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

You will land on Search for Classes.
In the field for Term, enter in the four-digit term number.

**For example:** Spring 2019 = 1192

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 = Minimester 2 = Spring 3 = Summer 4 = Fall
If in doubt, click the lookup button to select the correct term.

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>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>Spring 2020</td>
<td>2020</td>
</tr>
<tr>
<td>1201</td>
<td>Mini 2020</td>
<td>2020</td>
</tr>
<tr>
<td>1194</td>
<td>Fall 2019</td>
<td>2019</td>
</tr>
<tr>
<td>1193</td>
<td>Summer 2019</td>
<td>2019</td>
</tr>
<tr>
<td>1192</td>
<td>Spring 2019</td>
<td>2019</td>
</tr>
<tr>
<td>1191</td>
<td>Mini 2019</td>
<td>2019</td>
</tr>
<tr>
<td>1184</td>
<td>Fall 2018</td>
<td>2018</td>
</tr>
<tr>
<td>1183</td>
<td>Summer 2018</td>
<td>2018</td>
</tr>
<tr>
<td>1182</td>
<td>Spring 2018</td>
<td>2018</td>
</tr>
<tr>
<td>1181</td>
<td>Mini 2018</td>
<td>2018</td>
</tr>
<tr>
<td>1174</td>
<td>Fall 2017</td>
<td>2017</td>
</tr>
</tbody>
</table>

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 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 Spring 2019. 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, it shows Class Notes that are specific to this class and the Course Description straight from the catalog.

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.

Part online Classes:

We encourage you to inform your department chair of the class meeting pattern for part online classes. A part online 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 part online nature of this class. Let your administrative assistant know.

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:

  Campus [Extended Miles OffCampus 25+] ▼
  OR
  Campus [Off Campus w/in 25] ▼
  OR
  Campus [TU Non-Main Campus] ▼

OR using the Lookup Button, search Off-Campus Centers for individual locations of off-campus classes:

Combined Sections

+ 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.
Once you are signed into your Faculty Center, go to **My Schedule** and choose **Class/Catalog Search**.

Select **Browse Course Catalog**.

Select the letter for the department (in this case A and then Art).

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

You might see reference to “available as of...” and a future date. This means only that a change like a title update is taking place at a future date, but the course is available for students to register for and plan around.
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.

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 questions about Academic Requirements, you can contact Academic Records & Technology in the Registrar’s Office at academicrequirements@towson.edu.

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