PEOPLESOFT ONLINE SERVICES

USING THE FACULTY CENTER: **How to Use Class / Catalog Search**

+ 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 <u>first</u> digit "1" refers to the current century.
> The <u>second</u> two digits represents the year. 2019 = **19**
> The <u>fourth</u> 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.

Search for Classes

Enter Search Criteria

Search for Classes

| Institution | Towson University ▼ |
| Term | 1192 🔍 Spring 2019 |

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

1202 Spring 2020	Sprg 2020
1201 Mini 2020	Mini 2020
1194 Fall 2019	Fall 2019
1193 Summer 2019	Sumr 2019
1192 Spring 2019	Sprg 2019
1191 Mini 2019	Mini 2019
1184 Fall 2018	Fall 2018
1183 Summer 2018	Sumr 2018
1182 Spring 2018	Sprg 2018
1181 Mini 2018	Mini 2018
1174 Fall 2017	Fall 2017

NOTE: Just because the term shows within the list <u>does not</u> 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.

▽ **Class Search**

Subject	select subject
Course Number	is exactly ▼
Course Career	Undergraduate ▼
	☑ Show Open Classes Only
Core/GenEd	▼
Category	▼

+ 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*].

Select at least 2 search criteria. Select Search to view your search results.

▽ **Class Search**

Subject	select subject	
Course Number	is exactly ▼	
Course Career	Undergraduate ▼	
	☑ Show Open Classes Only	
Core/GenEd	▼	
Category	▼	

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

Off-Campus Centers [   ] 🔍

CLEAR   SEARCH

Faculty Center   Advisor Center   Class/Catalog Search

+ 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.

57 class section(s) found

▼ **ENGL 102 - WRITING FOR A LIBERAL EDUCATION**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1101	ENGL 102-001	MoWeFr 8:00AM - 8:50AM	LA5314	Joseph M. Davis II	01/28/2019 - 05/21/2019	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1102	ENGL 102-002	MoWeFr 8:00AM - 8:50AM	LA5315	Steven Heaney	01/28/2019 - 05/21/2019	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1103	ENGL 102-003	MoWeFr 9:00AM - 9:50AM	LA4314	Alan Britt	01/28/2019 - 05/21/2019	🟢

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1104	ENGL 102-004	MoWeFr 9:00AM - 9:50AM	LA4330	Michelle L. Chester	01/28/2019 - 05/21/2019	🟢

+ 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.

ENGL 102 - 900 WRITING FOR A LIBERAL EDUCATION
Towson University | Spring 2019 | Lecture

Class Details

Status	● Open	Career	Undergraduate
Class Number	1156	Dates	1/28/2019 - 5/21/2019
Session	Regular Academic Session	Grading	UNDERGRADUATE GRADING
Units	3 units	Location	Towson University
Class Components	Lecture Required	Campus	Online Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	ONLINE	Suzanne M. Hill	01/28/2019 - 05/21/2019

Enrollment Information

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

Class Availability

Class Capacity	21	Wait List Capacity	4
Enrollment Total	0	Wait List Total	0
Available Seats	21		

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%.

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 I.A or Core: English Composition.

+ In this example you can see the **Enrollment Requirements** [or "prerequisites"] and **Attributes** [Core or GenEd].

Enrollment Information

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

+ Click the button for "**View Search Results**" to return to the previous page.

VIEW SEARCH RESULTS
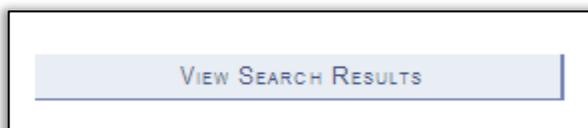
+ Then click **"New Search"** to return to the Search page to start a new search **OR** you can choose "**Modify Search**" to go back to your original search and modify the fields.

NEW SEARCH	MODIFY SEARCH

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.

