Class Search & Course Catalog

TU TOWSON UNIVERSITY

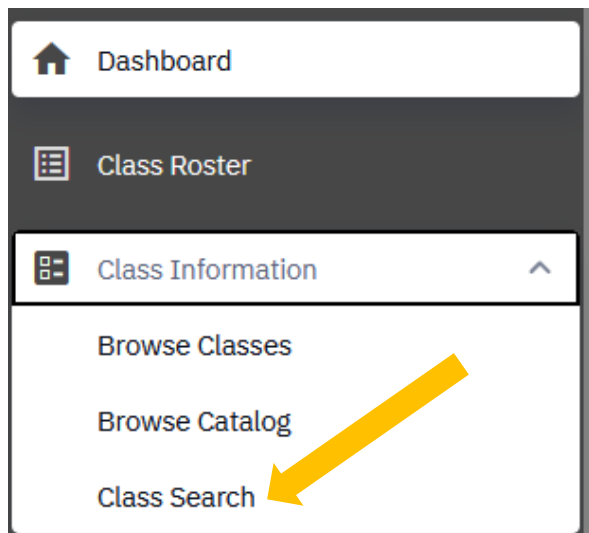## Class Search

+ Once you have gone through **mytu.towson.edu** and clicked the **Faculty Dashboard** tile, logged in with your **NetID** and **Password** and verified your attempt to login by approving it with **Duo Multi-Factor Authentication**, you should see the **Faculty Dashboard** main menu.

+ From the main menu, click on **Class Information**.
Next, select **Class Search.**
Doublecheck that you are in the correct term.

+ Once you have the correct term selected you can start searching. 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 offered, not just the ones with open seats.

🏠	Dashboard
📋	Class Roster
📇	Class Information ∧
	Browse Classes
	Browse Catalog
	Class Search

Class Search

Select all the required (*) search criteria.

Term: * Spring 2023	Acad Career: * Undergraduate	Subject	Catalog #	Keyword	Instruction Mode
Attribute	Attribute Type	+	More Filters [2]		

Search	Reset Filters

☑ Show Open Classes Only

Search Criteria

+ You must have Term and Academic Career selected for Class Search to work.

For example: Select Fall 2023, and for Acad Career select either Undergraduate or Graduate.

+ Then you can add **Subject** and **Catalog Number**, such as ENGL for English and 102.

+ Hit Search.

+ Below is an example of Class Search results for ENGL 102. It is a partial list of ENGL 102 sections with open seats. To see more detail about a class, just click on it.

WRITING FOR A LIBERAL EDUCATION | ENGL 102

	SECTION	DAYS	START	END	DATES	INSTRUCTOR	INSTR. MODE	UNITS	TOPIC	STATUS
>	017-LEC (4068)	MoWe	12:30 pm	1:45 pm	08/30 - 12/21	Michelle H. D...	In Person	3	-	O 1/21
>	022-LEC (4085)	TuTh	8:00 am	9:15 am	08/30 - 12/21	Joseph M. Da...	In Person	3	-	O 1/21
>	025-LEC (4097)	TuTh	9:30 am	10:45 am	08/30 - 12/21	Michelle H. D...	In Person	3	-	O 1/21
>	028-LEC (4108)	TuTh	9:30 am	10:45 am	08/30 - 12/21	Sharon Becker	In Person	3	-	O 2/21
>	037-LEC (4134)	TuTh	12:30 pm	1:45 pm	08/30 - 12/21	Joseph J. Cap...	In Person	3	-	O 1/21

+ You will see details about a class like enrollment, when the class meets, notes, and enrollment requirements. Also there is a course **description** which comes directly from the catalog.

NOTE: The class status.
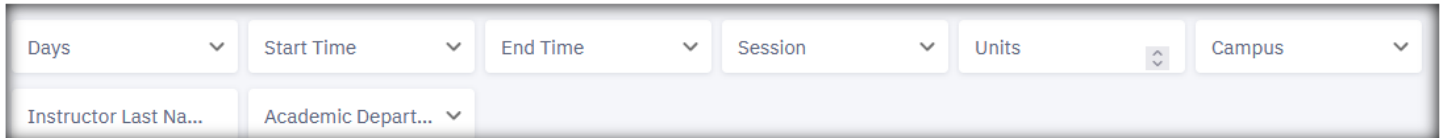 - A **green "O"** means students can join the class.

