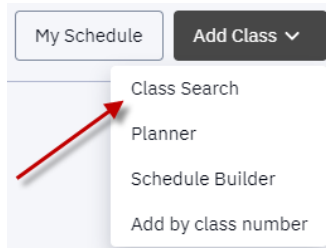


HOW TO REGISTER FOR CLASSES

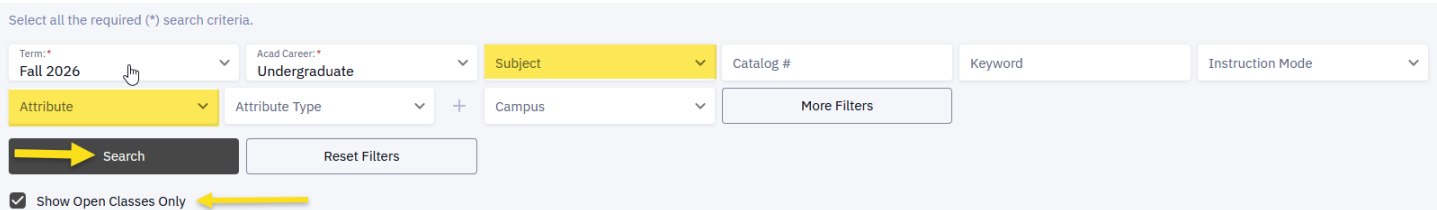
1. Navigate to myTU for Students: <https://mytu.towson.edu/mytu/studentapps>
2. Select Towson Online Services Student Dashboard
3. Login with your NetID and password
4. On the left side menu, select the drop-down arrow next to the “Enrollment” header
5. Under Enrollment, select “Shopping Cart”



6. Once on the “Shopping Cart” page, select “Add Class in the upper right-hand corner and then “Class Search”



7. Verify the correct registration term at the top and then select “Subject” to filter by a specific class subject code (Ex. ENGL, MATH, CHEM, etc.)
8. Search for classes in the Core, Honors, or Open Educational Resources categories using the “Attribute” filter.
9. Students can narrow their search even further using the “More Filters” button



10. Select the “Show Open Classes Only” box to filter out closed sections
11. When finished choosing search criteria, click on the Search button
12. Class options will appear on the screen in one of two ways:
 - a. If the course number was used in the search, the class will appear in a detailed list
 - b. If the course number was not used, classes will appear in a list and details can be viewed by clicking the arrow next to the class section.

13. Select the desired course section; open classes will be noted by a green dot under “Status”
 - a. The number of seats available is also under “Status”
 - i. example: if a course shows 21/21 that means there are 21 seats left out of 21 total. If the status shows 6/21, that means 6 seats are left out of 21 total.
 - b. Click “Select” to select the class
 - c. Check to confirm class selection and hit the three vertical dots to the right of the class box
 - d. Select “Add to Cart”

SECTION	DAYS	START	END	DATES	INSTRUCTOR	INSTR. MODE	UNITS	TOPIC	STATUS
> 040-LEC (1399)	Th	6:00 pm	9:45 pm	05/31 - 08/10	Cheryl T. Brown	In Person	3	-	29/30
> 041-LEC (1401)	-	-	-	05/31 - 08/10	Cheryl T. Brown	Online	3	-	

- e. A box will appear, select “Wait list if class is full” if you’d like to automatically be placed on the wait list.
- f. Select “Save”
- g. To search and select additional classes, repeat steps 7-12
- h. When finished adding classes, view selected classes in the Shopping Cart (see #5)

Enrollment options ×

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Wait list if class is full

14. To finalize enrollment:

- a. Select the boxes next to the classes you wish to enroll in
- b. Use the “Enroll” button to confirm classes and then “Finish Enrolling”
- c. Enrollment success will be verified by a green check and an enrollment confirmation message will appear on the screen.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> ENGL 102 001-LEC (1154)	WRITING FOR LIBERAL EDUCATION	MoTuWeTh	11:00 am	12:55 pm	Patrick K. Roney	3	21/21	<input checked="" type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Enroll"/>