After Logging Into Towson Online Services Mobile

1. Once you have gone through www.towson.edu and clicked My TU, logged in with your NetID and Password and verified you attempt to login in by approving it with Duo Multi-Factor Authentication, you should see the PeopleSoft main menu.

2. From the main PeopleSoft screen, click on Main Menu, then Self Service, then Faculty Center, and finally on My Schedule. From there, you should see a number of tabs available to you. Click on the Search tab.

3. You will land on Search for Classes. In the field for term you can click the little spyglass or type in the term your are looking for a class in (a 4 digit number). Example: Spring 2019 = 1192

4. The Search page will look like this:

5. Clicking the spyglass will show this:

The first digit “1” refers to the current century.
The second two digits represents the year. 2019 = 19
The fourth digit refers to the semester (4 within the school year):
1 = Winter
2 = Spring
3 = Summer
4 = Fall
**Search**

+ Once you have the correct term selected you can start searching. 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.

### 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].

**NOTE:** Just because the term shows within the list does not mean there are classes scheduled in Online Services yet. If you want to select **Spring 2022**, **for example**, there is no visible schedule yet.

+ Hit **Search** at the bottom of the page.
Class Details

+ Below is a partial list of MNGT 361 sections after a search using the Subject “MNGT” and the Course Number “361”. To see more detail about a class just click on the blue hyperlink name.

NOTE: The class status:
- A Green Circle means students can join the class.
- A Blue Square means students cannot join the class (it is “full”).
- A Yellow Triangle means the students can join a waitlist and be added automatically if a spot opens.

+ For example it shows a number of boxes with information like enrollment, when the class meets, Notes that are specific to this class. Also there is a class Description which is directly from the catalog.
To go ‘back’ go up to the top of the page and re-select the Search tab.

You can then enter new information for the next course you want to look up.

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 “University Core Requirements”.

Then select the category.

Notice you also have a choice for Additional Search Options at the bottom of the page.
Online Classes

+ 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.

![Image showing search criteria for online classes]

+ You can also search for part-online classes: select Less than 50% Online or 50% or More Online

Part-online Classes:

We encourage you to inform your department chair of the class meeting pattern for part-online classes. Part-online classes replace some of the face-to-face class activities with online activities. A part-online 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, a free format note can explain that a class with meeting pattern MW 2:00-3:15pm plans to meet face-to-face on Mondays and online on Wednesdays. This allows another class to use that classroom on Wednesdays. Let your administrative assistant know to add a free format note to your class.

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:
**Combined Section**

+ In this example you can see a note for “combined section class” for class ENGL 463-001. It is combined with CLST 305-001. These two classes meet together.
**Browse the Course Catalog**

+ To browse the course catalog, follow the steps from page one, and click on the **Search** tab.

+ Once you leave **My Schedule** and click **Search** tab, below it there should be a new bar that says **Browse Course Catalog**. Click that.

+ Select a letter and then select the green arrowhead to see a list of courses from a particular department. In this example you can see we selected “M” and then went hit the arrow next to “MCOM” to see the offerings from the Mass Communications department.

+ Here you can view active courses, their catalog description, in which semesters they are normally offered and some other small details.

+ Also, a student can add a section of this course to the planner from here. This will help students plan their academic progress against their **Academic Requirements** page.
After choosing **View Class Sections** and then selecting a term and choosing **Show Sections**, a student can quickly see what is open and/or has a waitlist.

**What is “My Academic Requirements”?**

Academic Requirements (often shortened to AR) 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. PeopleSoft and a student’s AR are updated when curricular changes are approved by all relevant university groups. Students who have questions about their AR reports should contact their advisor or academic department. The Academic Advising Center is also available to assist students in understanding the AR report. Faculty and/or academic departments who have questions about the setup, maintenance or content of AR reports, or exceptions to AR reports, should contact the Registrar’s Office for assistance.

To view a student guide that explains “My Academic Requirements,” visit [http://www.towson.edu/registrar/onlineservices/guides.html](http://www.towson.edu/registrar/onlineservices/guides.html).

Look for the link to “My Academic Requirements Guide – Advisors” under **For Faculty/Staff** on Towson University’s website:
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