WELCOME TO THE DEPARTMENT OF PHILOSOPHY AND RELIGION AT THE UNIVERSITY OF NORTH TEXAS

Here is some basic information we thought might be helpful……

To set up your UNT email account all funded grad students will automatically be assigned a "first name.lastname@unt.edu" email account, please do not confuse it with your student account e.g. my.unt.edu. The unt.edu email account will need to be posted on your syllabus.

To obtain your picture ID you will need to go to the 1st floor of the Eagle Student Services Center located across from the Willis Library.

All your **faculty resources** are available through **myUNT:** https://my.unt.edu

You will be able to access them once you have been issued a EUID and Employee ID number.

FAQ's

How do I order my books for class?

PHIL 1050, PHIL 1400, PHIL 1800 and PHIL 2050 books are automatically ordered and are the same book for all instructors.

All other courses you will need to notify Carla Parker of your book selection (she orders desk copies). You will need to go online at https://www.facultyenlight.com/?storeNbr=8085 to order books for your class. Click on adopt a book and then create an account.

Who do I contact with questions about my paycheck?

Contact Amy Cassidy for issues with your paycheck.

How do I reset my passwords?

Go to the link below.

https://itservices.cas.unt.edu/services/accounts-servers/articles/managing-your-password

How do I enter grades in EIS?

Go to https://registrar.unt.edu/faculty/grade-reporting for instructions.

Who do I contact if I'm having trouble with my computer?

CAS Computers 940-565-4498

Who can I contact if I'm having trouble with CANVAS?

Go to https://clear.unt.edu/

Graduate Studies in Philosophy at UNT

A note from the DGS

In our program, philosophy is more than an academic pursuit. We see it as Socrates did: philosophy is a way of life. We are seeking wisdom and excellence together.

As a graduate student, your responsibilities include:

- Being well-prepared for your classes, ready to think with and challenge your professor and one another.
- Putting your heart into your scholarship.
- Helping the undergraduates that you teach by liberating them from dogma, oppression, and weaknesses, without censure, and with generosity.
- Attending all departmental events and seminars and all PRGSA meetings – being an active, critical member of the department and the wider campus community.
- Fight the rumor mill: make up your own mind about faculty, staff, and students.

Above all, do not remain isolated! Graduate school can be a disorienting and even dispiriting event. If you are having problems, seek out help—from your fellow graduate students, professors, and staff. And keep an eye out for how your colleagues are doing. Build conviviality and an *Esprit De Corps* with your fellow students. Think together about philosophy and the university – what does it mean to be a philosopher in the 21st century?

To assist in developing community and deepening our thinking about philosophy, there will be PRGSA meetings this semester. I'd also like to see us do either some professional development seminars or symposia to share ideas. More information coming on these soon.

Dept Syllabi Requirements

I.   House Bill 2504 Compliance

Texas HB 2504 requires that we make publically accessible information for all "undergraduate classroom courses," defined as organized classes (THECB CBM004 code 001). This does include labs, independent study classes, lessons, etc. We comply by posting all undergraduate syllabi electronically. This MUST be done by the 7th day of term.

For each class, a **SYLLABUS** must be uploaded that includes:

- A description (PR interprets this to include due dates, value and evaluation criteria) of course requirement(s), assignment(s) and exam(s)
- A list of required and recommended reading
- A general description of the subject matter for each class meeting (interpreted to mean minimally: lecture, open dialogue, student presentation, etc.; if reading and topic are detailed for the class, you are in compliance)
  Learning outcomes; e.g., familiarity with philosophical figures and debates covered; skills for reading philosophical and scholarly texts; skills for writing philosophical papers

Also for each class, a **CURRICULUM VITAE** of the instructor must be uploaded on the Faculty Information System. Do not forget to include keyword terms/phrases for search/drill. Include professional information only.

