



UNIVERSITY OF NORTH TEXAS®

## Enrollment Guide

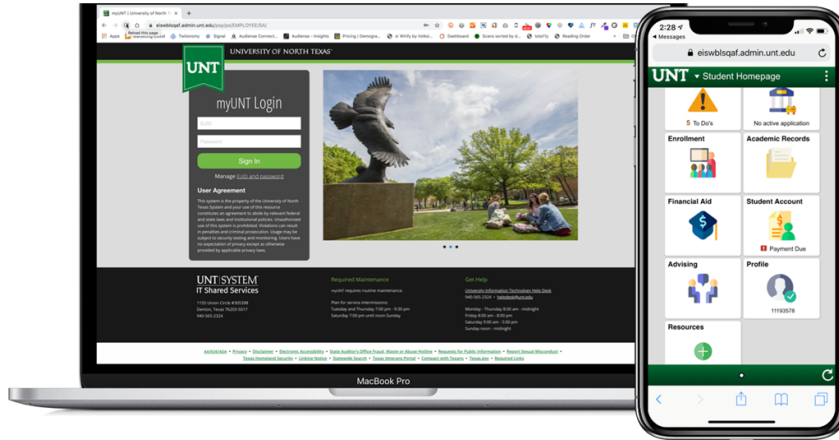
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### myUNT Sign On Page

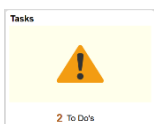
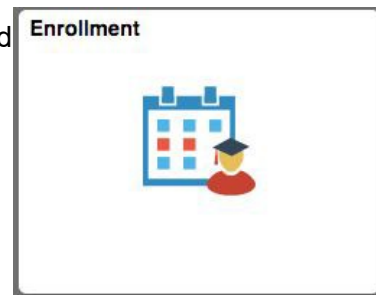
The myUNT Sign On page has been simplified. You will log in using your current EUID and password, there is no need to reset your password. However, it is very important you clear your browser cache the first time you log in after the upgrade is completed Find assistance clearing your cache in our Clear Browsing Cache document at <http://www.unt.edu/myunt> or by searching your browser's instructions for clearing cache.

**The first time you log into myUNT after the upgrade (estimated completion date 9/23/2019) you MUST clear your cache to ensure optimal system performance.**



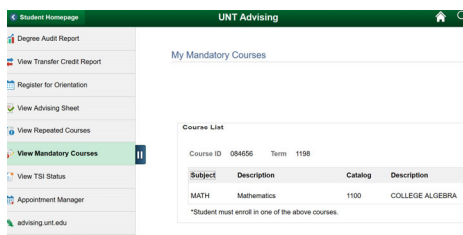
## Enrollment Tile

Your enrollment tile is where you can access everything you need to add, drop, swap and update course registration. Specifically, you will find your current class schedule, the class search, Visual Schedule Builder link to search for classes, enroll, your shopping cart, drop and swap, and Enrollment dates available for you. Finally, you will find the searchable catalog and class schedule under this tile. The following guide will walk you through Add, Drop, Swap, and Update.

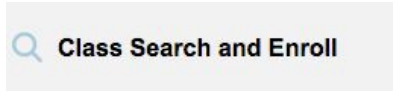
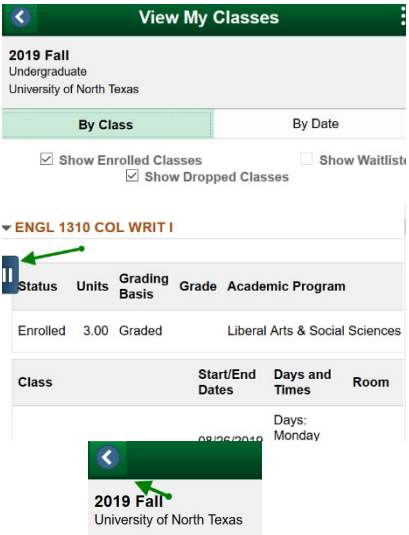
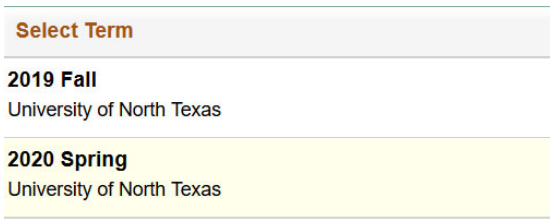


Please be sure to check under the Tasks tile for any holds that you may have that may prevent enrollment so that you can address those before attempting to enroll in classes, and also check the Tasks To Do items for any Registration related tasks that need to be done prior to enrolling.

