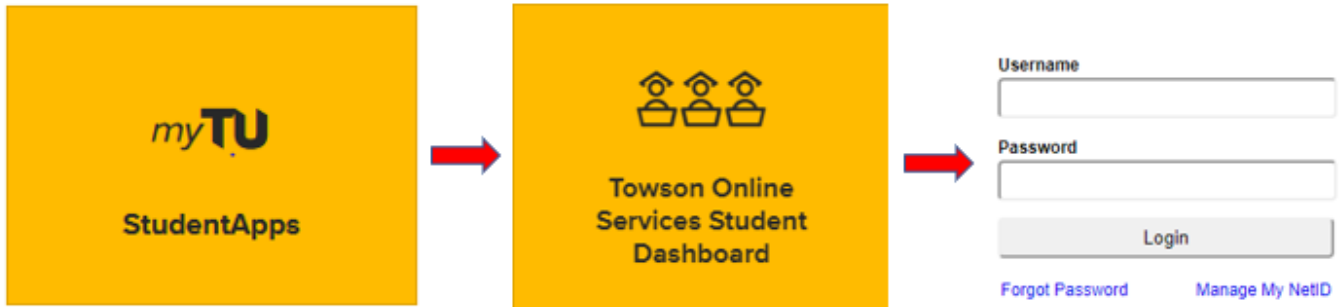
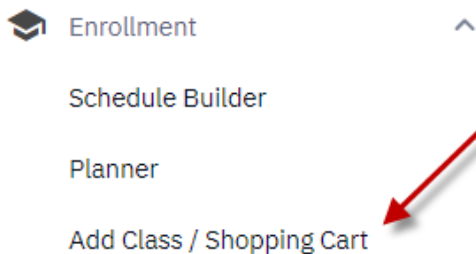


## HOW TO REGISTER FOR CLASSES

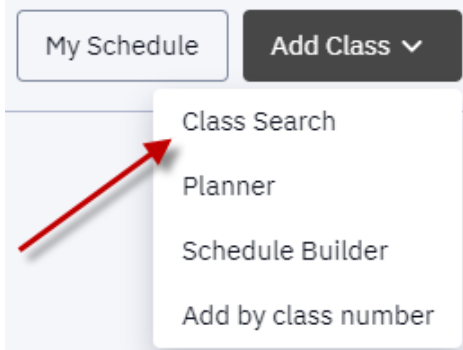
1. Open your internet browser and type <https://mytu.towson.edu/>
2. Select StudentApps then Towson Online Services Student Dashboard
3. Login with your NetID and password



4. Click on the drop-down arrow next to “Enrollment”
5. Next select “Add Class/Shopping Cart”



6. On the “Add Class/Shopping Cart” page select “Add Class” in the upper right-hand corner and then “class search”



7. Verify the correct term and click on the drop-down arrow next to “subject” to search for a subject or enter a class subject code to choose a subject area (Ex. ENGL)
8. Students can also search for classes in the Core Curriculum by choosing “Core/Honors”
9. Students can narrow their search even further using the “More Filters” button
10. Make sure the “Show Open Classes Only” button is selected to filter out closed sections
11. When finished selecting search criteria, click on the search button

Select all the required (\*) search criteria.

Term: \*  
Spring 2022

Acad Career: \*  
Undergraduate

Subject

Catalog #

Core / Honors

Core / Honors Type

+ More Filters 2

Search

Reset Filters

Show Open Classes Only

12. Class options will appear on the screen in one of two ways:

- If the course number was used in the search, the class will appear in a detailed list
- 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"

- The number of seats available is also under "status"
  - 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.
- Click "select" to select the class
- Check to confirm class selection and hit the three vertical dots to the right of the class box
- 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	-	<span style="color: green;">●</span> 29/30
> 041-LEC (1401)	-	-	-	05/31 - 08/10	Cheryl T. Brown	Online	3	-	

SYSTEMS DEVELOPMENT PROCESS | ATT 410

- A box will appear, select "wait list if class is full" if you'd like to automatically be placed on the wait list.
- Select "save"
- To search and select additional classes, repeat steps 7-12
- When finished adding classes, view selected classes in the shopping cart (shopping cart is under the "enrollment" link)

Enrollment options

ENGL 102: WRITING FOR LIBERAL EDUCATION | 001 - 1154

Wait list if class is full

Cancel Save

14. To finalize enrollment:

- Select the boxes next to the classes
- Click "enroll", confirm classes, and click "finish enrolling"
- Enrollment success will be verified by a green checkmark

Search

Delete Enroll

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="checkbox"/>

15. You'll receive an enrollment confirmation message.

## Enrollment Results

Enrollment results of 1 class(es) for the term Fall 2021

CLASS	RESULTS
Class # 1469	<span style="color: green;">■</span> Added to your schedule.
This class has been added to your schedule.	
<input type="button" value="OK"/>	