II.   Additionally, include the following REQUIRED INFORMATION IN YOUR SYLLABUS:

- Instructor Contact Information
  - Office location
  - Office Hours
  - Telephone number
  - Email address
- TA Contact Information (if applicable))
- Prerequisites (if applicable)
- Attendance Policy
- Grading Policy
- Makeup/Late Assignment Policy
- The following statements:

- Students are responsible for reading, understanding and knowing UNT's Academic Dishonesty Policy that can be found at: https://vpaa.unt.edu/dcgcover/resources/integrity
- The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.
- Drop/Withdrawal Information, and other important Academic Dates can be found at https://registrar.unt.edu

Grad Student Payroll

Salaried personnel at the university are paid once a month on the first of the month. Semester payroll is set up as follows:

Fall Semester – September 1 – January 15 (first payday is October 1)

Spring Semester – January 16 – May 31 (first payday February 1)

Summer 1 – June 1-July 15 (first payday July 1, full paycheck 2nd payday August 1 ½ paycheck)

Summer 2 – July 16 – August 31 (first payday August 1 ½ paycheck 2nd payday September 1 full paycheck)

You are required to start working on August 29th and it may appear that you are not being paid but you also get paid through January where you are not working so it evens out.

If you have any questions please contact Amy Cassidy at Amy.Cassidy@unt.edu

Travel

All the links below can be found on the philosophy website under "Resources"

Arranging Your Trip

Travel Budget Authorization (TBA)

- This will need to be completely filled out with accurate information about your upcoming trip. Once it is signed by yourself and verified by your supervisor, and submit before your departure date.

Completing Your Trip Reimbursements, Etc.

- If attending a conference please provide staff with a copy of conference program. Staff will complete the travel voucher once you return with receipts etc.
- Any and all documentation proving travel funding from the source; e.g. CLASS Travel Grants, graduate school, the department, etc.
- Flight Itinerary, with proof of purchase (i.e. last 4 digits of credit card used for purchase) Please have itinerary show both departure and arrival dates & locations.
- If driving, provide round-trip mileage printed from GoogleMaps
- Original receipts with proof of purchase (i.e. last 4 digits of credit card used for purchase) Every receipt you want reimbursed must show some form of payment was already paid – not that you were simply charged, but proof that you paid.
- If you claim per diem instead, provide staff with specific meals covered each day and how many days you would like per diem meals for.

UNT|SYSTEM™

Instructions on How to Add or Update your Direct Deposit Information

This document provides instructions on how to add or update your direct deposit information in EIS. Before modifying your direct deposit, it is required that you enroll in multifactor authentication (MFA) in order to access the necessary online form. This document is organized in two (2) parts. Part one (1) provides information on how to enroll in multifactor authentication, and part two (2) provides information on how to modify your direct deposit information.

Steps You Will Need to Take to Add or Modify Your Direct Deposit Information

1. Gather the following information:
   - Social Security Number (SSN)
   - Date of Birth (DOB)
   - Answer to your secret question in the Account Management System (AMS.unt.edu)
   - Bank Routing Number
   - Bank Account Number
2. Download Duo Mobile app for iOS or Android
3. Choose a backup device for MFA (ex. Office telephone number or tablet; can be added later.)

Part 1: Instructions on How to Enroll in Multifactor Authentication

These instructions provide information on the steps required to enroll in MFA, how to register your mobile device using the "Duo Mobile" app, and how to register a backup device.

Verify Your Identity
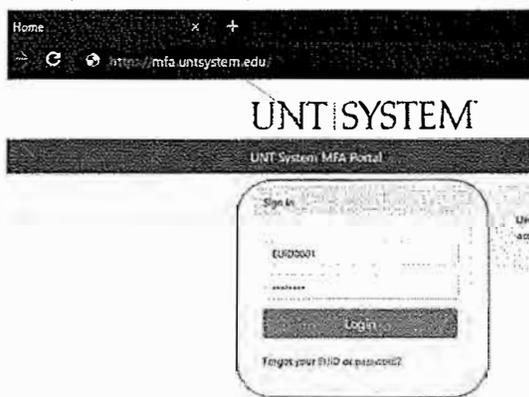
Step 1: Go to https://mfa.untsystem.edu and enter your EUID and password.

UNT|SYSTEM

Step 2: Select "Enroll in MFA".

UNT System MFA Portal

Enroll in MFA

Your account is not enrolled in Duo Security.