STATUS	
W 2/4	⋮
O 0/21	

 - A **red "W"** means there are students on a Wait List.

INFORMATION

Class Number:	4068
Career:	Undergraduate
Session:	Regular Academic Session
Units:	3 units
Grading:	UNDERGRADUATE GRADING
Description:	Development of strategies for writing expository prose based on analytical reading. Intellectually challenging writing and reading activities and student-teacher interaction emphasizing collaborative and active learning. Not open to those who have successfully completed ENGL 190. Requires grade of C or higher to fulfill. Core requirement. Core: English Composition.
Enrollment Requirements:	ENGL102 requires permission for non-native English speakers. Please contact Jennifer Mott-Smith, the ESOL Coordinator (jmottsmith@towson.edu) in order to register.
Class Attributes:	Core Category 2: English Composition

DETAILS

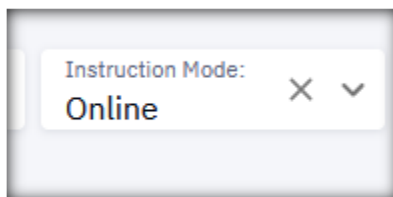|	
Instructor:	Michelle H. DeMarco
Dates:	08/30/2021 - 12/21/2021
Meets:	MoWe 12:30pm - 1:45pm
Room:	LA3202
Campus:	Main Academic Campus
Location:	On Campus
Components:	Lecture Required

Core Courses

+ You can search for classes in various **Core** categories. In the drop-down menu for **Core / Honors**, you can select any of the **General Education** categories.

+ First select "**University Core Requirements**".

+ Then select the category.

+ Notice you also have a choice for **Additional Search Options ("More Filters"):**

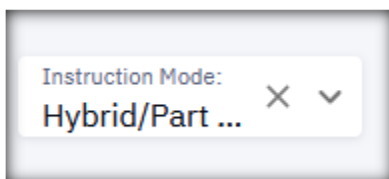| Days ⌄	Start Time ⌄	End Time ⌄	Session ⌄	Units ⌃⌄	Campus ⌄
Instructor Last Na...	Academic Depart... ⌄				

Online Classes

+ For another example, you can search for **Online** classes.
+ Look for the dropdown menu named **Instruction Mode** and select "**Online**."
+ This selection allows you to view only online classes.

Instruction Mode:
Online   ✕ ⌄

Hybrid Classes:

+ You can also search for part-online classes: select **Hybrid/Part-Online.**

Instruction Mode:
Hybrid/Part ...   ✕ ⌄

We encourage you to inform your department chair of the class meeting pattern for hybrid classes. Hybrid ("part-online") classes replace some of the face-to-face class activities with online activities.

If the meeting pattern can reflect the actual days & times the class meets, we can have better use of the classrooms.
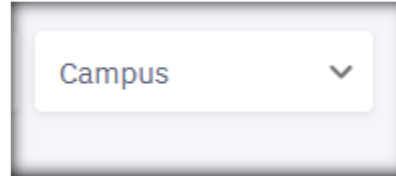
For example, a free-format Class Note can explain that a class with meeting pattern MW 2:00-3:15pm plans to meet face-to-face on Mondays and online on Wednesdays. This allows another class to use that classroom on Wednesdays. Let your administrative assistant know a correct free-format Note to add to your class.

Off Campus

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

+ Using the dropdown menu for **Any Campus** (located above the **Any Instruction Mode** box in **Class Search**), select one of the Off-Campus locations.
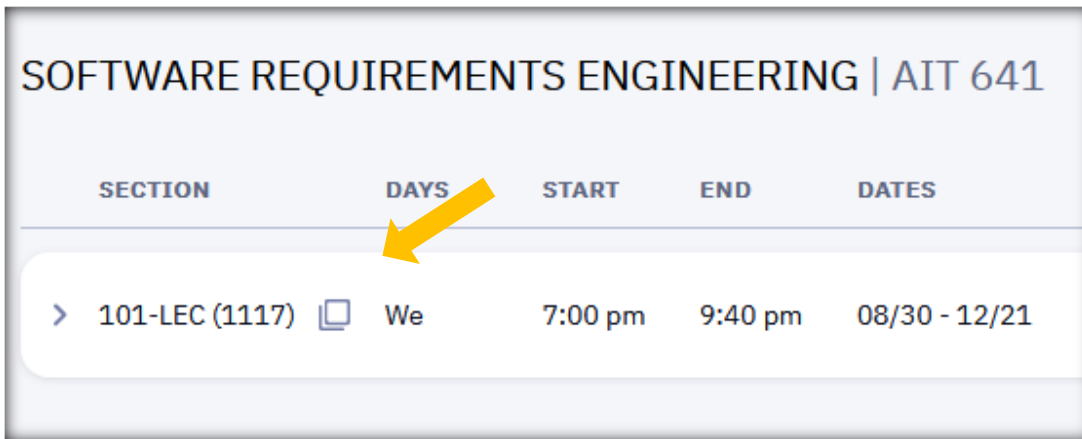
You can choose:

> Extended Campus
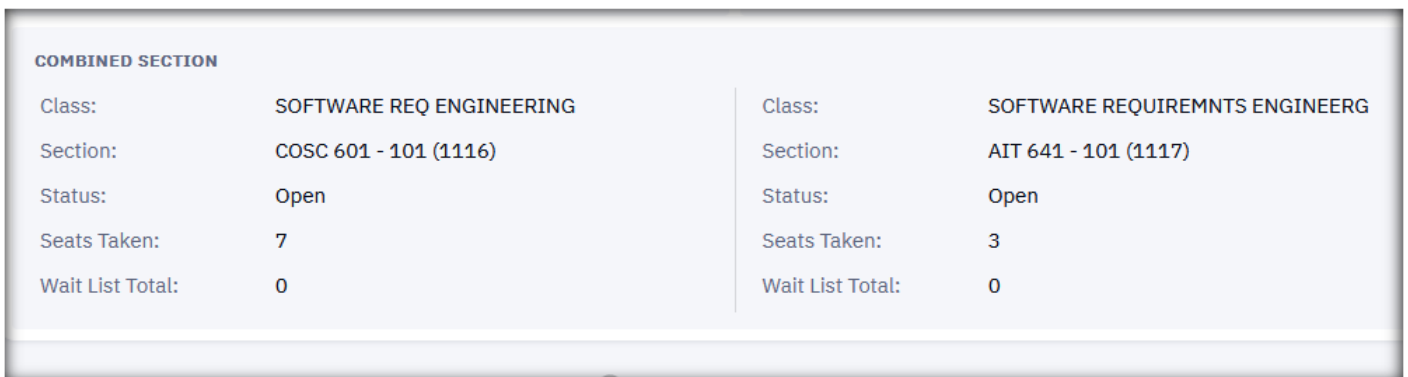> Off Campus within 25 miles
> TU Non-Main Campus ("TUNE")

Campus ⌄

Combined Section

+ In this example you can see this symbol that denotes "combined section" for **AIT 641 101**.
It is combined with **COSC 601 101**. This means these two classes meet together, at the same day and   time, in the same classroom, with the same instructor.

SOFTWARE REQUIREMENTS ENGINEERING | AIT 641

SECTION	DAYS	START	END	DATES
> 101-LEC (1117) 🗖	We	7:00 pm	9:40 pm	08/30 - 12/21

When you click on the class for Details, you can see more information about this combined section:

COMBINED SECTION

Class:	SOFTWARE REQ ENGINEERING	Class:	SOFTWARE REQUIREMNTS ENGINEERG
Section:	COSC 601 - 101 (1116)	Section:	AIT 641 - 101 (1117)
Status:	Open	Status:	Open
Seats Taken:	7	Seats Taken:	3
Wait List Total:	0	Wait List Total:	0

Browse the Course Catalog

+ To browse the course catalog, from the main menu, click on **Class Information**.

Then select **Course Catalog**.

🏠	Dashboard
📑	Grade Roster
🔳	Class Information ∧
	Browse Classes
	Browse Catalog ✓
	Class Search

+ Select a subject code like ART and hit the button for **View Courses**.