**Mandatory Courses:** If you are not TSI complete you may have mandatory courses that you must enroll in before enrolling in any other classes. You can check this from the Advising tile and View your Mandatory Courses status (You can also view your TSI status from the Advising Tile). If you are enrolled in a mandatory course you will not be allowed to drop the mandatory course but you will be able to swap into another open section.



# Class Search and Enroll - Adding Classes

<p><b>1</b></p>	<p>To add a class, select <b>Class Search and Enroll</b></p>	
	<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu. Or you may see a blue arrow at the top left depending on your device and browser</p>	
<p><b>2</b></p>	<p>Your active terms will display, select the term for which you would like to register.</p>	

- 3 Once you select a term, you will be brought to a page where you can Search for Classes. You can search in several ways.
- Enter in the desired class in the Search for Classes field.

This will return a list of search results. You can scroll through the results and/or filter the search more using the options (like meeting days) on the left hand side.

- 4 b. Click the Additional ways to search link that will give you options to search available subjects, catalog number, and instructor last name.

This will return a list of search results, which you can filter using the options to the left.

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c. You may also see classes saved in Favorites or Recently Searched.

**Mandatory courses:** If you have mandatory courses that you must be enrolled in you will also see those classes listed.

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic

[Additional ways to search](#)

▼ **Mandatory Courses: Enrollment is Required**

**MATH 1100**  
Algebra  
3 class options available

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▼ **Favorites**

**ANTH 1150**  
World Cultures Through Film  
2 class options available

[Delete All](#)

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▼ **Recently Viewed**

**ENGL 1310**  
College Writing I  
5 class options available

6

Once you select the class to which you would like to register, click on the section and you will be taken to the registration steps.

Step 1 - Review Class Section. To review the full class information including the meeting information, enrollment requirements and notes, class details, and number of students enrolled click on the linked class number.

**Class Information**

Class Details **Meeting Information** Enrollment Information Class Availa

**ENGL 1310 College Writing I**  
Section 016 - Class Nbr 2891

Meeting Dates	Days	Times
08/26/2019 - 12/13/2019	Monday Wednesday Friday	9:00AM to 9:50AM

**Next** >

7

If you have an advising requirement hold on enrollment, then your step 1 will indicate Enter Advising Code and will have a box for you to enter the four-digit code that has been provided for you by your advisor. Enter that code and hit accept to proceed to the Review of the class selection.

Once a valid code has been entered and Accepted the advising requirement hold will be automatically removed.

Class Search and Enroll

2019 Fall  
University of North Texas

1 **Enter Advising Code** In Progress **Step 1 of 4: Enter Advising Code** [Accept](#)