Enroll in MFA

Step 3: When prompted, verify your identity by entering three forms of personal information:

- Your date of birth
- Your social security number
- The secret answer that you provided in the Account Management System, https://ams.unt.edu

Register Your Mobile Device and Install the Duo Mobile App

Step 4: Click "Start Setup".

UNT SYSTEM

What is this? ☐
Need help?

Powered by Duo Security

Protect Your University of North Texas System Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Start setup

UNT SYSTEM

What is this? ☐
Need help?

Powered by Duo Security

What type of device are you adding?

- ● Mobile phone RECOMMENDED
- ○ Tablet (iPad, Nexus 7, etc.)
- ○ Landline
- ○ Security Key (YubiKey, Feitian, etc.)
- ○ Touch ID
  Requires Chrome on macOS to use Touch ID.

Continue

Step 5: Select the type of device that you will register. The recommended type is mobile phone.

Click "Continue".

Step 6: Enter your mobile number. Select "Continue".

Click "Continue".

Enter your phone number

United States ▼

+1 940-555-1212 ✓

Example: (201) 234-5678

☑ You entered (940) 555-1212. Is this the correct number?

Back Continue

Step 7: Select the mobile device operating system.

Click "Continue".

What type of phone is 940-555-1212?

● iPhone
○ Android
○ Windows Phone
○ Other (and cell phones)

Back Continue

Step 8: Install the free "Duo Mobile" app.

Install Duo Mobile for iOS

1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app

duo mobile

Duo Mobile
Duo Security   GET

Install Duo Mobile for Android

1. Launch the Google Play Store app and search for "Duo Mobile".
2. Tap "Install" to install the app

App

Duo Mobile
DUO SECURITY, INC.

After you have installed the Duo Mobile app, select "I have Duo Mobile installed".

Step 9: Using the Duo Mobile app on your mobile device, follow the prompt to point your camera at the QR code on the screen. Your device will be instantly registered in the MFA system.

Click "Continue".

Step 10: Success!!

Click Dismiss to return to the Duo screen.

Register a Backup Device

It is strongly recommended that you register a second device as a backup option for multifactor authentication. Adding a second device will allow you to update your direct deposit information in the event you do not have access your mobile device.

Step 11: Select "Add another device" and follow instructions.

Sample Backup Option: Register a Landline

Step 1: After selecting "Add another device" (above), Select "Landline" then select "Continue".

Step 2: Enter the telephone number that you will use for backup multifactor authentication.

Then click "Continue".

Step 3: Success! You have now added a backup method for multifactor authentication.

Logout of the MFA Portal

Select the logout button from the menu bar.
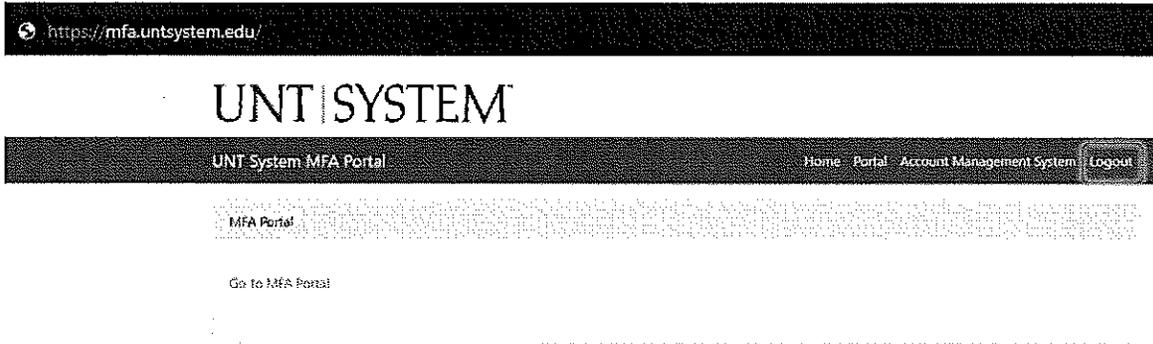
You may return to MFA.untsystem.edu to make any edits or additions to your multifactor settings.

