

UNDERGRADUATE STUDENTS

A guide to using the My Academic Requirements Functionality





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What is “My Academic Requirements”?

My Academic Requirements is a report that represents an interactive version of the Degree Progress Report. It assesses your progress in:

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

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

Besides the look and feel being different from the Degree Progress Report, My Academic Requirements allows you to enroll in courses that may satisfy a requirement directly from the report.

Getting Started:

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

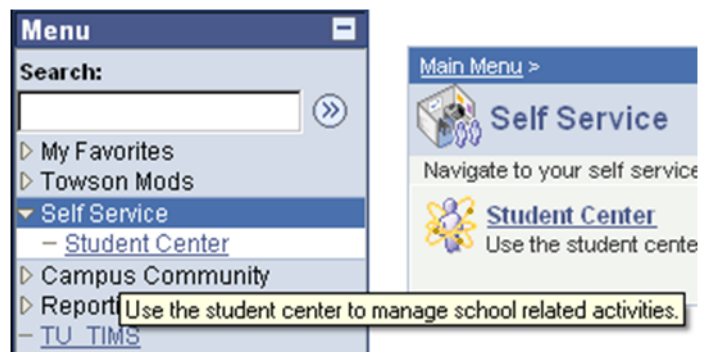
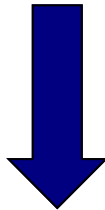


- Log in to your Towson Online Services Account.

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 My Academic Requirements:

- Under Academics, choose Academic Requirements from the drop down menu.

Academics

[Search for Classes](#) [Browse Catalog](#) [Plan](#) [Enroll/Drop](#) [My Academics](#)

i You are not en

other academic... >>

- Academic Planner
- Academic Requirement**
- Apply for Graduation
- Class Schedule
- Course History
- Degree Progress Report
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: Request Off
- Transcript: View Unoffic
- Transfer Credit: Report
- other academic... >>

Account Summary

Account Balance:

Pending Payments:

Pending Aid:

Balance Due:

Currency used is US D.

- Click >> next to the drop down menu. It may take a couple minutes for the My Academic Requirements to process.

You will now see the report.

My Academic Requirements

Towson University | Undergraduate

This report last generated on 07/22/2008 3:08PM

collapse all

expand all

3



Taken






In Progress

▶ SATISFY IPS

▶ Upper Level Course Requirement

Things to Note:

1. The report will tell you when it was last generated. Changes that you make, such as enrolling in a class, dropping a class, or changing a major, will generate updated data.
2. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded.
 - To collapse all requirements, click  , to expand all requirements, click  .

- You can also expand or collapse individual requirements by clicking .

3. Note the course status icons.



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

ART 229 | [PAINTING I](#) | 3.00 | Spring 2007 | A | 

We will now expand all the requirements for purposes of explaining the Academic Requirements further.

▼ Upper Level Course Requirement 1

Satisfied: Upper Level Course Requirement (G27)

Upper Level Credit Requirement 2

▼ Upper Level Courses 3

Satisfied: Courses taken that are 4 level or above (L10)

- Units: 32.00 required, 52.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When
ART 490	INTERNSHIP IN ART	2.00	Summer 2008
BIOL 427	NEURO MECHANISMS: UPPER BODY	2.00	Spring 2007
BIOL 402	BIOL SEMINAR	1.00	Summer 2008



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. Unlike the degree progress report, the Satisfied and Not Satisfied indicators are not color coded. It simply says “Satisfied” or “Not Satisfied.” Below is an example of a requirement that is not satisfied.



ART-BS PNTG

Not Satisfied: Course requirements for the ART-BS with an optio



ART-BS PNTG



1ST LEVEL

Not Satisfied: First Level Foundation.

As you move down, you will see courses that do not have a grade or status. These are courses that may be used to satisfy a requirement. When you click on a course description, you will be able to enroll in that course.

▼ **summer**

Satisfied: Summer. MATH231 is required.

- Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 231	BASIC STATISTICS	3.00	Summer 2008			◆
MATH 237	ELEMENTARY BIOSTATISTICS	4.00				
PSYC 212	BEHAVIORAL STATISTICS	4.00				

View All First 1-3 of 3 Last



What's in My Academic Requirements?

The report contains a listing of your:

1. Upper-Level Credits

Upper-level credits are those that are 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.

Enrolling in a course through My Academic Requirements

To enroll in a course, click on the course description. Note that not all requirements will display the option to enroll in a course.

ART-BS PNTG

1ST LEVEL

Not Satisfied: First Level Foundation.

- Courses: 6 required, 3 taken, 3 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ART 103	DESIGN I	3.00	Spring 2007	A	✓
ART 104	DESIGN II	3.00			
ART 111	DRAWING AND APPRECIATION	3.00	Fall 2006	A-	✓
ART 211	DRAWING II	3.00	Fall 2007	A	✓
ARTH 221	SURVEY OF WESTERN ART I	3.00			
ARTH 222	SURVEY WSTRN ART II	3.00			

View All First 1-6 of 6 Last

You will see the page below.

[My Academic Requirements](#)

Course Detail

[Return to My Academic Requirements](#)

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

Description

Click on [view class sections](#)
Scroll down and you will see the following below
the course detail. The current term will default in
the drop down menu.

Course Schedule

Terms Offered [show sections](#)

My Class Schedule	show all
ART 402	Tu 6:00PM - 9:50PM CA4036

[Shopping Cart](#)
Your shopping cart is empty.

Open Closed Wait List

ARTH 221 sections for Fall 2008

Section	Session	Status			
001-LAB (3252)	1	<input type="checkbox"/>	select		
Days	Start	End	Room	Instructor	Dates
MoWe	9:30AM	10:45AM	CA2032	Leopoldine Prosperetti	09/02/2008 - 12/22/2008

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

ARTH 221 sections for Fall 2008

Section	Session	Status	
001-LAB (3252)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>

Days	Start	End	Room	Instructor	Dates
MoWe	9:30AM	10:45AM	CA2032	Leopoldine Prosperetti	09/02/2008 - 12/22/2008

Section	Session	Status	
002-LAB (3256)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>

Days	Start	End	Room	Instructor	Dates
MoWe	2:00PM	3:15PM	CA2032	Leopoldine Prosperetti	09/02/2008 - 12/22/2008

Section	Session	Status	
003-LAB (3259)	1	<input type="checkbox"/>	<input type="button" value="select"/>

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.

[My Academic Requirements](#)

Add to Shopping Cart - Enrollment Preferences

Fall 2008 | Undergraduate | Towson University

ARTH 221 - SURVEY OF WESTERN ART I

Class Preferences

ARTH 221-001	Laboratory 	Grading	UNDERGRADUATE GRADING
		Units	3.00
Session	Regular Academic Session		
Career	Undergraduate		


[CANCEL](#) [PREVIOUS](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Laboratory	MoWe 9:30AM -	CA2032	Leopoldine	09/02/2008 -

If all information is correct, click [NEXT](#). The following message will appear.

[My Academic Requirements](#)

Course Detail

 ARTH 221 has been added to your Shopping Cart.
To enroll in classes from your Fall 2008 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 [t, click here.](#) in the message.

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 GenEd requirements and the major department for major requirements.