Live Class Schedules

- [View and Search Class Schedule \(no login required\)](#)
- [Class Search Tips](#)

#### Use your smartphone or tablet to view/search Class Schedules and

- [Select your mobile device to see features and download links](#)

#### View Information about Required Textbooks

- [University Store Textbook Lookup](#)

Go to: <http://www.towson.edu/main/academics/coursesandcatalogs/classschedule/index.asp>