

General Information For Submitting a Class Schedule

New Information is in red.

A. GENERAL INSTRUCTIONS

1. Course Term File Forms (CTFs) are no longer required by the Registrar's Office.
2. Towson Seminar classes are entered by the Registrar's Office and use TSEM 102 format and we assign the section numbers. Use **Attachment G** to submit your section's schedule information and topic title or send to us by email to rooms@towson.edu. Please submit your Towson Seminars as soon as possible even if they are submitted separate from the rest of the schedule so we can get them entered. Use this PeopleSoft Query to double check entry of your department Towson Seminars: TU_SR_TH_CLASSES_TOPICS_TSEM

3. Complete your schedules in CLSS by the deadline provided.

Link to CLSS: <https://nextcatalog.towson.edu/wen>

Official Proofing will be tentatively set and you will be notified when it will take place. After proofing, if a class has not been scheduled in a room where a department has priority, the room will be used for classes without a room pre-assignment.

4. TLN: Course Term File information for TLN classes should be sent to Bev German, Towson Learning Network at bgerman@towson.edu. Off-Campus Sites are designated by specific section code groupings. Any questions about off-campus offerings should be directed to the Registrar's Office.
5. If you wish a section to be set up to Not Print to the Schedule, you can make that selection in CLSS. For instance, you might want to set up a Hold section this way. Keep track of which sections you set up this way. **If you indicate "Schedule Print: No," nothing about this class will appear online;** students will not see the class when they view *Schedule of Classes*, nor will they be able to register for the class unless the 4-digit Class Number is given to them. The Office of the Registrar does not provide Class Numbers for non-published classes. Students will be referred to the appropriate academic department.

B. Further Information & Documents from the Schedule Building Page

Special Topic or Workshop

In CLSS, select the topic title from the dropdown for “Title/Topic.” Please remember you can offer a special topic title three times and then it should go through curriculum approval. If the title/topic is new, state it in the Comments field and we will add it for you. PeopleSoft allows only 30 characters (including spaces) for topic titles so consider this space allotment when determining how titles should appear on the online listing.

Free Format Notes

Below [#15] are numeric codes for Standard Notes. If you do not wish to select a Standard Note, then a Free Format text Note can be entered. In CLSS, go into Notes and select “Add Your Own Note.”

Attachment D: Classes That Meet Together

Send us at rooms@towson.edu a list of classes that meet together. You could use **Attachment D** to let us know which classes meet together in the same room at the same time. This assures no room conflicts. Examples are undergraduate/graduate courses that meet together or classes that are cross-listed.

Section Numbers

This shows our list of section numbers and what they signify.

Course Schedule Matrix

This shows our matrix of regularly scheduled course offerings as well as peak and non-peak time slots. Use the matrix to verify that at least 20% of your undergraduate course offerings are during non-peak periods. If you offer a class not adhering to the Course Schedule Matrix, send us a justification why it is off matrix.

Attachment G: Towson Seminar Topics

Indicate department and title for your Towson Seminars.

C. **GUIDELINES FOR COMPLETING THE CLASS SCHEDULE**

1. **Subject Area:** This refers to the Subject Area using 3 or 4 letter code, e.g.: ACCT, ART.

2. **Catalog Number:** Use the current University Catalog as a guide (the undergraduate catalog is available online at <http://catalog.towson.edu>). If unsure of Curriculum Committee approval, view the Course Inventory Management (CIM) link at <https://nextcatalog.towson.edu/courseadmin> or contact Suzanne Hill at sahill@towson.edu. A course that has not been approved cannot be scheduled. However, it can be submitted as a Hold Section.

3. **Variable to Fixed Units:** For variable-unit classes that you wish to set at a fixed number of units, specify the number of fixed units on the “Units” field in CLSS.

4. **Course Classifications:**

Instruction Mode	Description	Percentage of Instruction Occurring Online	In-Person Class Time (Minutes)*	Online Class Time (Minutes)*
In-Person/ On Campus (IP)	All classes meet in the scheduled location with little exception. Some course activities may be completed online (e.g. assignment submission, quizzes). <i>These include courses held off-campus at approved university sites.</i>	Up to 10%	2025 - 2250 minutes	Up to 225 minutes
Hybrid (HY)	Instruction occurs both on-campus and online to the same group of learners.	10-90%	225 - 2025 minutes	225 - 2025 minutes
Online/ Distance Education (WB)	All class activities occur online. <i>(On-campus/in-person meetings & activities are permitted for course orientation, wrap-up, testing or academic support sessions only.)</i>	100%	0 minutes	2250 minutes

5. **Instruction Mode:** We are using these Instruction Modes: IP for In Person, HY for Partially Online, and WB for Online.