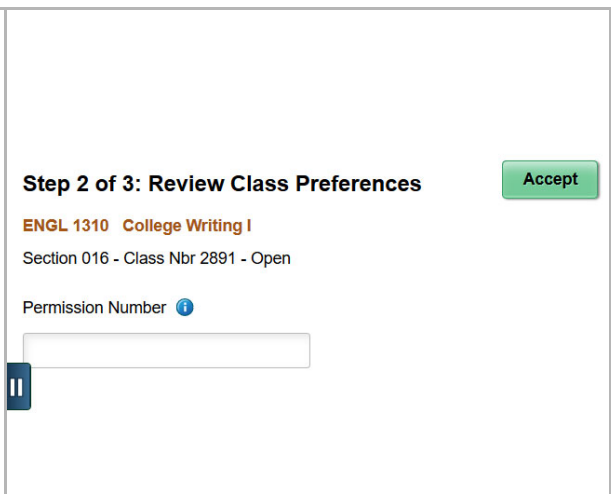
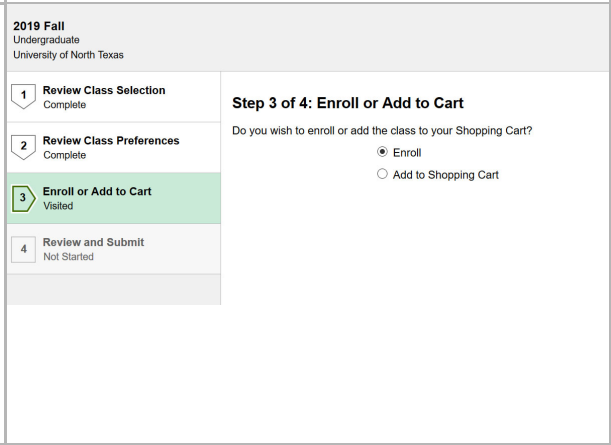
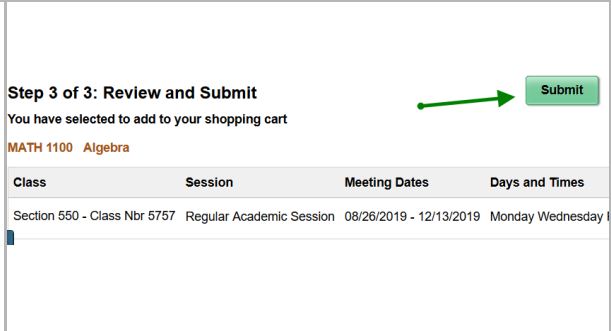
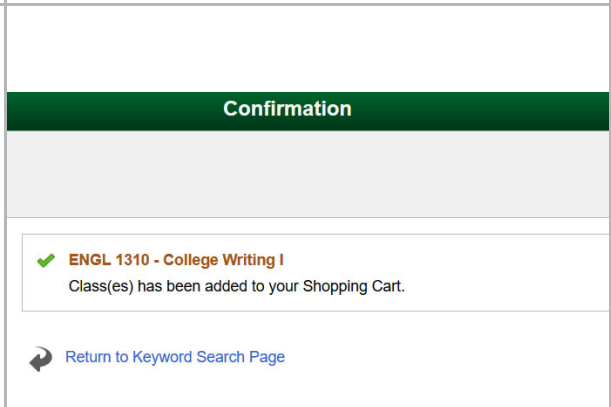
2 Review Class Selection Not Started

3 Review Class Preferences Not Started


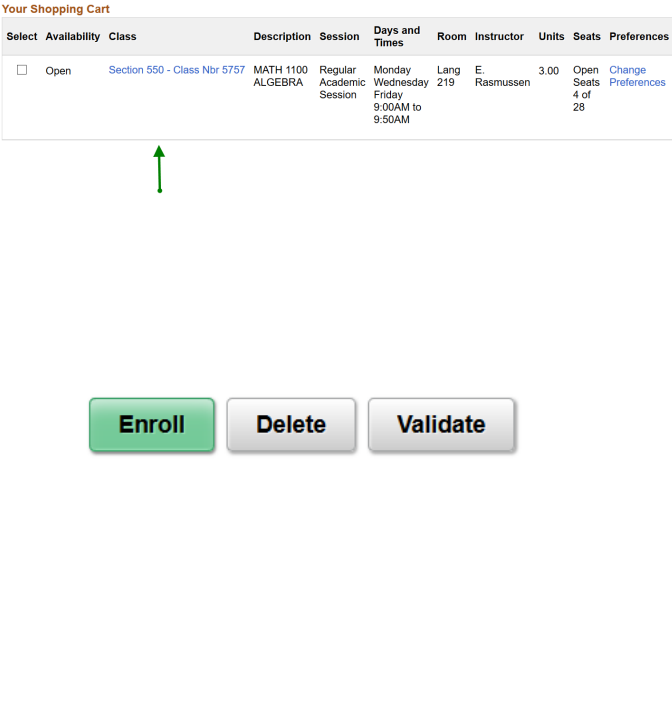

4 Review and Submit Not Started

Our records show that you are required to meet with your advisor before enrolling in classes. If you have met with your advisor, please enter your advising code.

Advising Code

<p><b>8</b> Step 2 – Review Class Preferences. ENTER A PERMISSION NUMBER ONLY IF YOU WERE GIVEN ONE BY YOUR ADVISOR OR ACADEMIC DEPARTMENT. Not all classes require a permission number so if it is not required for your selected class just click Accept to continue.</p> <p>Click the <b>Accept</b> button in the upper right of your screen or the <b>Review and Submit</b> option on the left navigation.</p>	
<p><b>9</b> Step 3: If it is during your registration appointment time you will be asked if you want to Enroll in the class or if you want to add the class to your Shopping Cart. If it is not your time to register you can still add classes to your Shopping Cart.</p> <p><b>Please Note:</b> If you add the class to your shopping cart, you are simply saving the class to add it later. Your seat is not saved and the class can continue to fill.</p>	
<p><b>10</b> Step 4 - Once you have reviewed the class information, click the Submit button and answer Yes you are sure you want to submit?</p>	
<p><b>11</b> You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate that you have added your class to your shopping cart OR if you have been registered for the class if you chose Enroll.</p> <p><b>Please note</b> - by adding the class to your shopping cart, you are simply saving the class to actually enroll later. Your seat is not saved and the class can continue to fill.</p>	

