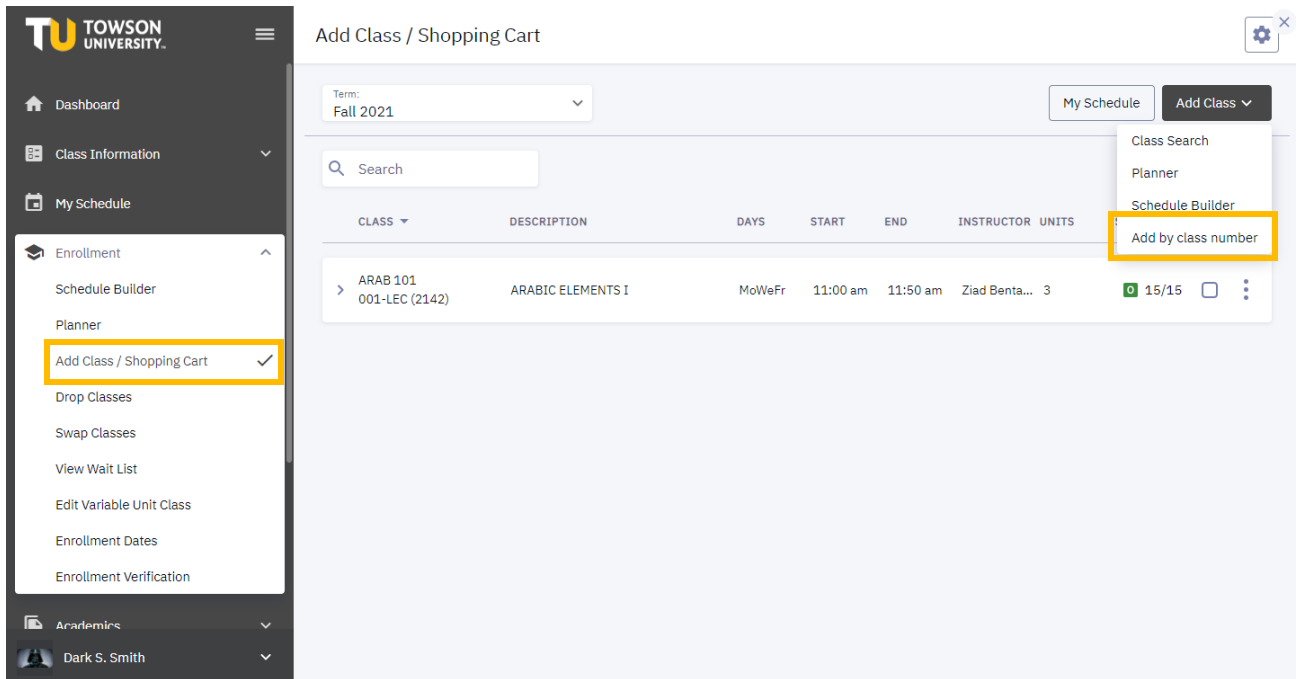
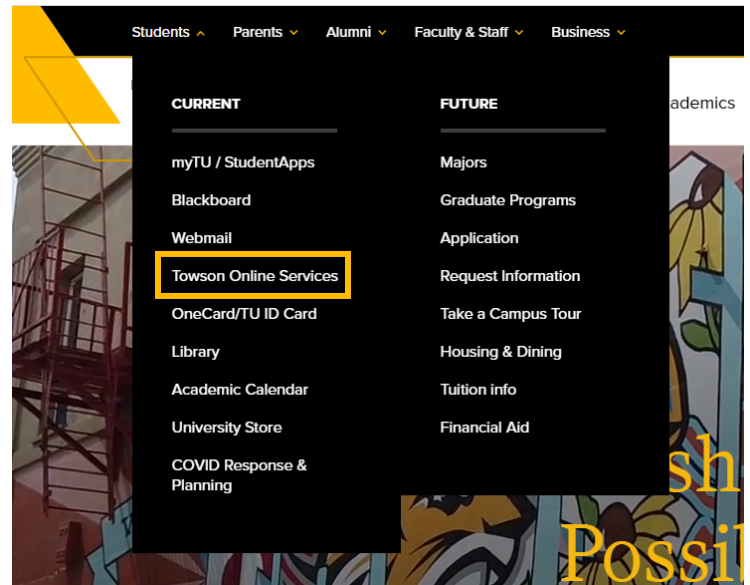


Many of the most popular TUNE courses are hidden from the Class Search results in order to save slots for TUNE students and prevent main campus students from competing for seats. Therefore, use the below “Shopping Cart” method to avoid registration issues.

If you’d like to watch a video tutorial, please see our [How to Register for TUNE Classes](#) 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 right-hand navigation menu.
4. Select your desired term.
5. Click **Add Class > Add by Class Number**.



6. From the TUNE course schedule (PDF) opened earlier in step 1, identify the 4-digit class number for your desired class (i.e. 2223 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: *
2223

Cancel Add

ENGL 317.851 (#2223) Writing for Business & Industry
[CORE 9] [HY]
 Thursday 6:00 - 8:40pm Bruce Friedlander **RM 213**

7. 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.

Add Class / Shopping Cart ⚙️

Term: Fall 2021 My Schedule Add Class ▾

Search Delete Enroll

CLASS ▾	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	<input type="checkbox"/>	▾
> ARAB 101 001-LEC (2142)	ARABIC ELEMENTS I	MoWeFr	11:00 am	11:50 am	Ziad Benta...	3	0 15/15	<input type="checkbox"/>	⋮
> ENGL 317 851-LEC (2223)	WRITING BUSINESS & INDUSTRY	Th	6:00 pm	8:40 pm	Bruce D. Fr...	3	0 21/21	<input checked="" type="checkbox"/>	⋮

8. A popup window will either confirm your enrollment in the class, 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 Fall 2021

CLASS	RESULTS
Class # 2223	■ Added to your schedule.
This class has been added to your schedule.	

OK

For additional information about your Student Center, please see the [Towson Online Services Student Center Reference Guide](#).

Troubleshooting Common Registration Errors

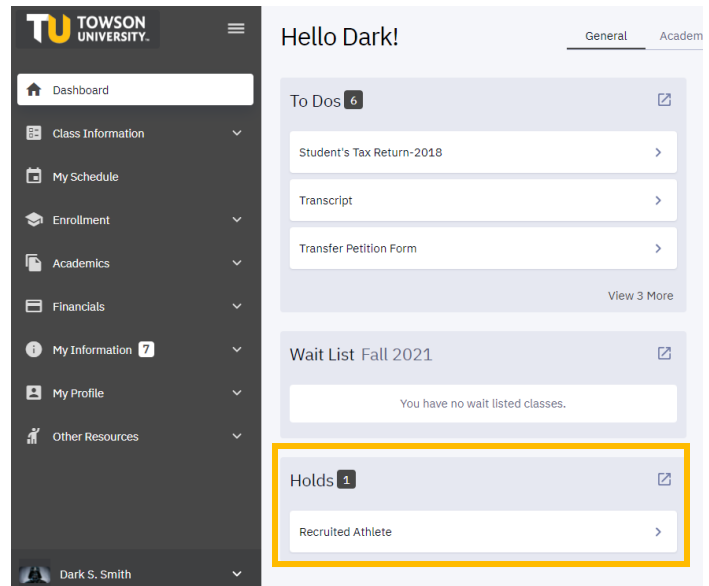
1) You do not have a valid “enrollment appointment” yet.

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 Bursar (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.