Once you are logged into your Faculty Center, click on the tab for **Class/Catalog Search**.

On the **Class/Catalog Search**, enter in the four-digit term number. As an example: Fall 2018 = 1184

The first digit "1" refers to the current century.
The second two digits represents the year. 2017 = 17
The fourth digit refers to the semester (4 within the school year):
1 = Minimester  
2 = Spring  
3 = Summer  
4 = Fall
If in doubt, click the lookup button to select the correct term.

Enter Search Criteria

Search for Classes

Institution: Towson University
Term: 1184 | Fall 2018

Here is a list of four-digit codes you will see as choices for the various semesters:

<table>
<thead>
<tr>
<th>Code</th>
<th>Term</th>
<th>Code</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1184</td>
<td>Fall 2018</td>
<td>1183</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>1182</td>
<td>Spring 2018</td>
<td>1181</td>
<td>Mini 2016</td>
</tr>
<tr>
<td>1174</td>
<td>Fall 2017</td>
<td>1173</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>1172</td>
<td>Spring 2017</td>
<td>1171</td>
<td>Mini 2017</td>
</tr>
<tr>
<td>1164</td>
<td>Fall 2016</td>
<td>1163</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>1162</td>
<td>Spring 2016</td>
<td>1161</td>
<td>Mini 2016</td>
</tr>
<tr>
<td>1154</td>
<td>Fall 2015</td>
<td>1153</td>
<td>Summer 2015</td>
</tr>
</tbody>
</table>

NOTE: Just because the term shows within the list does not mean there are classes scheduled in PeopleSoft yet. If you want to select fall 2018, for example, there is no visible schedule yet.

Search

Please note that if the class you are searching for does not show up in the search results, it could be because the class is full. A class that is full has a status of Closed. A class that is using the Wait List feature will also have a status of Closed.

In this case clear the checkbox that is marked (by default) as Show Open Classes Only. Then you can see all classes, not just the ones with open seats.
You must have at least two search criteria selected for Class Search to work.

Put in Course Subject and Course Number, such as ENGL for English and 102. Or simply select ENGL.

Select Career [Graduate or Undergraduate].

+ Hit Search at the bottom of the page.

Below is a partial listing of the ENGL 102 sections being offered Fall 2017. To see a class in more detail, click on a link to one of the sections, such as ENGL 102.001.
Here is the class detail for section **ENGL 102.900**.

For example, the Class Notes that are specific to this class and the Catalog Description straight from the catalog.

### Class Details

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Status</th>
<th>Units</th>
<th>Unit Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>4289</td>
<td>Wait List</td>
<td>3</td>
<td>Online</td>
</tr>
<tr>
<td>Class ID</td>
<td>002348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>8/28/2017 - 12/19/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>UNDERGRADUATE GRADING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Towson University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Online Campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Enrollment Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>ONLINE</td>
<td>Suzanne M. Hill</td>
<td>08/28/2017 - 12/19/2017</td>
</tr>
</tbody>
</table>

### Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Wait List Capacity</th>
<th>Enrollment Total</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>4</td>
<td>21</td>
<td>0</td>
</tr>
</tbody>
</table>

### Notes

**Class Notes**

All class activities occur online, with little exception. Typically no in person classroom meetings are scheduled beyond a course orientation, wrap-up, or testing session. Typical amount of instruction time delivered online is between 90-100%.

All work for this class is done online through the Blackboard site. Log into the Blackboard site as soon as possible once it is available, read “Start Here,” read the syllabus, and begin working in the Week 1 Folder. If you don’t hear from the instructor the first week of class contact her at sahill@towson.edu.

### Description

Development of strategies for writing expository prose based on analytical reading. Intellectually challenging writing and reading activities and student-teacher interaction emphasizing collaborative and active learning. Not open to those who have successfully completed ENGL 190. Requires grade of C or higher to fulfill Gen Ed or Core requirement. GenEd 1A or Core: English Composition.
In this example you can see the Enrollment Requirements [or “prerequisites”] and Attributes [Core or GenEd].

Click the button for “View Search Results” to return to the previous page.

Then click “New Search” to return to the Search page to start a new search OR you can choose “Modify Search” to go back to your original search and modify the fields.

Core Courses [previously known as GenEd]

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 have a choice for **Additional Search Criteria.**

**Online Classes**

* For another example, you can search for **Online** classes.
* Look for the drop-down menu named **Mode of Instruction** and select “**Online.**”
* This selection allows you to view only online classes.
You can also search for Partially Online classes.

Select **Less than 50% Online** --

Or select **50% or More Online** --

**Off Campus**

Also, you can search for Off-Campus classes.

Using the drop-down menu for Campus (located under the Mode of Instruction box in **Class Search**), select one of these Off Campus locations. You can choose:

- **Extended Miles OffCampus 25+**
- **Off Campus w/in 25**
- **TU Non-Main Campus**

OR using the Lookup Button, search **Off-Campus Centers** for individual locations of off-campus classes:
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 can reduce more than 50% of face-to-face class activities with online work.

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.

Combined Section

+ In this example you can see a note for “combined section class” for class ENGL 426-180. These two classes meet together.

Questions?

You can go to the Registrar’s site to the link for Registration & Courses at 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.

For any questions regarding university academic policies, please consult your faculty handbook: https://www.towson.edu/provost/academicresources/handbook.html