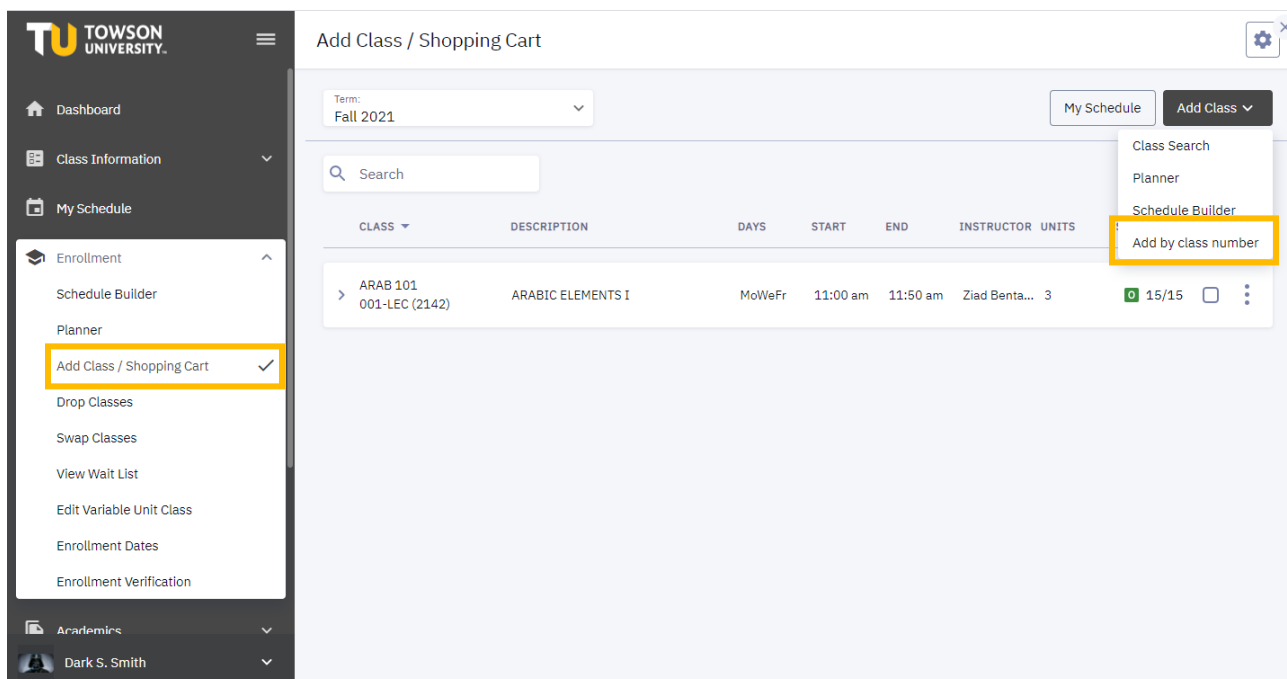
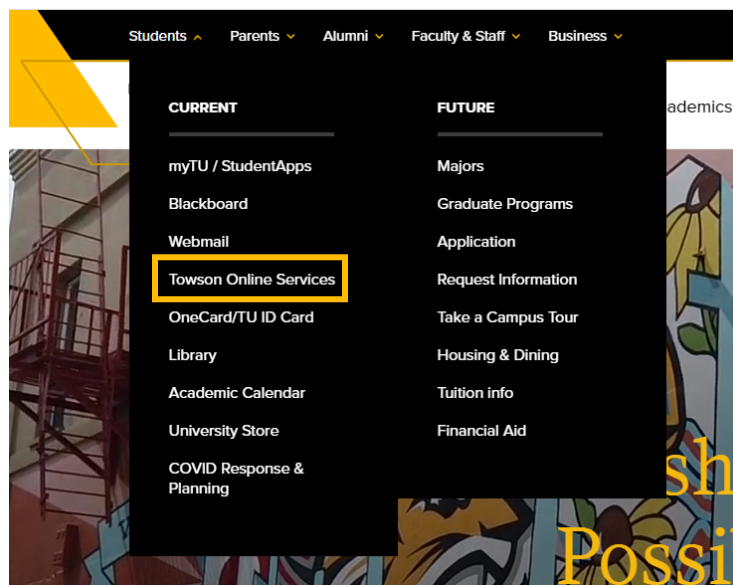


Many of the most popular TUNE courses are hidden from the Class Search results in order to save slots for TUNE students and prevent main campus students from competing for seats. Therefore, use the below “Shopping Cart” method to avoid registration issues.