▽ **Class Search**

Subject	select subject	
Course Number	is exactly ▼	
Course Career	Undergraduate ▼	
	☑ Show Open Classes Only	
Core/GenEd	▼	
Category	▼	

Course Attribute Value	Description
TU SEMINAR	01 Towson Seminar
ENG COMP	02 English Composition
MATH	03 Mathematics
CREATIVITY	04 Creativity/Creative Develop
ARTS & HUM	05 Arts & Humanities
SOC SCI	06 Social & Behavioral Science
SCIE LAB	07 Laboratory Sciences
SCIENCE	08 Lab and Non-Lab Sciences
ADV WRIT	09 Advanced Writing Seminar
METRO	10 Metropolitan Perspectives
US NATION	11 United States as a Nation
GLOBAL	12 Global Perspectives
DIVERSITY	13 Diversity & Difference
ETHICS	14 Ethical Issues/Perspectives

+ Notice you have a choice for **Additional Search Criteria.**

▽ **Additional Search Criteria**

Meeting Start Time	greater than or equal to ▼	
Meeting End Time	less than or equal to ▼	
Days of Week	include only these days ▼	

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sa

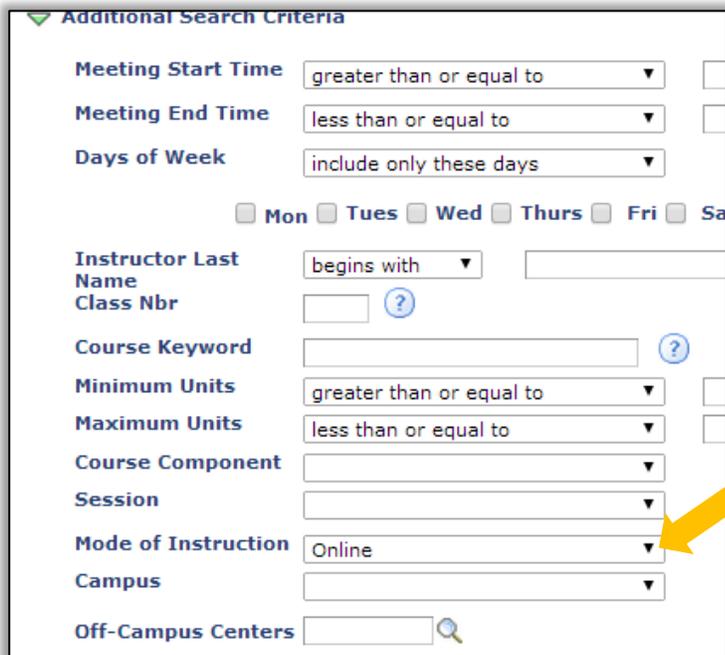| Instructor Last Name	begins with ▼	
Class Nbr	⑦	
Course Keyword	⑦	
Minimum Units	greater than or equal to ▼	
Maximum Units	less than or equal to ▼	
Course Component	▼	
Session	▼	
Mode of Instruction	▼	
Campus	▼	

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.

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. Let your administrative assistant know.

Select **Less than 50% Online** --
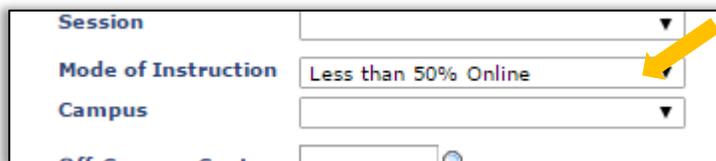
Or select **50% or More Online** --
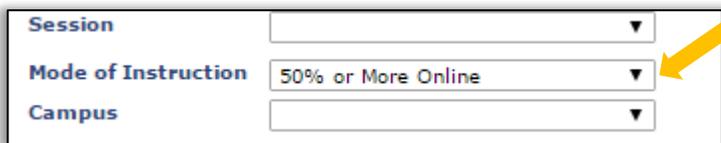
Off Campus

+ 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 ▼

<u>OR</u> using the Lookup Button, search **Off-Campus Centers** for individual locations of off-campus classes:

