

How to Log into PeopleSoft:

- + Go to www.towson.edu
- + Click on **Quick Links**
- + Choose **Towson Online Services**
- + Enter your **NetID** and **Password**
- + Click on the link to **Self Service**
- + Choose **Faculty Center**

Change of Schedule

(also referred to as **Add/Drop**) is conducted online. Change of Schedule period begins the first day of classes. The last day for the Change of Schedule can be viewed on the academic calendar available at [Office of the Registrar: Academic Calendar](#).

+ **Spring 2019 Change of Schedule ends Tuesday, February 5.**

As openings in a section become available through drops, a class Status will change to Open and students can add the class on a first-come, first-served basis. Students can see the class status icons appear next to each course within the class search on the far right-hand side.



Wait List

Fall / Winter / Spring Terms: The Wait List runs during the registration period and stops running on the first day of classes. Summer Term: The Wait List runs through the Registration and Add/Drop period.

During Add/Drop: If seats open up on a waitlisted class, the class will remain closed if there are eligible students on the waitlist. The only time a waitlisted class will show as open is if all students on the waitlist are ineligible and seats have become available.

It is the **responsibility of the students** to drop the class if they no longer want to be enrolled.

Enrollment from the Wait List will **not** occur if:

- + The student is in the same course but in a different section.
- + A time conflict would result.
- + The student has not met the prerequisites.
- + The additional class would place the student over the allowed 19 units for full-time status (13 units for Summer and 4 units for Minimester).
- + The student has a negative Service Indicator.

In these cases, the system will automatically go to the next student on Wait List [*in position #2*]. The students who are receiving the error(s) above will be notified.

Swap

If students can't get into the section they want they can use the Swap feature to try to get into a waitlisted section.

Permission to Enroll

Alternatively the enrollment for some classes is handled by Department Consent.

In this case the student must request permission from the department to add the class. The department administrative assistant can add the student to the Student Specific Permissions list.

Prerequisites

Most course prerequisites are enforced by PeopleSoft. Students who encounter registration problems related to prerequisites should contact the academic department for assistance. If the academic department determines that the student should be able to register for the course because the student has met any enforced course prerequisites, the academic department should contact the Registrar's Office for assistance. In some cases, the department can give a student permission to override prerequisites and get into your class.

Failure to Attend

Students are expected to attend all classes. Students who fail to appear for the first **2 class meetings (or the first meeting of evening classes)** may forfeit their space in the class. Instructors have the right to release these spaces to other students wishing to add the class. In this case, let students know that if their seat is lost because other students are waiting to get into the class, they must officially drop themselves from the course or they will earn an "FX" grade for non-attendance.

Contact your academic department for all questions, issues, and support.

If you have any questions about your **department's procedures** during **Change of Schedule** or about **Department Consent**, please check with your department's Administrative Assistant.