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