ARED - Art Education-ARED	View Courses
ART - Art-ART	View Courses
ARTH - Art History-ARTH	View Courses
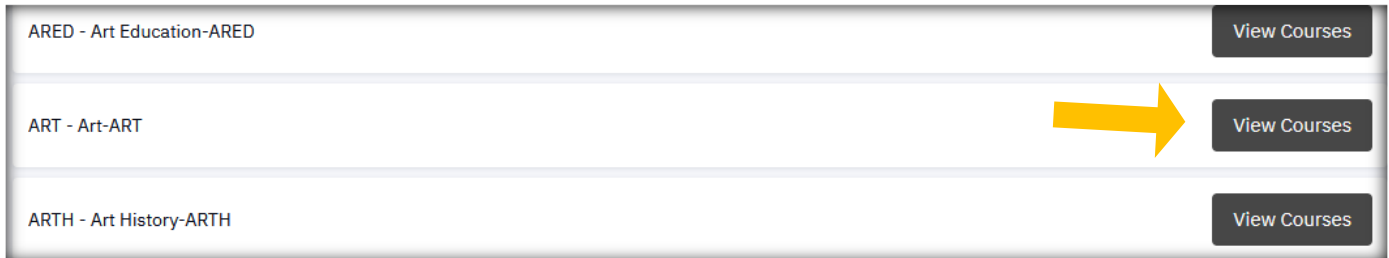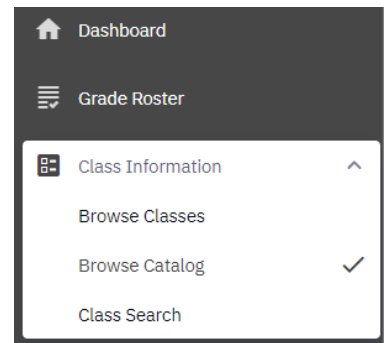
+ Here you can view active courses, their catalog title, and in which semesters they are normally offered ("**Typically Offered**").

+ Also, a student can add a section of this course to the planner from here. This will help students plan their academic progress against their **Academic Requirements** page.

Choose a course to see more information

🔍 Search

COURSE	DESCRIPTION	*TYPICALLY OFFERED	
> ART 100	USING VISUAL INFORMATION EFFECTIVELY	Not Currently Offered	
> ART 101	DIGITAL TOOLS AND CONCEPTS	Fall, Spring & Summer	View Sections
> ART 102	2D PROCESS FOR NON-ART MAJORS ** available...	Fall & Spring	
> ART 103	2D PROCESS	Fall & Spring	View Sections

+ After choosing **View Sections**, a student can see what class sections are open and/or have a wait list.

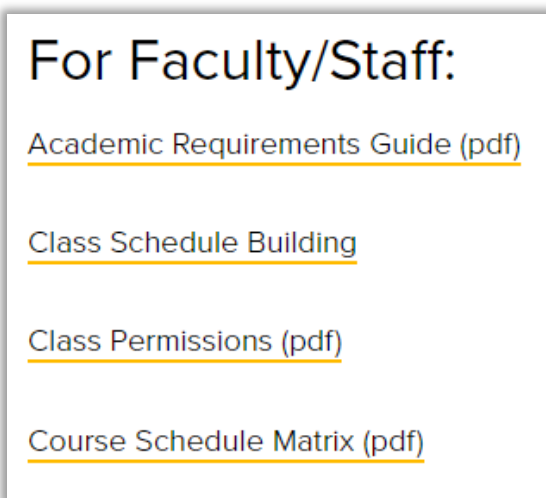|								
> 002-STU (5184)	1	We	2:00 pm	5:50 pm	ART Exclusive Lab	You Wu	🟩 O	3/18
> 003-STU (5810)	1	Th	9:30 am	1:20 pm	ART Exclusive Lab	Matthew J. McCorm...	🟩 O	11/18

What is "My Academic Requirements"?

Academic Requirements (often shortened to AR) is an interactive report that assesses student progress in:

+ University Degree Requirements
+ Core or General Education Requirements
+ Major and Minor Coursework

It is an audit of a student's academic work. PeopleSoft and a student's AR are updated when curricular changes are approved by all relevant university groups. Students who have questions about their AR reports should contact their advisor or academic department. The Academic Advising, Retention & Completion Center is also available to assist students in understanding the AR report. Faculty and/or academic departments who have questions about the setup, maintenance or content of AR reports, or exceptions to AR reports, should contact the Registrar's Office at academicrequirements@towson.edu.

To view a student guide that explains "My Academic Requirements," visit Helpful Guides at **http://www.towson.edu/registrar/onlineservices/guides.html**.

For Faculty/Staff:

Academic Requirements Guide (pdf)

Class Schedule Building

Class Permissions (pdf)

Course Schedule Matrix (pdf)

Look for the link to "**Academic Requirements Guide**" under **For Faculty/Staff** on Towson University's website.

Questions?

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 using 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.

For any questions regarding **university academic policies**, please consult your faculty handbook: https://www.towson.edu/provost/academicresources/handbook.html