

Registration Steps and Suggestions

Register for classes using your [Towson Online Services Account](#).

To register, you must be enrolled at Towson and have a student (Tiger) account. All students are required to meet with their advisor prior to registration. [Advising Holds](#) can only be lifted by the advisor.

To Register

You can look up class information as you register.

- Login to Towson Online Services using your Tiger Account.
- Click on *Self Service*.
- Click on *Student Center (Academics)*
- Click on *Enroll/Drop* (top left)
- Select a term
- Enter the four digit class number and click Enter, or use *Class Search*
- Once you have added the course to your *Shopping Cart*, Click on *Proceed to Step 2 of 3*
- Review your selections
- Click on *Finish Enrolling*
- View and print your completed schedule

To View the Schedule of Classes before Registering

- Click on Student Center (Academics)
- Under the Academics Heading, Click on *Search for Classes*
- If necessary, click on the *Institution* box and select *Towson University*.
- Select the term (semester). Term codes begin with 1 followed by the last two digits of the year and then the term number (1=Mini, 2=Spring, 3=Summer, 4=Fall). For example, Spring 2008 would be 1082.
- *Class Search Criteria* - Select the subject (ex: English - ENGL)
- Click on Search
- Click the *Additional Search Criteria* button to open a form that will allow you to search by days, times, and instructors.
- Note the *Class Nbr*; this is the four digit code you will enter when adding classes.
- The class number is listed with the course and section number (ex: EMF 221.001 (1230) - the class number is 1230).

Missed Registration Period or Need to Add a Class

- [Adding Classes](#)

View Your Schedule

- Click on Student Center (Academics)
- Click on the drop down box
- Select *Class Schedule* and click the arrow (go)
- Select the term
- Click continue to view your schedule
- Official schedules and bills are mailed weekly. Payment due dates vary by date of registration.
- Failure to pay your tuition by the deadline will result in cancellation of your schedule. Please check the Office of the Bursar for [payment information](#).

Need to Drop a Class

- [Dropping Classes](#)

Missed Change of Schedule and Still Want to Drop a Class

- [Withdrawing](#)

Courses marked "Department Consent Required" (or other requirements)

Special permission or departmental authorization is required for courses marked "Department Consent Required."

- [Special Permission](#)

Source: Registrar's Web Page (accessed 7/30/10)

<http://www.towson.edu/registrar/Registration>