How to Register for Classes

1) Open your Internet browser and type www.towson.edu in the address bar. In the left navigation pane, click on Current Students.
2) Click on Towson Online Services in the right navigation pane.

![Towson Online Services](image)

3) Type your NetID and Password in the designated areas.
4) Click Sign In.

![Secure Login](image)

5) Click on Self Service under Menu.
6) Click on Student Center on the left of the screen.
7) Click on Search For Classes on the left-hand side of the screen.
8) Click on the Look-Up button (magnifying glass) to select your desired term.
9) Click on the Magnifying Glass to choose a subject area.
10) Narrow the search by selecting the Additional Search Criteria.
11) Students can search for specific CORE categories by choosing the drop-down menu under General Education Requirements Search.
12) When finished selecting search criteria, click on the Search button.
13) Class options will appear on the screen in one of two ways:
   a. If the Course Number was defined in the search, classes will appear in a detailed list
      Or
   b. If the Course Number was not defined, classes will appear in a list and details can be
      seen by clicking the green arrow next to the class.

14) Select the course that fits into available timeslots in your course schedule
   
   *Open classes are noted by a green dot
   a. Click Select Class.
   b. Check to confirm class selection and click Next.
   c. Class will appear in shopping cart.

15) To search and select additional classes, repeat steps # 9 – 14.

16) When finished adding classes, click on Shopping cart link to view classes.
17) FINAL STEP: Select box next to classes that should be added to schedule.
   *New freshmen may NOT change the schedule once the enroll button is clicked.
18) Click Enroll
19) Enrollment success will be verified by a green checkmark.