

UNDERGRADUATE STUDENTS

Quick Reference Guide to the Degree Progress Report

A guide to viewing your own unofficial degree audit with your Towson Online Services (TOS) account.





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What is the Degree Progress Report?

The Degree Progress Report is an audit of your academic work. With it, you can quickly and easily assess:

- General Education requirements (“GenEds”)
- Credits earned towards graduation
- Major and Minor coursework

Getting Started:

- In your web browser, go to **http://students.towson.edu**
- On the right hand side, click on

Towson Online Services >

Access Registration, Student Records,
Bursar and Financial Aid Systems via
PeopleSoft

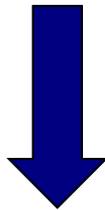
- Log in to your Towson Online Services Account

Secure Login
Access your records, class schedule, rosters, grades, etc.

<p>For Students</p> <p>Use your Tiger account</p> <p>Activate Your Account Reset expired password Reset forgotten password Forward Your Email</p>	<p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>For Faculty/Staff</p> <p>Use your TowsonU account</p> <p>Activate your account Change your password Reset expired password Reset forgotten password</p>
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Viewing Your Degree Progress Report:

- Click on Self Service, then Student Center.



Viewing Your Degree Progress Report:

- Under Academics, choose Degree Progress Report from the drop down menu.

The screenshot shows a web interface for an academic portal. At the top, there is a blue header with a white triangle pointing down and the text 'Academics'. Below this, there are several links: 'Search for Classes', 'Browse Catalog', 'Plan', 'Enroll/Drop', and 'My Academics'. To the right, there are icons for 'Deadlines' and 'URL'. Below these is a section titled 'This Week's Schedule' with a table. The table has two columns: 'Class' and '\$'. The first row contains 'ART 402-101 LAB (3760)' and 'Tu 6:00PM 9:50PM CA4036'. Below the table, there is a dropdown menu with the text 'other academic...' and a blue double arrow icon to its right. The dropdown menu is open, showing a list of options: 'Academic Planner', 'Academic Requirement', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Degree Progress Report', 'Enrollment Verification', and 'Enrollment: Add'. The 'Degree Progress Report' option is highlighted in blue. To the right of the dropdown menu, there is a blue bar with a white 'i' icon and the text 'You have no outstanding'.

Class	\$
ART 402-101 LAB (3760)	Tu 6:00PM 9:50PM CA4036

other academic... »

- Academic Planner
- Academic Requirement
- Apply for Graduation
- Class Schedule
- Course History
- Degree Progress Report**
- Enrollment Verification
- Enrollment: Add

i You have no outstanding

- Click » next to the drop down menu.

Viewing Your Degree Progress Report:

- You will see the page to view the Degree Progress Report.
- Choose “Towson University” for the Academic Institution and “1. Degree Progress Report” for the Report Type.

View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

“this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place”

Academic Institution	Towson University	go
Report Type	1. Degree Progress Report	

Information For Students

- Click on  to process the degree progress report. It will take a few seconds to process.



What's in it?

The report contains a listing of your:

1. Upper-Level Credits

Upper-level credits are those that are equivalent to 300 level or above.

2. Progress on each GenEd category

There are twelve different categories.

3. Overall credits towards graduation

At least 120 are required for graduation.

4. Overall GPA

At least a 2.0 GPA is required for graduation.

5. Major and Minor course evaluation

Courses evaluated for the completion of your major or minor.

Important!

This report evaluates the courses you are currently taking, and assumes successful completion.

Interpreting the Report

A requirement that is NOT satisfied is listed in **bold** and **red**:

Example 1: GenEd not satisfied

```
GenEd Category II.C.3. Western He  
Requirement Not Satisfied -
```

Example 2: Required number of credits not satisfied

```
120 Credits  
Requirement Not Satisfied -  
Units (required/needed): 120.00/89.00
```

A requirement that IS satisfied is listed in plain text, usually followed by detail of what course satisfied the requirement:

Example 3: Transferred MATH231 course satisfies requirement

```
ECON 205 or MATH 231 required.  


| Term      | Course   | Description      | Units | Grade | Code |
|-----------|----------|------------------|-------|-------|------|
| Fall 2003 | MATH 231 | BASIC STATISTICS | 4.00  | C     | TR   |


```



Cautions

Great care is being taken to create both accurate and complete reports of your academic progress; however, it is possible that the reports may contain errors or omissions.

If you have a question concerning your degree progress report, please contact Academic Advising at 410-704-2472 for GenEd requirements and the major department for major requirements.

Transfer Credits

If you have completed a transfer course that:

1. is equivalent to a TU GenEd course, then it is identified on the degree progress report as such, together with the credits earned at the transfer institution.
2. has no direct TU equivalent, it is evaluated individually. If it satisfies a GENED, then an alternate alpha and numeric code designates the GenEd category. It is posted with the GenEd “category” and a lower-level designation, e.g., a IB 10T course. The credits and grade are also posted.

What if you want to change your major?

The degree progress report also lets you see your progress with a different degree (BS, BA, etc.), major, or catalog year.

Choose **1. Degree Progress Report** for Report Type.

Academic Institution	Towson University
Report Type	
	1. Degree Progress Report

Scroll down, and you will see the **Quick What-If** and **Course List What-If** buttons.

Quick What-If

Click on **Quick What-If**. You will see the fields below. Fill in career, program, plan, and/or subplan you would like to override and the requirement term (i.e. catalog year). If you are filling in the Plan override (major), you will also need to fill in the Career and Program override fields.

Career:	UGRD	Required Career Term:	1064
	Undergraduate		
Program Override:	BA	Required Program Term:	1064
	Bachelor of Arts		
Plan Override:	FREN-BA	Required Plan Term:	1064
	French		
SubPlan Override:	LITR-FREN	Required SubPlanTerm:	1064
	Literature		

Click **OK**. The degree progress report will display your “new” evaluation.

French Plan

Requirements Not Satisfied

Course requirements for the major in French.

Requirement Not Satisfied -

GPA (required/actual): 2.000/Unknown

FREN301 and FREN302 are required.

Not sure if a particular course will fulfill a GenEd or major requirement?

Click on **Course List What-If**.

Type in the subject of the class you are looking for, and click **Search**.

	Subject	Catalog Nbr
Search	ART	<input type="text"/>
Add		

All of the courses for the subject you picked will be displayed. Click on **View all** to display all courses.

Scroll down to find the course you are looking for, and click on for that course.

<input checked="" type="checkbox"/>	009029	ART	92	TRF GUR 400 LEV
<input checked="" type="checkbox"/>	000251	ART	100	USING VISUAL INFORMATION EFFEC
<input checked="" type="checkbox"/>	000252	ART	102	DESIGN FOR NON-ART MAJORS
<input checked="" type="checkbox"/>	Select course pushbutton		102	DESIGN FOR NON-ART MAJORS

The course you would like to take will now be displayed

	Subject	Catalog Nbr	Course Title	Units Taken
<input type="text" value="Search"/>	<input type="text" value="ART"/>	<input type="text" value="102"/>	DESIGN FOR NON-ART MAJORS	<input type="text" value="3.00"/>

Click **OK**. The course you would like to take will be displayed under the requirement it would satisfy on the degree progress report.

GPA (required/actual): 2.000/Unknown

GenEd Category IE: Creativity and Creative Development

Term	Course	Description	Units	Grade Code
9999 Futur	ART 102	DESIGN FOR NON-ART M	3.00	EN

This is a what-if course.