**How to Log into PeopleSoft:**
- Go to [www.towson.edu](http://www.towson.edu)
- Click on Quick Links
- Choose Towson Online Services
- Enter your NetID and Password
- Click on the link to Self Service
- Choose Faculty Center

How to Log into PeopleSoft:
- + Once you are logged into your Faculty Center, click on the tab for Class/Catalog Search.
- + On the Class/Catalog Search, enter in the four-digit term number. As an example:
  - Fall 2018 = 1184
  - Summer 2018 = 1183
  - Spring 2018 = 1182
  - Minimester 2018 = 1181
- + If in doubt, click the lookup button for the correct term.

**Search Criteria**
- + 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. To see a class in more detail, click on the link in blue.
- + 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 have a choice for Additional Search Criteria.

**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 Extended Miles OffCampus 25+, Off Campus w/in 25, OR TU Non-Main Campus. You can also use the lookup button.

**Online Courses**
- + 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.
- + You can also search for Partially Online classes. Select Less than 50% Online or select 50% or More Online.

**Part Online Classes**
A part online class should reduce 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.

**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.