Part 2: Modify your Direct Deposit Information in EIS

The following instructions provide information on the steps required to add or modify your direct deposit information in EIS.
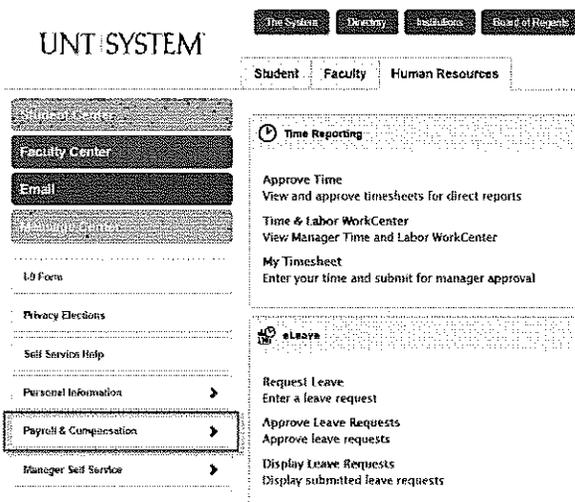
Step 1: Go online to https://my.unt.edu and login using your EUID and password.

Step 2: Select the Human Resources tab in the top menu bar.

Step 3: Select "Payroll & Compensation" from the menu on the left, then select "Direct Deposit".

Step 4: Access Direct Deposit Page.

If you have previously established direct deposit information, click the link to "Unlock via MFA". Once MFA is unlocked, you will need to click "Edit".

If you have not previously established direct deposit information, click the button to "Add Account".

<u>Important Notice to New & Existing Employees at all UNT System Campus Locations:</u>

Changing your Direct Deposit information now requires Multi-Factor Authentication. If you have not enrolled with Duo, follow the link below and enroll before attempting to change your information.

<u>Duo Multi-Factor Authentication Enrollment (DEV)</u>

Thank you for your support

UNT System Payroll Team

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	····	ⓘ Unlock via MFA Percent		100.00% 500	🖉	🗑

| Add Account |

Step 5: Open the "Duo Mobile" app on your mobile device.

Step 6: Choose "Send Me a Push" to send the response to your mobile device.

UNT SYSTEM

Device: iOS (XXX-XXX-...)

What is this? ⓘ
Need help?

Powered by Duo Security

Choose an authentication method

Call Me

Enter a Passcode

Send Me a Push

Step 7: Tap "Approve" from the Duo Mobile app screen to unlock the Direct Deposit page.

11:36 ⌫

Login Request
Protected by Duo Security

UNT
SYSTEM

University of North Texas System
Duo Portal

☖

◉

Denton, TX, US

ⓘ
11:35:45 AM CDT
July 26, 2019

✓ Approve   ✕ Deny

Your Bank Information

Routing Number [...............]   View Check Example

Distribution Instructions

Account Number [...............]

Retype Account Number [...............]

*Account Type: Checking ▼

*Deposit Type: Percent ▼

Amount or Percent: 100.00

*Deposit Order: 1 (Example: 1 = First Account Processed)

[Submit]

Step 8: Complete the "Change Direct Deposit" form using the information you collected at the beginning of this document.

Step 9:
After you have filled in this form, click "Submit" to submit your information. Click the Return to Direct Deposit link.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	▓▓▓▓	▓▓▓▓	Percent	100.00% 1	🖉	🗑

[Add Account] [Save]

Step 10: Review banking information and click "Save"

Logout of EIS

You have now updated your Direct Deposit information, and completed your enrollment in multifactor authentication.

Sign out Click "Sign out" in the upper right hand corner to log out of EIS, then close your web browser.

Introduction to the Student Center

The EIS Student Center is a "one-stop-shop" for many student view and update functions. The student center allows the student to view grades, GPAs, schedules, programs and plans, student finances, transfer information, basic demographic data, the schedule of classes, and allows the student to register for classes.

Log on to my.unt.edu.

➢ When you first log into myUNT, you may see the following screen:

Per the Texas Education Code, all new students, including transfer students, must meet immunization requirements.

- Read the provided information before clicking Confirm. For more complete information about immunization requirements, please visit the Health Center Immunization Information page.