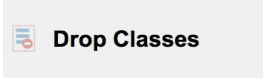
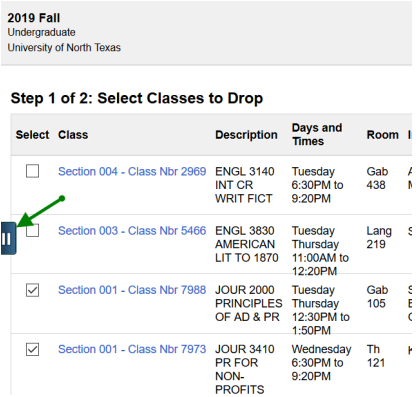
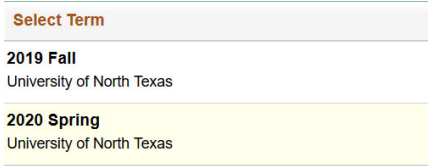
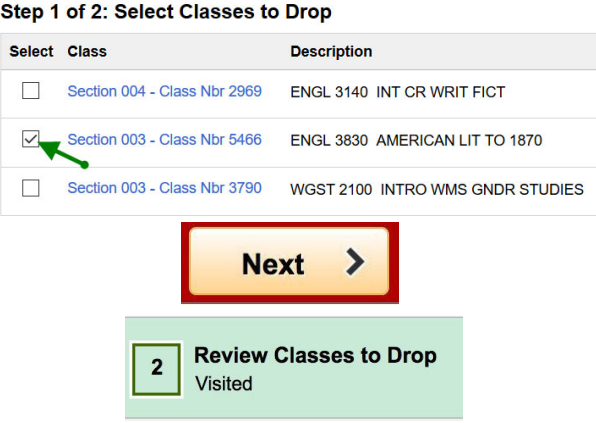
## Enrolling from the Shopping Cart


<p><b>1</b></p>	<p>To enroll in classes that have been added to your Shopping Cart, select the <b>Shopping Cart</b> on the left hand navigation.</p>	
<p><b>2</b></p>	<p>You will be taken to a list of the classes you have added to your shopping cart.</p> <p>You may change class preferences, like the number of credits on a variable credit class, by clicking the link to the far right.</p> <p><b>Note: You can use the Validate button to verify your eligibility to enroll in your selected classes and look for errors prior to attempting to Enroll.</b></p> <p>If you do not have the button to enroll or validate, please verify that it is a valid time for you to be allowed to register by clicking Enrollment Dates from the menu on the left.</p>	 <p>The screenshot shows a table titled "Your Shopping Cart" with the following columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. A single row is visible for "Section 550 - Class Nbr 5757" (MATH 1100 ALGEBRA, Regular Academic Session, Monday, Wednesday, Friday 9:00AM to 9:50AM, Lang 219, E. Rasmussen, 3.00 units, 4 of 28 seats). Below the table are three buttons: "Enroll" (highlighted in green), "Delete", and "Validate". A green arrow points up from the "Enroll" button to the "Select" checkbox in the table row.</p>
<p><b>3</b></p>	<p>Click the check mark to the left of the class. Mark the class(es) to which you would like to enroll.</p> <p>Then click <b>Enroll</b>.</p>	

<p><b>4</b></p>	<p>You will be asked if you are sure, if you click <b>Yes</b> you will be taken to a screen that will indicate if you have been successfully registered for your class(es).</p> <p>If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.</p> <p>Address the reason and you can return to myUNT and try to enroll in the course again.</p>	<hr/> <p><b>✘ ENGL 1310 - College Writing I</b></p> <p>Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.</p> <hr/> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>✘ ADES 1500 - Introduction to Communication Design</b></p> <p>There is a time conflict for class number 5466 and class number 13042. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.</p> </div>
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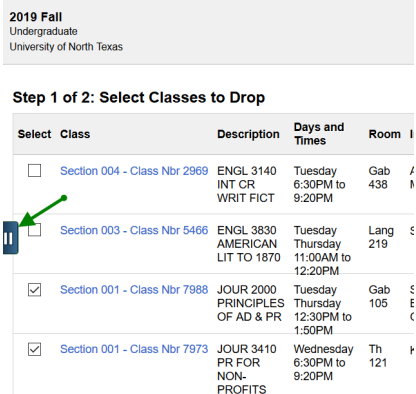