Look Up Off-Campus Centers ☒

Cancel

Search Results

View 100 — First ◄ 1-8 of 8 ► Last

Academic Institution	Location Code	Description
TOWSN	CSM	CSM Waldorf Center
TOWSN	HAGER	USM at Hagerstown
TOWSN	HEAT	Univ Cntr-Northeastrn MD @HEAT
TOWSN	OFF CAMPUS	Off Campus Site
TOWSN	PG	Prince George's Community Coll
TOWSN	SMHEC	Southern MD Higher Ed Center
TOWSN	TUNE	TU in Northeastern MD@HCC
TOWSN	USG	Universities at Shady Grove

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.

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 3:15PM	LA5315	Paul D. Miers	01/28/2019 - 05/21/2019

Enrollment Information

Enrollment Requirements   ENGL 463 requires 2 ENGL courses.

Class Availability

Combined Section Capacity	35	Wait List Capacity	4
Enrollment Total	0	Wait List Total	0
Available Seats	35		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
ENGL 463-001 LEC (1260)	SEMIOTICS: THE STUDY OF SIGNS	🟢 Open	0	0
CLST 305-001 LEC (6454)	TEXT & CULTURE	🟢 Open	0	0

Description

Study of the theory of semiotics, the study of signs, and its application to both print and non-print texts including photography, film, book illustrations. The relationship between written language and visual languages. Prerequisite: two ENGL courses.

Browse Course Catalog:

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

+ Select **Browse Course Catalog**.

Faculty Center	Advisor Center	Class/Catalog Search
search for classes		browse course catalog

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

Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL   EXPAND ALL

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

▽ **ART - Art-ART**

Course Nbr	Course Title	*Typically Offered
100	USING VISUAL INFORMATION EFFECTIVELY	Not Currently Offered
101	DIGITAL TOOLS AND CONCEPTS	Fall, Spring & Summer
103	2D PROCESS	Fall & Spring
104	3D PROCESS	Fall & Spring
106	DRAWING FOR NON-ART MAJORS	Fall & Spring
107	CERAMICS FOR NON-ART MAJORS	Fall, Spring & Summer

+ 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.

Course Nbr	Course Title	*Typically Offered
(161)	THE SKY AND THE SOLAR SYSTEM ** available as of 01/01/2019	Fall, Spring & Summer
161	GENERAL ASTRONOMY I	Fall, Spring & Summer
162	GENERAL ASTRONOMY II	Fall & Spring
(181)	STARS, GALAXIES, AND THE EARLY UNIVERSE ** available as of 01/01/2019	Spring
301	COSMIC ORIGINS	Fall & Spring

+ **"Typically Offered"** helps 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.

Look for the link to "**My Academic Requirements Guide – Advisors**" under **For Faculty/Staff** on Towson University's website:
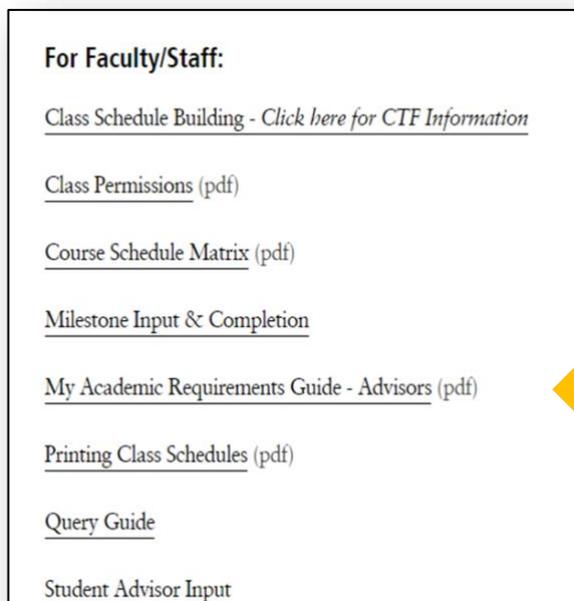
Questions?

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