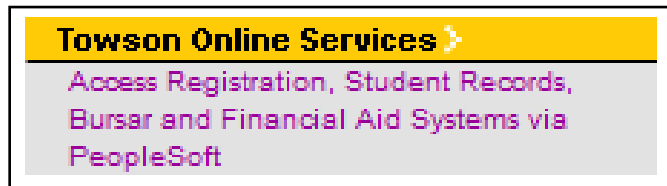


How to Register for Classes

- 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.



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

A screenshot of a "Secure Login" page. The title "Secure Login" is in blue. Below it, in smaller blue text, is "Access your records, class schedule, rosters, grades, etc.". On the left, there is a box titled "For Students" with the text "Use your NetID" and four blue links: "Activate Your NetID", "Reset expired password", "Reset forgotten password", "Change Your Password", and "Manage Security Question". On the right, there are two input fields: "NetID (Username):" and "Password:". Below the password field is a grey "Sign In" button.

- 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.

9

Course Subject

Course Number

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time (example: 1:00PM)

Meeting End Time

Day of Week

Mon Tues Wed Thurs Fri Sat Sun

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- 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**.

Campus/Online

Off- Core Category 1: Towson Seminar
Core Category 2: English Composition
Core Category 3: Mathematics

Gen Core Category 4: Creativity & Creative Development
Core Category 5: Arts & Humanities
Core Category 6: Social & Behavioral Sciences
Core Category 7: Bio & Physical Sci (Lab only)
Core Category 8: Bio & Physical Sci(Lab & Non-Lab)
Core Category 9: Advanced Writing Seminar
Core Category10: Metropolitan Perspectives
Core Category11: The United States as a Nation
Core Category12: Global Perspectives
Core Category13: Diversity & Difference
Core Category14: Ethical Issues & Perspectives

1 Core Category14: Ethical Issues & Perspectives

2

11

- 12) When finished selecting search criteria, click on the **Search** button.

- 13) Class options will appear on the screen in one of two ways:
- If the Course Number was defined in the search, classes will appear in a detailed list
 - Or
 - 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.

The screenshot shows a web interface for course selection. At the top, there are two course options: 'ISTC 201 - INFO EFFECTV EDUC' with a right-pointing green triangle and 'ISTC 301 - INTEGRATING INSTRUCTIONAL TECHNOLOGY' with a downward-pointing green triangle. Below these is a blue navigation bar with 'First', '1-6 of 6', and 'Last'. Underneath is a section header 'Section ISTC 301-001 (4133)' and a 'Status' label with a green dot. To the right is a green 'select class' button. Below this is a 'Session Regular' section with a table:

Days & Times	Room	Instructor	Session Dates
Th 8:00AM - 10:40AM	HH0209		08/31/2011 - 12/21/2011

Callouts: '13b' points to the course list, '14' points to the green dot, and '14a' points to the 'select class' button.

14) Select the course that fits into available timeslots in your course schedule

**Open classes are noted by a green dot*

- Click **Select Class**.
 - Check to confirm class selection and click **Next**.
 - 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.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.

[Waitlist FAQ](#)

Fall 2011 | Undergraduate | Towson University [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Planner

[search](#)

Fall 2011 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSYC 101-002 (6853)	MoWeFr 9:00AM - 9:50AM	LA3114	M. Michaloski	3.00	<input checked="" type="radio"/>

for selected: [delete](#) [enroll](#)

- 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.