University Course and Program Modality Definitions

Courses

On-campus (in-person) course: classes consist of synchronous instruction occurring with the learner(s) and the instructor(s) in the same location at a university site. *At TU, up to 10% of the instruction in an on-campus (in-person) course may be conducted online.*

Online (distance education) course: all instruction must occur synchronously or asynchronously online. *At TU, 100% of the instruction in an online (distance education) course must occur online.* However, on-campus meetings/activities are permitted for orientation, testing or academic support services.

Hybrid course*: instruction occurs both on-campus and online to the same group of learners. *At TU, 10-90% of the instruction in a hybrid course must occur online.*

Programs**

Distance education program: comprised of 100% online (distance education) courses. Requirements for in-person orientation, testing or academic support are permitted in distance education programs.

On-campus program: a program that is not a distance education program.

Both: a program that is offered in both distance education modality and on-campus modality

**Any course with less than 10% online instruction is considered an on-campus (in-person) course. Any course with more than 90% online instruction is not considered to be a hybrid course; it is also not considered to be an online (distance education) course as 100% of instruction in online (distance education) courses must occur online.*

****COMAR definitions used on MHEC program proposal coversheets**

6. **Section Numbers:** See the Section Numbers handout for clarification.

<https://www.towson.edu/registrar/onlineservices/schedule.html>

001 – 059	Day Courses (Fall/Spring/Mini)
101 – 150	Evening Courses (Fall/Spring/Mini) (start time 4:00pm or later)
325 – 399	Travel Study/Study Abroad
400 – 499	Partially Online Sections (Hybrid)
900 – 920	Online Sections

7. **Building: Building abbreviations to be used are as follows:**

AD – Administration Bldg

CA – Center for the Arts

ES – Enrollment Services

HH – Hawkins Hall

HP – Health Professions

LA – Liberal Arts

LI – Linthicum Hall

LH – Lecture Hall

MC – Media Center

ONLINE – Online classes

OFF – Off Campus

PY – Psychology

SC – Science Complex

SM – Smith Hall

ST – Stephens Hall

TC – Towson Center

UU – University Union

VB – Van Bokkelen

YR – 7800 York Road

Rooms: Require a four-digit numeric figure (e.g., Room 201 = 0201).

ASSIGN ONLY ROOMS FOR WHICH YOUR DEPARTMENT HAS PRIORITY. If you wish the Office of the Registrar to assign the room, leave the room field blank. Schedule as many of your department's courses as possible using your rooms.

No Room Assigned is the default for a class with no meeting pattern.

General Room Assignment is used for a class that is in need of a classroom. If you know which classroom this class should be in, note it in the Comments.

8. **Days:**
M = Monday
T = Tuesday
W = Wednesday
Th = Thursday
F = Friday
S = Saturday

Each day a course meets must be specified. This includes any special meetings and labs, otherwise there is no guarantee the room is scheduled. If a class meets twice a week, ensure that the lecture is listed as the first meeting.

9. **Meeting Start and Meeting End Times:** Note start time and end time followed by either am or pm. **Each class on your schedule should meet for the correct number of minutes for its number of units and for its component. For example, three-unit Lecture classes must meet for a minimum of 37.5 hours (2250 minutes), two-unit Lecture classes should meet for 25 hours (1500 minutes), and one-unit Lecture classes should meet for 12.5 hours (750 minutes) including exam. The requirements may differ for courses with other components.**
10. **Instructor:** Select instructor by first and last name or leave blank for “Staff” designation. **Contractual instructors (such as adjuncts and lecturers) should not be added until after their contract is approved, even if you see them as available in your drop-down in CLSS.** Primary instructor role is for the instructor who is teaching the class and will be evaluated by the students. If the course is being team taught (with 2 or more faculty members), all will be listed as Primary with access of POST and Print checked. Any other instructor associated with this class will have the Secondary role. The only available Instructor Roles are Primary or Secondary.
11. **TU ID#:** The instructor’s TU ID# will be associated with the instructor in CLSS. Every employee is assigned a TU ID#. If the instructor has never taught at the university they will need to do Early Provisioning which will give them a TU ID# and email. After that, a contract must be created using this ID and sent to Human Resources to ensure the instructor is added to PeopleSoft. Our office will connect new instructors to their courses after Human Resources has completed its process.
12. **Maximum Enrollment Limit:** Provide the maximum (or “long-term”) enrollment you plan to allow in the class. The bookstore also uses this number for planning.
13. **Current Enrollment Limit:** Provide the enrollment limit you are currently allowing to register.
14. **Wait List:** If your department would like to use the Wait List, please indicate the number of students (no more than 6) you want on the Wait List. Combined Sections no longer get a Wait List.

15. **Class Notes:** A class may contain as many **Standard** or **Free Format** Class Notes as needed. These notes show up on the schedule to give additional information to the students. For a comprehensive list of all notes, go into CLSS and after clicking the pencil, click the green plus button. Scrolling down will show all notes currently in the system for us.

