

UNDERGRADUATE STUDENTS

A guide to using the Academic Requirements Functionality





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What is Academic Requirements?

Academic Requirements is an interactive report that assesses your progress in:

- Core or General Education requirements
- Credits earned towards graduation
- Major and Minor coursework

You can think of the report as an audit of your academic work.

Academic Requirements allows you to enroll in courses that may satisfy a requirement directly from the report.



What's in Academic Requirements?

1. Upper-Level Credits

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

2. Progress on each Core/GenEd category

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.

Important!

- This report evaluates the courses you are currently taking, and assumes successful completion.
- If a course is being repeated, only one attempt of the course will display as satisfying requirements. (*Repeatable courses will only display so long as the course has not been repeated more than the allowed number of attempts.*)

Getting Started:

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

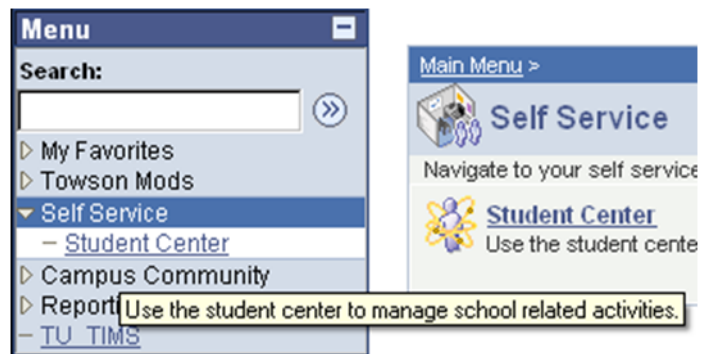


- Log in to your Towson Online Services Account.

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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- Click on Self Service, then Student Center.



Viewing Academic Requirements:

- Under Academics, choose Academic Requirements.

The screenshot shows a navigation menu with a blue header bar containing a green triangle icon and the text 'Academics'. Below the menu, there is a list of links: 'Search for Classes', 'Browse Catalog', 'Plan', 'Enroll/Drop', 'My Academics', and 'Academic Requirements'. A red arrow points to the 'Academic Requirements' link. To the right of the links is a blue square button with a white 'i' icon. Below the links is a search bar with the text 'other academic...' and a blue button with a white double arrow icon. To the right of the search bar, there is red text that reads 'Registrar will be su. resume o'.

- It may take up to a minute for the Academic Requirements to process.

You will now see the report.

Towson University | Undergraduate

This report generated on 01/25/2013 2:28PM





The screenshot shows three buttons: "collapse all", "expand all", and "view report as pdf". A red callout bubble with the number "1" points to the "collapse all" button. Another red callout bubble with the number "2" points to the "view report as pdf" button.

Things to Note:

1. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded. Click on “collapse all” or “expand all” to override this default.
2. By clicking on “view report as pdf”, you will generate a pdf version for ease of printing and emailing. See page 14 for more details.
3. Note the course status icons.

 Taken  In Progress

You will see these next to courses on your advisement report like the example below:

Course	Description	Units	When	Grade	Status
DFST 304	AMERICAN SIGN LANGUAGE V	3.00	Fall 2012		
DFST 308	FINGERSPELLING & NUMBER USAGE	3.00	Spring 2012	A-	

Scroll down to the major.

The screenshot displays a web-based course requirement system. At the top, a blue bar contains the text 'LWAC' with a red callout box labeled '1' pointing to it. Below this, a grey bar indicates 'Not Satisfied: Course requirements for the major in Law and American Civilization. (G990)'. A list of requirements follows: 'Intro', 'Core', and 'Core courses: G990, 221'. A blue bar labeled 'Electives' has a red callout box labeled '2' pointing to it. Below 'Electives', a grey bar states 'Not Satisfied: Electives. 2 courses must be chosen from the following lettered topics.' A list of topics follows: 'A. Accounting', 'B. English', and 'C. History'. A red callout box labeled '3' points to the 'Core courses' line, and another red callout box labeled '4' points to the 'C. History' requirement. At the bottom, a grey bar indicates 'Not Satisfied: C. History'.

Things to Note:

1. This indicates the description of the highest level element, the requirement group. Anything that falls under this will impact whether or not it is satisfied.
2. This indicates the description of the second-level element, the requirement. If this is not satisfied, the requirement group is not satisfied.
3. This indicates the requirement line level, which contains the course information. If this is not satisfied, the requirement and the requirement group are not satisfied.
4. If a requirement is not satisfied, it will be expanded. Click on these triangles to collapse or expand individual requirements.

Enrolling in a course through Academic Requirements

Courses that do not have a grade or status indicate that they may be used to satisfy a requirement. You can enroll in that course when you click on a course description. Note that not all requirements will display the option to enroll in a course.

ART-BS

Not Satisfied: All Art majors must declare a concentration or option under the major (G823).

First Level Requirements.

Not Satisfied: First Level Foundation.

- Courses: 6 required, 0 taken, 6 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ART 101	DIGITAL TOOLS AND CONCEPTS	3.00	-		
ART 103	2D PROCESS	3.00	-		
ART 104	3D PROCESS	3.00	-		
ART 212	VISUAL CONCEPTS	3.00	Fall, Spring & Summer		
ARTH 221	SURVEY OF WESTERN ART	3.00	-		
ARTH 222	SURVEY WESTERN ART II	3.00	-		

View All | First 1-6 of 6 Last

You will see the page below.

