**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:

![Class Search Search Options](image)

### 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 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.

**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.**