After logging into myUNT, click on the Student Center link.
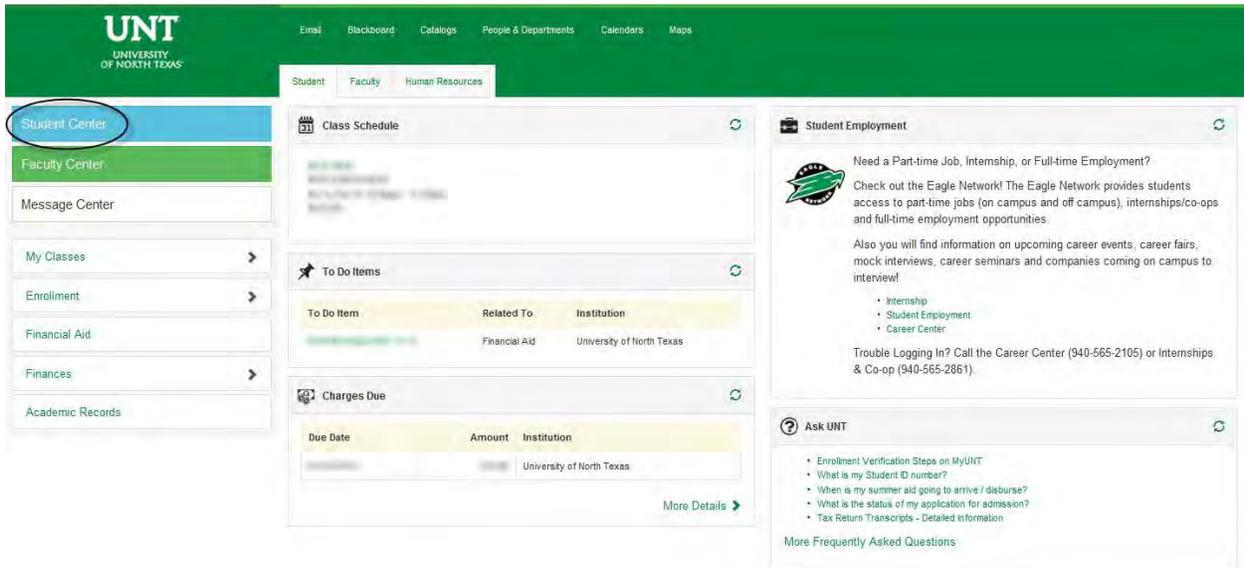
STUDENT CENTER: The student center page displays a student's schedule, allows the student to search and register for classes, inquire about account summaries, view holds and review and update demographic information.