# Dropping Classes

<p><b>1</b> To drop one or more classes, select the <b>Drop Classes</b> option in the left hand navigation. (Please note: you cannot drop your last class or all of your classes online. More information on dropping classes can be found at <a href="https://registrar.unt.edu/frequently-asked-questions#Registration5">https://registrar.unt.edu/frequently-asked-questions#Registration5</a>)</p>	
<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.</p>	
<p><b>2</b> Terms in which you are registered will display, select the term in which you would like to drop a class.</p>	
<p>Once you select the term, you will be shown a list of all the courses you are currently enrolled in for that term.</p> <p>Click the checkbox next to the class(es) you would like to drop.</p> <p>Click the <b>Next</b> button in the upper right of your screen or the <b>Review and Submit</b> option on the left navigation.</p>	

<p>4 Click <b>Drop Classes</b>.</p>	
<p>5 You will be asked to confirm. If you are ready to drop, click Yes. Once the class is dropped, you will see a message confirming the class has been dropped.</p> <p><b>Mandatory Classes:</b> You will not be allowed to drop a mandatory course but you can Swap it with another section.</p>	<p>✔ <b>ENGL 3830 - American Literature to 1870</b> This class has been dropped</p>

## Swapping Classes

When you swap a class, you will be simultaneously Dropped from one class and Added another. By doing this transaction as a Swap, the system will not Drop you from the selected class, unless the Add will also be successful. If the system finds that you cannot successfully Drop the selected class and Add the selected class, then neither part of the transaction will be performed.

<p>1 To drop Swap classes, select the <b>Swap Classes</b> option on the left navigation menu.</p>																										
<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.</p>	 <table border="1"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days and Times</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Section 004 - Class Nbr 2969</td> <td>ENGL 3140 INT CR WRIT FICT</td> <td>Tuesday 6:30PM to 9:20PM</td> <td>Gab 438</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Section 003 - Class Nbr 5466</td> <td>ENGL 3830 AMERICAN LIT TO 1870</td> <td>Tuesday Thursday 11:00AM to 12:20PM</td> <td>Lang 219</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Section 001 - Class Nbr 7988</td> <td>JOUR 2000 PRINCIPLES OF AD &amp; PR</td> <td>Tuesday Thursday 12:30PM to 1:50PM</td> <td>Gab 105</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Section 001 - Class Nbr 7973</td> <td>JOUR 3410 PR FOR NON-PROFITS</td> <td>Wednesday 6:30PM to 9:20PM</td> <td>Th 121</td> </tr> </tbody> </table>	Select	Class	Description	Days and Times	Room	<input type="checkbox"/>	Section 004 - Class Nbr 2969	ENGL 3140 INT CR WRIT FICT	Tuesday 6:30PM to 9:20PM	Gab 438	<input type="checkbox"/>	Section 003 - Class Nbr 5466	ENGL 3830 AMERICAN LIT TO 1870	Tuesday Thursday 11:00AM to 12:20PM	Lang 219	<input checked="" type="checkbox"/>	Section 001 - Class Nbr 7988	JOUR 2000 PRINCIPLES OF AD & PR	Tuesday Thursday 12:30PM to 1:50PM	Gab 105	<input checked="" type="checkbox"/>	Section 001 - Class Nbr 7973	JOUR 3410 PR FOR NON-PROFITS	Wednesday 6:30PM to 9:20PM	Th 121
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<p>2 Terms in which you are registered will display, select the term in which you would like to swap a class.</p>																										

