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
  
  ![Towson Online Services](image)
  
  Access Registration, Student Records, Bursar and Financial Aid Systems via PeopleSoft

- Log in to your Towson Online Services Account.
• Click on Self Service, then Student Center.
Viewing Academic Requirements:

- Under Academics, choose Academic Requirements.

- It may take up to a minute for the Academic Requirements to process.
You will now see the report.

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFST 304</td>
<td>AMERICAN SIGN LANGUAGE</td>
<td>3.00</td>
<td>Fall 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFST 308</td>
<td>FINGERSPELLING &amp; NUMBER USAGE</td>
<td>3.00</td>
<td>Spring 2012</td>
<td>A-</td>
<td></td>
</tr>
</tbody>
</table>
Scroll down to the major.

**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.
You will see the page below.

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

Click **select** 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.

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

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

```
Program | Requirement Term | Requirement Status
---------|------------------|---------------------
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).

```
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     | 5.00  | TR   
Fall 1999 | COMM   | 303         | ADV. PUBL. SPEAKING               | C     | 3.00  | EN   
Fall 1999 | MKTG   | 341         | PRINCIPLES OF MARKETING           | A     | 3.00  | EN   
Fall 1999 | SPPA   | 321         | INTRODUCTION TO AUDIOLGY          | 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**

- 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.

<table>
<thead>
<tr>
<th>Fall 2007</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCOM</td>
<td>357</td>
<td>3.00</td>
<td>EN</td>
</tr>
<tr>
<td></td>
<td>MKTG</td>
<td>425</td>
<td>3.00</td>
<td>EN</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>CRMJ</td>
<td>375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2007</td>
<td>MKTG</td>
<td>445</td>
<td>3.00</td>
<td>EN</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>CRMJ</td>
<td>375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2008</td>
<td>ECON</td>
<td>306</td>
<td>3.00</td>
<td>EN</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>ECON</td>
<td>321</td>
<td>3.00</td>
<td>EN</td>
</tr>
</tbody>
</table>

**Course Topic**: 1 - Criminal Law  
**Repeat Code**: RX - Repeat Excluded  
**STATS FOR BUSINESS & ECON II**  
**HISTORY ECONOMIC THOUGHT**
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.