The page also has invaluable links to a student's grades, excess hours, TSI and repeated courses.
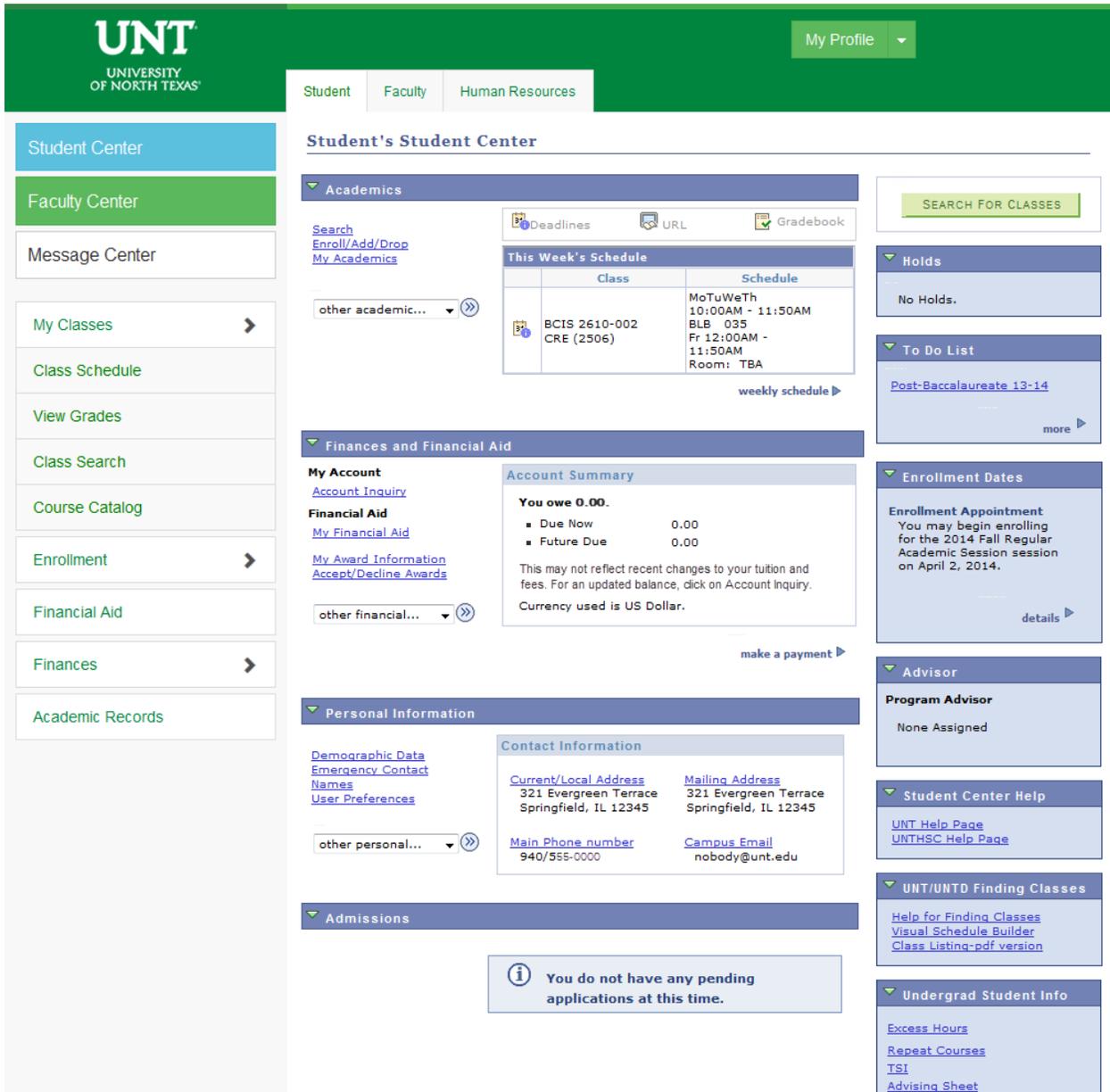
ADMISSIONS INFORMATION: The Admissions section lists all pertinent admission application data.

By clicking on the Application Status link, a student can view his or her application status, admission progression, and a summary of his or her application data.

▽ **Admissions**

Application Status

ⓘ You do not have any pending applications at this time.

Student

Account Inquiry ▾ ⨠

Application Status

Now that you have been accepted, you will be eligible for enrollment during orientation. Please refer to the appropriate schedule of classes for information regarding orientation and registration times/procedures.

Academic Institution	Term	Program	Application Number	Academic Career	Application Date
University Of North Texas	2005 Fall	Arts and Science	00058058	Undergraduate	05/16/2005

This application is Complete.

UNT Undergraduate Admissions contact info:
Phone: 1 800 868 8211
Email: undergrad@unt.edu

End of Application

View All To Do Items

Account Inquiry ▾ ⨠

HOLDS INFORMATION: This section of the student center lists active holds on a student's account. Some holds you can clear yourself, such as the Student Financial Obligation block, while others, such as Advising Required, require you to take action as detailed in the hold itself. Some holds will block a student's ability to register for classes, so it is important to visit this section before attempting registration in classes.