ARTH 221 - SURVEY OF WESTERN ART I

Course Detail

Career	Undergraduate	view class sections
Units	3.00	add to planner
Grading Basis	Undergraduate	
Course Components	Laboratory	Required

Click on “view class sections” as circled above. Scroll down and you will see “Terms Offered”. You will need to change this to the current term and click on “show sections” as circled below.

Course Schedule

Terms Offered: Spring 2013 [show sections](#)

[My Class Schedule](#) [show all](#) | [Shopping Cart](#) [show all](#)

ART 219	Mo 2:00PM - 5:50PM	CA4027	ART 235	We 6:00PM - 9:50PM	CA4010
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● Open ■ Closed ▲ Wait List

ARTH 221 sections for Spring 2013

View All 1-3 of 3

Section	Session	Status				
001-LAB (1033)	1	●	select			
	Days	Start	End	Room	Instructor	Dates
	MoWe	3:30PM	4:45PM	CA2032	Amy S. Koch	01/28/2013 - 05/21/2013

Section	Session	Status	
002-LAB (1048)	1	●	select

Scroll down further to see the valid sections for the term.

ARTH 221 sections for Spring 2013						
View All 1-3 of 3						
Section	Session	Status				
001-LAB (1033)	1	●		<input type="button" value="select"/>		
Days	Start	End	Room	Instructor	Dates	
MoWe	3:30PM	4:45PM	CA2032	Amy S. Koch	01/28/2013 - 05/21/2013	
Section	Session	Status				
002-LAB (1048)	1	●		<input type="button" value="select"/>		
Days	Start	End	Room	Instructor	Dates	
MoWeFr	10:00AM	10:50AM	CA2032	Jennifer S. Hylton	01/28/2013 - 05/21/2013	
Section	Session	Status				
101-LAB (1040)	1	●		<input type="button" value="select"/>		
Days	Start	End	Room	Instructor	Dates	
MoWe	5:00PM	6:15PM	CA2033	Amy S. Koch	01/28/2013 - 05/21/2013	

Click for the class you would like to take.

Once you have selected the desired section, you will see the following page to add the course to the Shopping Cart.

Spring 2013 | Undergraduate | Towson University

ARTH 221 - SURVEY OF WESTERN ART I

Class Preferences

ARTH 221-002	Laboratory ● Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Regular Academic Session	Grading	UNDERGRADUATE GRADING
Career	Undergraduate	Units	3.00

Enrollment Information

- Core Category 5: Arts & Humanities
- Group II.C.1. Western Heritage: Arts & Humanities

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Laboratory	MoWeFr 10:00AM - 10:50AM	CA2032	Jennifer S. Hylton	01/28/2013 - 05/21/2013

If all information is correct, click “Next” as circled above. The following message will appear.

✔ **ARTH 221 has been added to your Shopping Cart.**
To enroll in classes from your Spring 2013 Shopping Cart, [click here](#).

Please note that you are not yet enrolled in the course. You can either add more courses to your Shopping Cart or proceed to enroll in the course by clicking on “[click here](#)” in the message illustrated in the image above.

PDF Version of Academic Requirements

This printer and email-friendly version of Academic Requirements provides the same information as the interactive version but with some formatting differences:

- Summary at the top of the report

Academic Requirements For Darth A. Vader IV

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Career	Fall 2011	Not Satisfied
Bachelor of Science Program	Fall 2011	Not Satisfied
Sport Management Major	Fall 2011	Not Satisfied
Physics Major	Fall 2011	Not Satisfied
Applied Physics Track	Fall 2011	Not Satisfied

- Courses Used are listed in a table format. The Type column is available to indicate whether a course is taken here (EN), brought in through transfer (TR), or in progress (IP).

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
Fall 1999	FMST	301	FAMILY RELATIONSHIPS	B	4.00	TR
Fall 1999	PSYC	317	SENSATION AND PERCEPTION	A	6.00	TR
Fall 1999	COMM	303	ADV PUBL SPEAKNG	C	3.00	EN
Fall 1999	MKTG	341	PRINCIPLES OF MARKETING	A	3.00	EN
Fall 1999	SPPA	321	INTRODUCTION TO AUDIOLOGY	A	3.00	EN

- Courses that can or still need to be used for the requirement are listed in paragraph format under “Courses Available”.

Courses Available

PHYS 185, PHYS 241, PHYS 242, PHYS 243, PHYS 307, PHYS 311, PHYS 341, PHYS 351, PHYS 354

- Course History is located at the end of the report. It lists all attempts, including Failed, Withdrawn, and Repeated courses (included or excluded). It is important to look at the repeated courses and to understand which one is counting.

Fall 2007	MCOM	357	PUBLIC RELATIONS WRITING	A	3.00	EN
Fall 2007	MKTG	425	BUYER BEHAVIOR ANALYSIS	A	3.00	EN
Fall 2007	MKTG	445	INTERNATIONAL MARKETING	D	3.00	EN
Fall 2008	CRMJ	375	TOPICS IN CRIMINAL JUSTICE	D	3.00	EN
Course Topic: 1 - Criminal Law						
Repeat Code: RX - Repeat Excluded						
Fall 2008	ECON	306	STATS FOR BUSINESS & ECON II	W	3.00	EN
Fall 2008	ECON	321	HISTORY ECONOMIC THOUGHT	A	3.00	EN



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 audit, please contact Academic Advising at 410-704-2472 for Core/GenEd requirements and the major department for major requirements.