How to Register for TUNE Courses

Many of the most popular TUNE courses are hidden from the Class Search results in order to save slots for TUNE students and prevent main campus students from competing for seats. Therefore, use the below method to avoid registration issues.  *Also please remember to check your account for holds (see pg. 3), and register early to get all of the classes that you want.*

1. When you go to register, have the TUNE course schedule handy. All course schedules can be found at:

   https://www.towson.edu/academics/undergraduate/tune/resources.html

2. Login to Towson Online Services. Click on **Self Service – Student Center.** Under the **Academics** section at the top, click **Enroll/Drop.** Select the correct term and click **Continue.**

3. Use the 4-digit course number to add a class to your shopping cart. Click **enter** and follow the prompts. *(Don’t use the Class Search. It won’t return any results since the courses are hidden.)*

4. After the course is added to your cart, click the checkbox under **Select** and then click **enroll** to complete the process:
5. To double-check that it worked, go back to your Student Center. Under the **Academics** section at the top, choose **Class Schedule** in the drop down menu and then click the double arrows. Choose term and your schedule should be outlined on the next page.

6. If it didn’t work, please see the next page of this document to review common errors.
Still Having Issues? Here are Common Errors:

1) You do not have a valid “enrollment appointment” yet.

All students receive an individual registration appointment that can be viewed by logging on through Towson Online Services.

Click on Self Service – Student Center. See the Enrollment Dates box in the left-hand sidebar. Click on Details to view exactly what time (i.e. 4 pm) your registration opens.

Appointments are determined by completed earned hours. Current class units are not calculated.

2) You have a hold.

You can check if you have any holds by logging on through Towson Online Services.

Click on Self Service – Student Center. See the Holds box in the left-hand sidebar. Click on Details to view further details about your hold, including who to contact about it.

The most common holds include:

1. Academic Advising Holds. All students are required to meet with their advisor prior to registration. Advising hold flags can only be lifted by the advisor.
2. Billing Holds. Only the Bursar (410-704-2100) can lift these holds.
3. Immunization Holds. Only the Health Center (410-704-2466) can lift these holds.

3) Still Stumped?

Contact the TUNE Academic Program Manager for further guidance.

Katherine Owens
Email: kowens@towson.edu
Phone: 410-704-4042