When you first log into myUNT, you may be notified that you have one or more holds on your account. You may click the notification to access more details about your holds.
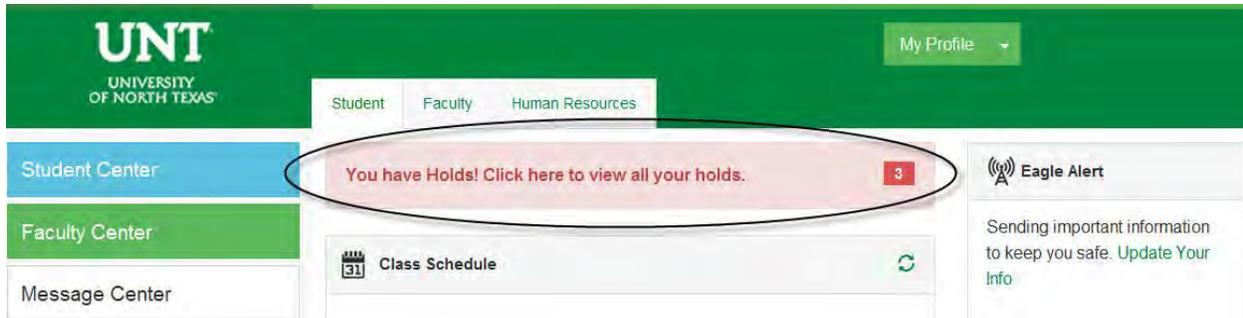
From the Student Center, your holds are listed in their own module. By clicking on details ▶, you can access more details about your holds.

From the holds list, you can click on each hold for detailed information about that hold, including how it can be removed, if applicable.

➢ To Clear the Student Financial Obligation Hold

- Find the holds module on the Student Center page. Depending on your computer screen resolution, you may need to scroll over to the right. Your holds will be listed in the Holds module. Click on details ▶ for more information.
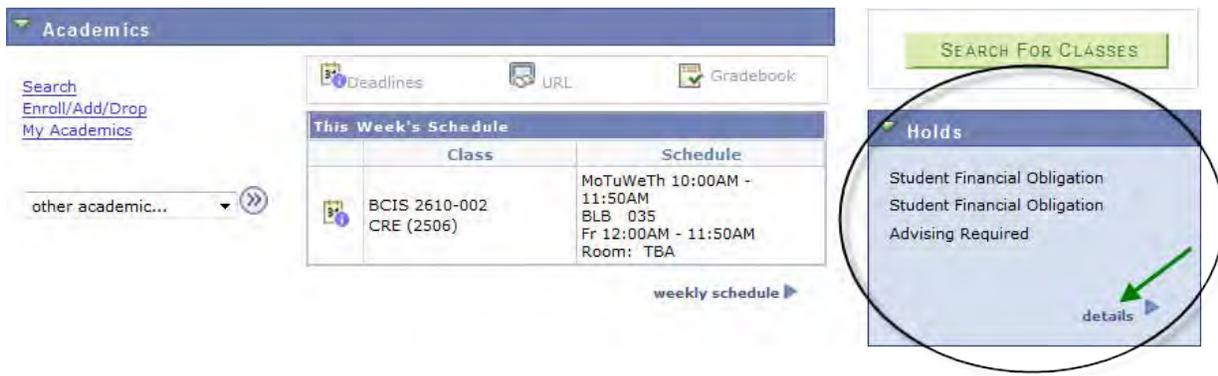
- Clicking on the hold will display the following instructions: *Student must read and confirm the Student Financial Obligation prior to registration. In order to read and accept the Student Financial Obligation (and remove the hold) you must click "Remove Hold".*

- Click **Return** to get back to the Holds list, then click "remove hold" to navigate to the Student Financial Obligation document.

- Click **CONFIRM** once you have finished reading the statement, and the hold will be removed.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

CONSENT TO DO BUSINESS ELECTRONICALLY

I consent to do business electronically with UNT and/or UNTD. I agree to receive my 1098-T tax form electronically through on-line access.

Students will be able to view and print a paper copy of their 1098T by accessing the Account Services tab thru their EIS Student Center. This consent remains in effect until consent is withdrawn in writing. A student may withdraw consent by presenting in writing a withdrawal request to the Student Accounting and University Cashiering Services at UNT or the Student Financials office at UNTD. Confirmation of consent withdrawal will be sent to the EagleConnect or UNTD Campus e-mail address. Students should ensure that their personal information is up-to-date by visiting their student center page at my.unt.edu. 1098T information will be available for seven years thru the student EIS Student Center.

Student Signature:_____ Date_____
Posted By:_____ Date_____

I confirm that I have read and agree to the above information.

