

How to Log into PeopleSoft:

- + Go to 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**

+ 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. **For example:**

Fall 2019 = 1194
 Summer 2019 = 1193
 Spring 2019 = 1192
 Minimester 2019 = 1191

+ If in doubt, click the lookup button for the correct term.

Search

If the class you are searching for does not show up in search results, it could be because the class is full (*Closed*). A class that is using the *Wait List* feature will also have a status of *Closed*.

In this case **clear the checkbox** for *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**, such as 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. Then you can view *Units, Enrollment Requirements, Availability, Class Notes, 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 **“University Core Requirements.”**
- + Then select the category.

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.

Partonline Classes

A **partonline 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 partonline nature of this class.* Select **Less than 50% Online** or select **50% or More Online**.

Off Campus

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

Browse Course Catalog

- + Back in Faculty Center, select the tab for “Browse Course Catalog”.
- + Select the letter for the department *such as A for Art*.
- + Here you can view active courses and their catalog description if you click on their title link.
- + 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.

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.