If you’d like to watch a video tutorial, please see our [TUNE Course Registration & Blackboard Overview](#) YouTube video.

1. When you register, have the TUNE course schedule handy. All course schedules are under the “Schedule for Upcoming Terms” heading on TUNE’s [Student Services & Resources](#) webpage.
2. In the top navigation menu on the Towson University [website](#), select **Students > Towson Online Services**. Use your TU NetID and password to log in.
3. In your Student Center, select **Enrollment > Add Class / Shopping Cart** in the left-hand navigation menu.
4. Select your desired term.
5. Click **Add Class > Add by Class Number**.



- From the TUNE course schedule (PDF) opened earlier in step 1, identify the 4-digit class number for your desired class (i.e. 3557 for the below ENGL 317). Enter the number and click **Add**.

Add by class number

Add a class to the cart by class number.

Class Number:

Cancel
Add

PHIL 204.851 (#3566) Race, Class, & Gender
[CORE 13]

Amy Cedrone

Online

- Your Shopping Cart will now show the added class. Click the check box next to the class(es) in which you'd like to register, and click the "Enroll" button to complete the checkout process.

Shopping Cart

Term:
Spring 2025
Schedule
Add Class

Search
Delete
Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> ENGL 317 851-LEC (3557)	WRITING BUSINESS & INDUSTRY	Tu	6:00 pm	8:40 pm	To Be Announced	3	21/21	<input type="checkbox"/>
> PHIL 204 851-LEC (3566)	RACE, CLASS AND GENDER	TBA	-	-	Amy Cedrone	3	30/30	<input checked="" type="checkbox"/>

- A popup window will either confirm your enrollment in the class, or it will display an error message. If you get an error message, please review the following page of this guide for help with troubleshooting your issue.

Enrollment Results

Enrollment results of 1 class(es) for the term Spring 2025

CLASS	RESULTS
PHIL 204 (3566)	<div>Added to your schedule.</div> <div>This class has been added to your schedule.</div>

OK

Enrollment Results

Enrollment results of 1 class(es) for the term Spring 2025

CLASS	RESULTS
ENGL 317 (3557)	<div>Error</div> <div>Department Consent Required. You must obtain permission to take this class. If you have a permission number, return to the previous screen, ensure the proper class is selected, click Enroll, enter the number and save..</div>

OK

For additional information about registration, please visit the [Registrar's Office website](#).

Troubleshooting Common Registration Errors

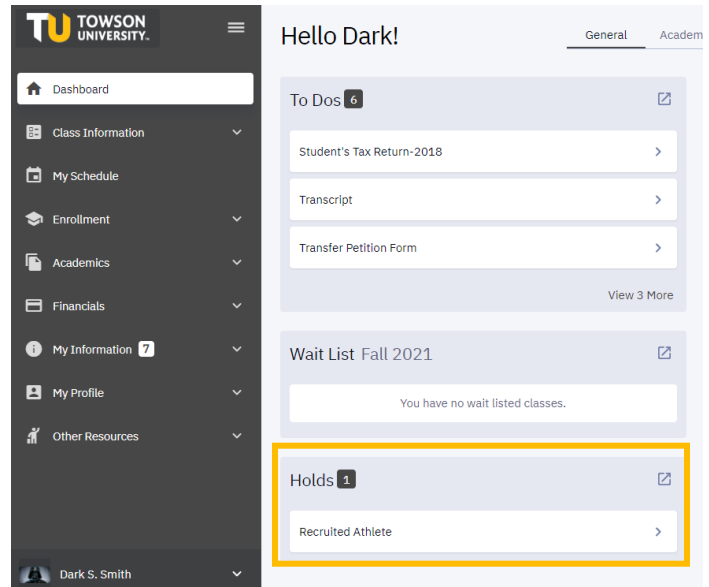
1) You do not have a valid “enrollment appointment” yet.

All students receive an individual registration appointment. Appointments are determined by completed earned hours. Current class units are not calculated.

2) You have a hold.

To check if you have a hold, select Dashboard in the left-hand navigation menu and click on any message in the Holds section at the bottom of the page. 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 an advisor.
2. **Billing Holds.** Only the Student and University Billing Office (410-704-2100) can lift these holds.
3. **Immunization Holds.** Only the Health Center (410-704-2466) can lift these holds.



3) You do not have the permissions or prerequisites for the class.

Contact your academic advisor for additional guidance.

Still Stumped?

Contact the TUNE Academic Program Manager or stop by the reception desk to be routed to a staff member for further guidance.