

GRADUATE STUDENTS

A guide to using the My Academic Requirements Functionality





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What is “My Academic Requirements”?

My Academic Requirements assesses your progress in:

- Credits earned towards graduation
- Program specific requirements

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

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

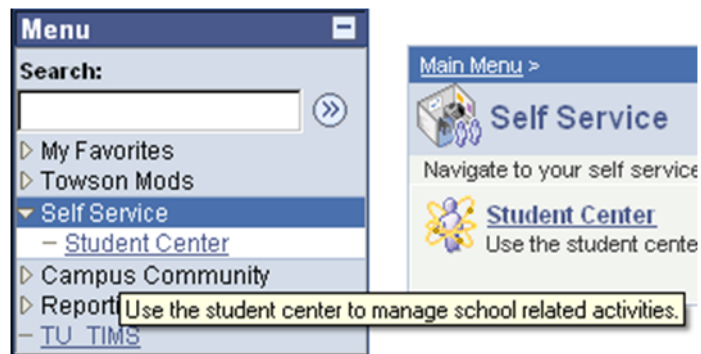
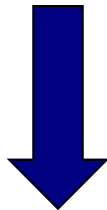


- Log in to your Towson Online Services Account.

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.



Advisee Requirements


Towson University | Graduate

This report last generated on 02/03/2012 10:44AM

The screenshot shows the 'Advisee Requirements' report interface. At the top, there is a header with a blue square on the left and a light green square on the right. Below the header, the text 'You will now see the report.' is displayed. Underneath, the section 'Advisee Requirements' is underlined. The main content area includes the text 'Towson University | Graduate' and 'This report last generated on 02/03/2012 10:44AM'. Below this, there are two buttons: 'collapse all' and 'expand all'. A callout '1' points to the 'expand all' button. Below the buttons is a progress bar with a green checkmark and the word 'Taken' and a yellow diamond and the words 'In Progress'. A callout '2' points to the 'expand all' button. Below the progress bar are two expandable sections: 'Information - Please Read' and 'General Graduate Requirements'. A callout '3' points to the progress bar.

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.

1

▼ **General Graduate Requirements**

Not Satisfied: All students must satisfy the graduate school policies to be eligible for graduation. (G668)

2




500 Level Course Review

Satisfied: A maximum of three 500 level courses may be included toward graduate requirements. (R139)

▼ **500 Level Course Limit**

3

The following courses were used to satisfy this requirement:

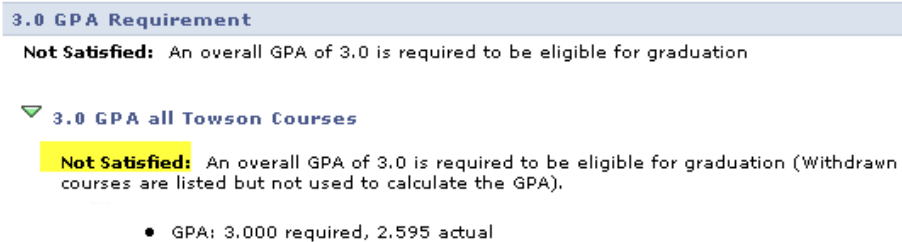
Course	Description	Units	When	When	Grade	Status
PSYC 503	INFANT AND CHILD DEVELOPMENT	3.00	Spring 2012	Spring 2012	C	
PSYC 515	MOTIVATION	3.00	Spring 2012	Spring 2012	C	
PSYC 547	SEX DIFFERENCES: PSYC PERSPECTV	3.00	Spring 2012	Spring 2012	C	



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.

When a requirement line is not satisfied, this is what it will look like:



3.0 GPA Requirement

Not Satisfied: An overall GPA of 3.0 is required to be eligible for graduation

▼ **3.0 GPA all Towson Courses**

Not Satisfied: An overall GPA of 3.0 is required to be eligible for graduation (Withdrawn courses are listed but not used to calculate the GPA).

- GPA: 3.000 required, 2.595 actual

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

Important!

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



What's in My Academic Requirements?

The report contains a listing of your (see page 12 for illustration):

1. General Graduate Requirements

- Cumulative GPA must be 3.0 or greater
- No more than three 500 level courses
- No more than two C's

2. Program Time Limit Assessment

- Master's and certificate students have 7 years to complete their degrees
- Doctoral and MFA students have 10 years to complete their degrees

3. Program Requirements

- For each program that you have been admitted to, you will have a section that details the specific graduation requirements based on your catalog year.

4. Overall credits towards graduation

- Each program has a specific number of credits required for graduation

5. Catalog Year

- Your graduation requirements for your program are based on your catalog year which is often the same term that you were admitted (but not always). If it seems that the requirements showing on your report are not what you expected, it is most likely due to the incorrect catalog year in the system which can be changed via your program director/advisor.

What's in My Academic Requirements?



General Graduate Requirements

Satisfied: All students must satisfy the graduate school policies to be eligible for graduation. (G668)

500 Level Course Review

Satisfied: A maximum of three 500 level courses may be included toward graduate requirements. (R139)

3.0 GPA Requirement

Satisfied: An overall GPA of 3.0 is required to be eligible for graduation (R140)

3.0 GPA in all Towson Courses

All Courses Taken with a C

Satisfied: No more than two courses with a grade of C are permitted to be used toward graduation. Any grades that are less than C cannot be used toward graduation. (R160)



7 Year Masters Time Limit

Satisfied: Within 7 Year Masters Time Limit (G1802)



Human Resource Development - Professional Track

Satisfied: Human Resource Development students in the General Track must complete 36 credits of graduate work (G669)

Human Resource Development - Professional Track

Satisfied: Students within the Professional Track must complete core courses, elective core courses and overall electives. 2005/2006, 2006/2007, 2007/2008 Catalogs (R516)



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

ART 402 Tu 6:00PM - 9:50PM CA4036

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.
- **Not all graduate programs have had academic requirement reports created.** If you look at your requirements and do not see any reference to your specific academic program, please assume the report has not yet been created.
- If you have a question concerning your requirements, or need to change your catalog year, please contact your program director.