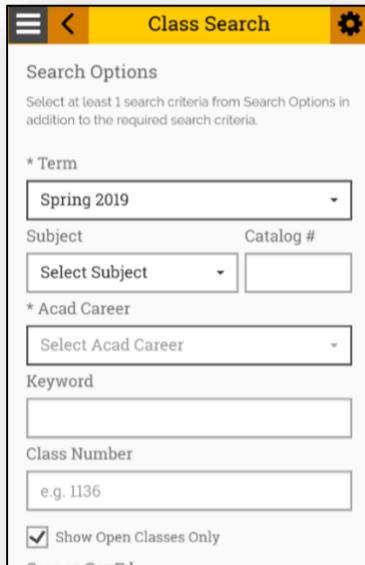


PEOPLESOFT ONLINE SERVICES

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:



- + If you wish to change the term, click on the dropdown menu under the word *term*.

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.

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.

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.

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.

Off Campus

- + Also, you can search for classes offered Off-Campus.

Browse Course Catalog

- + To browse the course catalog, click on the menu button again and select **Course Catalog** under Public Links.
 - + Select the letter and then the department.
- From here a student can add a section of this course to the planner.

Academic Requirements

Academic Requirements (AR) will assess student progress toward degree requirements. Students’ AR reports are connected to their catalog year (requirement term) and are updated when curricular changes are approved.

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.