Once you are logged into your Faculty Center through your MYTUMOBILE, click on the menu button in the far left-hand corner and choose **Faculty Class Search**.

The Class Search page will look like this:

The Class Search page will look like this:
If you wish to change the term, click on the dropdown menu under the word Term.

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 2020, 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 Catalog Number, such as ENGL for English and 102. Or simply select ENGL. 
+ Select Acad Career [Graduate or Undergraduate]. 
+ Hit Search at the bottom of the page.

Below is a partial listing of the ENGL 102 sections that were offered Spring 2019. To see a class in more detail, click on a link to one of the sections, such as ENGL 102.900.
Here is the class detail for section **ENGL 102.900**.

The Class Notes are specific to this class and the Catalog Description comes from the catalog.

### Writing for a Liberal Education

<table>
<thead>
<tr>
<th>Session</th>
<th>Regular Academic Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>4289</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
</tr>
<tr>
<td>Grading</td>
<td>UNDERGRADUATE GRADING</td>
</tr>
</tbody>
</table>

**Enrollment Requirements**

ENGL102 requires permission for non-native English speakers. Please contact Jennifer Mott-Smith, the ESOL Coordinator (jmottsmith@towson.edu) in order to register.

**Class Attributes**

Core Category 2: English Composition
Group I.A. Writing for a Liberal Education

**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%.

In this example you can see the Enrollment Requirements [or “prerequisites”] and Attributes [Core or GenEd]. This information is located on the same class details page for this particular course.

Click the gold ‘back’ button at the top left of the page to return to the previous page.

To alter your results, enter the 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.

![Additional Search Options]

- You can also search for partonline classes: select **Less than 50% Online** or **50% or More Online**.

![Partonline Classes:]

We encourage you to inform your department chair of the class meeting pattern for partonline classes. **Partonline classes** replaces face-to-face class activities with online activities. A partonline 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, 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. Let your administrative assistant know.
## 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:


<table>
<thead>
<tr>
<th>Any Off-Campus Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM Waldorf Center</td>
</tr>
<tr>
<td>Off Campus Site</td>
</tr>
<tr>
<td>Prince George's Community Coll</td>
</tr>
<tr>
<td>Southern MD Higher Ed Center</td>
</tr>
<tr>
<td>TU in Northeastern MD@HCC</td>
</tr>
<tr>
<td>USM at Hagerstown</td>
</tr>
<tr>
<td>Univ Cntr-Northeastn MD @HEAT</td>
</tr>
<tr>
<td>Universities at Shady Grove</td>
</tr>
</tbody>
</table>

## Combined Section

- In this example you can see a note for “combined section class” for class **ENGL 426-180**. It is combined with **ENGL 526-180**. These two classes meet together.

### ENGL 426 - 180

<table>
<thead>
<tr>
<th>Room</th>
<th>LA4317</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Main Academic Campus</td>
</tr>
<tr>
<td>Location</td>
<td>On Campus</td>
</tr>
<tr>
<td>Components</td>
<td>Lecture Required</td>
</tr>
</tbody>
</table>

### Class Availability

- **Status**: Open
- **Seats Taken**: 16
- **Seats Open**: 19
- **Combined Section Capacity**: 35
- **Wait List Total**: 0
- **Wait List Capacity**: 4

### Combined Section

- TOPICS IN SHAKESPEARE STUDIES
  - ENGL 426 - 180 (4671)
  - **Status**: Open
  - **Seats Taken**: 16
  - **Wait List Total**: 0

- TOPICS SHAKESPEARE STUDIES
  - ENGL 526 - 180 (51582)
  - **Status**: Open
  - **Seats Taken**: 0
  - **Wait List Total**: 0
Browse Course Catalog:

To browse the course catalog, click on the menu button again and select **Course Catalog** under Public Links.

Undergraduate will be selected by default. Select **Graduate** if you wish to view graduate courses.

Select the letter for the department *in this case A* and then *Art Education*.

Here you can view active courses and their catalog description if you click on their title link.

From here, a student can add a section of this course to the planner. This will help students plan their academic progress against their Academic Requirements.
What is “My Academic Requirements”?  
It is an interactive explanation of the student’s Academic Requirements functionality. It also allows students to enroll in courses (directly from the report) that may satisfy a requirement.

Academic Requirements (AR) reports in PeopleSoft assess students’ progress toward degree requirements. Students’ AR reports are connected to their catalog year (requirement term) in PeopleSoft and 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:

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Questions?

You can go to the Registrar’s site to the link for Registration & Courses at [http://www.towson.edu/registrar/registration/index.html](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](https://www.towson.edu/provost/academicresources/handbook.html)