<p><b>3</b> Once you select a term, you will be brought to a page where you will set up the Swap process.</p> <p>Step 1 - select the class that you wish to swap <i>from</i> the <b>Swap This Class</b> dropdown menu.</p> <p>Step 2 - identify the class you swap <i>into</i> by either:</p> <ol style="list-style-type: none"> <li>Searching for classes</li> <li>Selecting a class from the Shopping Cart</li> <li>Entering a Class Number</li> </ol>	<p><b>Swap Classes</b></p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p><b>Swap This Class</b> ← STEP 1</p> <p>Select from your schedule</p> <input type="text" value=""/> <p><b>With This Class</b> ← STEP 2</p> <p>Search for Classes</p> <p>Class Search <input type="text" value="a"/></p> <p>Or</p> <p>Select from Shopping Cart</p> <input type="text" value="b"/> <p>Or</p> <p>Enter Class Number</p> <input type="text" value="c"/>																				
<p><b>4</b> Once you select a class, you will be able to <b>Review Class Selection</b>.</p>	<div style="border: 1px solid green; padding: 10px; text-align: center;"> <p><b>1</b> Review Class Selection Complete</p> </div> <p><b>Step 1 of 3: Review Class Selection</b></p> <p>You have selected</p> <p>WGST 2100 Introduction to Women's and Gender Studies</p> <p>Option Status Open</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Session</th> <th>Meeting Dates</th> <th>Days and Times</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>Section 500 - Class Nbr 3791</td> <td>Regular Academic Session</td> <td>08/26/2019 - 12/13/2019</td> <td>To be Announced</td> <td>C</td> </tr> </tbody> </table>	Class	Session	Meeting Dates	Days and Times	S	Section 500 - Class Nbr 3791	Regular Academic Session	08/26/2019 - 12/13/2019	To be Announced	C										
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<p><b>5</b> Next, <b>Confirm Class Swap</b> and click <b>Submit</b>.</p>	<p><b>Step 3 of 3: Confirm Class Swap</b> → Submit</p> <p>You are replacing this Class</p> <p>ANTH 1150 World Cultures Through Film</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Session</th> <th>Meeting Dates</th> <th>Days and Times</th> <th>Seats</th> </tr> </thead> <tbody> <tr> <td>Section 810 - Class Nbr 12469</td> <td>Regular Academic Session</td> <td>08/26/2019 - 12/13/2019</td> <td>To be Announced</td> <td>Open Seats 270 of 390</td> </tr> </tbody> </table> <p><b>With this Class</b></p> <p>WGST 2100 Introduction to Women's and Gender Studies</p> <p>Option Status Open</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Session</th> <th>Meeting Dates</th> <th>Days and Times</th> <th>Seats</th> </tr> </thead> <tbody> <tr> <td>Section 500 - Class Nbr 3791</td> <td>Regular Academic Session</td> <td>08/26/2019 - 12/13/2019</td> <td>To be Announced</td> <td>Open Seats 1 of 35</td> </tr> </tbody> </table>	Class	Session	Meeting Dates	Days and Times	Seats	Section 810 - Class Nbr 12469	Regular Academic Session	08/26/2019 - 12/13/2019	To be Announced	Open Seats 270 of 390	Class	Session	Meeting Dates	Days and Times	Seats	Section 500 - Class Nbr 3791	Regular Academic Session	08/26/2019 - 12/13/2019	To be Announced	Open Seats 1 of 35
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<p><b>6</b> You will be asked to confirm. If you are ready to swap, click Yes. Once the classes are swapped, you will see a message confirming the class has been added to your schedule.</p>	<p>✓ Swap ANTH 1150 - World Cultures Through Film with WGST 2100 - Introduction to Women's and Gender Studies</p>																				

## Update Classes

The update class option allow you to change the preferences on the classes in which you are enrolled. You will use the update option to change the selection of units if the class is a variable unit class or change a lab or discussion section associated with a lecture you are registered in.

## Reviewing Enrollment Transactions

Once you have finished your enrollment transactions; add, drop, swap, or update, you will see all of the changes reflected in your Class Schedule which can be viewed by clicking **View My Classes**.

2019 Fall  
Undergraduate  
University of North Texas

**View My Classes**

Visual Schedule Builder  
Class Search and Enroll  
Shopping Cart  
Drop Classes  
Update Classes  
Swap Classes  
Browse Course Catalog

**View My Classes** | By Class | By Date

Show Enrolled Classes  Show Waitlisted Classes  
 Show Dropped Classes

**ADES 1500 INTRO TO CDES**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Liberal Arts & Social Sciences	

Class	Start/End Dates	Days and Times	Room
Section 001 - Class Nbr 13042	08/26/2019 - 12/13/2019	Days: Tuesday Thursday Times: 11:00AM to 12:20PM	Essc 255

[Enrollment Deadlines](#)

In addition, you will likely want to review any tuition and fee changes on your account. To do so, return to the Student Homepage and select the **My Account** tile.

UNT UNIVERSITY OF NORTH TEXAS

Student Homepage

**Tasks**  
3 To Do's

**Admissions**  
No active application

**Enrollment**

**Academic Records**

**Financial Aid & Scholarships**

**Student Account**

**Advising & Orientation**

**Profile**

**Resources**