PEOPLESOF T ONLINE SERVICES

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

+ 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:

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].
+ Hit Search at the bottom of the page.
+ To see a class in more detail, click on the course and it will show you more information. On this page, you can view the Enrollment Requirements, Attributes, Description, etc.

Core Courses
+ 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 also have a choice for Additional Search Options at the bottom of the page where you can search by off-campus / instruction mode / instructor.

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 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.

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

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:

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.

LINK TO VIDEO! AND FULL MANUAL!