Free Format Notes: Departments can inform students of additional information pertaining to a class using Free Format Notes. **If using Free Format Notes, select the green plus sign and use the “Add Your Own Note” feature in CLSS.**

Common Standard Notes: Standard Notes available are as follows:

Class

Note # Description

- 0010 Audition Required
- 0004 Consent Required to Add
- 0036 Dept. Invitation
- 0025 ESOL
- 0002 Early Start:
- 0021 TBA: for classes with no established meeting pattern**
- 0019 Honors College Only
- 0034 Instructor Consent
- 0005 Juniors/Seniors only
- 0011 Lab time required
- 0038 MAT
- 0008 Majors Only
- 0033 Mix of Synchronous & Asynchronous Learning
- 0035 Mode: IVC
- 0031 Mode: Online
- 0040 Mode: Hybrid
- 0017 NSE Course
- 0018 Online Classes that use Synchronous Learning
- 0037 Prerequisites Enforced
- 0039 SCED Permit
- 0006 Seniors only
- 0024 Service Learning
- 0026 Special Permit ECED
- 0027 Special Permit ELED
- 0028 Special Permit OCTH

Detail About Newer Notes: Below is more information about notes that have recently been created or that have been recently reactivated.

- **Note 0033 – Mix of Synchronous & Asynchronous Learning:**
"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real time scheduled meetings and self-paced learning."
- **Note 0040 – Hybrid:**
"Instruction will be provided utilizing an internet-based tool or platform that requires students to participate remotely with a mix of real time scheduled meetings and self-paced learning."

It is important to use Class Notes to identify Online and Partially Online Classes:

Online – online class. No face-to-face meetings. All instruction is delivered electronically with little exception. Courses are designated first by a Campus (Online Campus) and then by Room (ONLINE). Use Standard Note #0031.

Hybrid – Class is taught partially online. Some in-person instruction is replaced by online activities. Courses are designated first by a Campus (Part-Online) and then by a specific room. Use Standard Note #0040.

Please remember: There are Class Notes to designate IVC, Service Learning, and Online Synchronous Learning.

IVC (Interactive Video Conferencing) – A class that receives instruction via a remote feed from studio. An IVC class is identified as one where the students are looking at a TV screen or computer monitor to receive class material. For example, if material is broadcast from Linthicum to Hagerstown, the Hagerstown section is the IVC section that should get the Class Note #35.

If a class is 50% or more IVC, then it gets the Class Note #35. If it's a 50/50 split, both sections would get the IVC Note; for example, if on Tuesdays the broadcast goes from Linthicum to Hagerstown and on Thursdays the broadcast goes from Hagerstown to Linthicum, then both sections are labeled "IVC." We need departments to identify IVC sections with your best estimate. Identify IVC sections with **Note #35 from the listing in CLSS.**

Online Synchronous Learning -- Online Classes that use Synchronous Learning (such as WebEx or Skype) should use Class Note 0018. These are online classes that have a scheduled meeting day/time.

Service Learning -- The Office of Civic Engagement uses Class Note #0024 for service-learning courses. This Note must be used by faculty members and schedulers to designate sections as "service-learning" in the class schedule. The Class Note reads:

"Class requires 10-30 hours of service outside of scheduled class periods. Service may be on or off campus. Contact instructor for additional information."

The use of this Class Note will enable students to search for service-learning classes, inform students of course service requirements when searching and registering for classes, and allow the university to track the number of service-learning sections offered each semester. If you are not sure if your **class should be designated as a service-learning class**, review the “Service-Learning Course Criteria” at the link named “Information for Faculty” at <https://www.towson.edu/provost/initiatives/faculty-center/teaching/servicelearning/> or contact the Office of Civic Engagement at 410-704-2806. Identify Service Learning classes with **Note #0024 from the listing in CLSS**.

16. **Department Consent**: Department Consent blocks open enrollment to students. Student Specific Permission enables students to register by “pre-registering” them into the class. The students must complete the registration by adding and registering for the class. **Permission can override prerequisites and enrollment limits (but it doesn’t have to) and it can be set up with an expiration date. If you would like a copy of the Class Permissions Procedures Guide as a refresher, contact Suzanne Hill at sahill@towson.edu.**

17. **Prerequisite Enforcement**: You can also block enrollment through automated Prerequisite Enforcement. If prerequisites have been set for all sections of a course, **do not** use Department Consent. Assign Standard Note **#0037** to designate where the system will automatically enforce the requirements you have specified for a specific course (such as course prerequisites, major/minor, class standing). For more information on automated Prerequisite Enforcement, please contact M. Alejandra Pelleriti at mpelleriti@towson.edu.

Check the memo provided by the Registrar’s Office for the date that registration will begin.