CONFIRM

ACADEMICS INFORMATION: Academics information lists student class schedules and grades. Students may also manage class enrollment, order an unofficial transcript, and view his or her transfer credit report in the Academics section.

➢ To manage class enrollment click on the Enroll/Add/Drop a Class link.

- From this screen, you can select any of the three enrollment functions (add, drop, or swap) to continue.

➢ To add classes, make sure "add" is the active tab, then choose the semester you wish to modify and click [CONTINUE].

If you know the class number (a numerical identifying code different than the course subject and course number), you may add a class to your shopping cart by entering the class number. Otherwise, you may use the class search to find the classes to add.

Class numbers are listed in the schedule of classes, or you may also use the Visual Schedule Builder for another method of finding class numbers and planning your class schedule.

- Adding classes to your shopping cart by entering class numbers:

  Type the class number into the "Enter Class Nbr" field and click enter .

  Enter Class Nbr

  12061   enter

  If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click NEXT .

  ### DSCI 3710 - BUSINESS STATISTICS

  Class Preferences

DSCI 3710-003	Credit	● Open	Wait List	☐ Wait list if class is full
			Permission Nbr	
Session	Regular Academic Session			
Career	Undergraduate		**Grading**	Graded
Enrollment Information			**Units**	3.00

  - PBUS/BUND/DBUND and PACC/DPACC students may not enroll in this course unless they are assigned to BFND/DBFND or AFND/DAFND subplan.

  CANCEL   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	Credit	Tu 6:30PM - 9:20PM	BLB 170	Jayakumar,Maliyakal D	08/25/2014 - 12/12/2014

  If required, choose a related component (lab or recitation). Click "View All Sections" to see all sections, make a selection, and click NEXT .

  Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
○	16133	501	Mo 12:30PM - 2:20PM	Phys 228	G. Nyandoto	●
○	16134	502	Mo 3:00PM - 4:50PM	Phys 228	G. Nyandoto	●
○	16135	503	Tu 1:00PM - 2:50PM	Phys 228	G. Nyandoto	●
○	16136	504	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto	●
○	16137	505	We 3:00PM - 4:50PM	Phys 228	G. Nyandoto	●

  View All Sections | First 1-5 of 7 Last

  CANCEL   NEXT

  The class has been added to your shopping cart only. You are not yet enrolled in the class.

  Repeat this process until you have added all of your desired classes to your shopping cart, then click on PROCEED TO STEP 2 OF 3 .

  Add to Cart:

  2014 Fall Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	DSCI 3710-001 (12061)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	●
🗑	PHYS 1210-002 (9845)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	●
	PHYS 1210-504 (16136)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		●

  Enter Class Nbr

  enter

  Find Classes

  ⦿ Class Search

  search

  PROCEED TO STEP 2 OF 3

  Review your schedule carefully, and if everything looks correct, click FINISH ENROLLING to process your request.

  2014 Fall | Undergraduate | University of North Texas

  ● Open   ☐ Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
DSCI 3710-001 (12061)	BUSINESS STATISTICS (Credit)	TuTh 12:30PM - 1:50PM	BLB 070	Staff	3.00	●
PHYS 1210-002 (9845)	CONCEPTUAL PHYSICS (Credit)	TuTh 11:00AM - 12:20PM	Phys 104	K. Littler	3.00	●
PHYS 1210-504 (16136)	CONCEPTUAL PHYSICS (Laboratory)	We 10:00AM - 11:50AM	Phys 228	G. Nyandoto		●

  CANCEL   PREVIOUS   FINISH ENROLLING

  If a class has been successfully added, you will see ✔ in the Status column. If there were any errors with your request, you will see ✖ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

  2014 Fall | Undergraduate | University of North Texas

	✔ Success: enrolled	✖ Error: unable to add class	
Class	**Message**		**Status**
ART 1440	**Success:** This class has been added to your schedule.		✔
ENGL 1310	**Error:** You cannot add this class due to a time conflict with class 8472. Select another class.		✖

  MAKE A PAYMENT   MY CLASS SCHEDULE   ADD ANOTHER CLASS

Account charges need to be addressed before the semester's payment deadline to ensure classes are not dropped for non-payment.

- Adding to your shopping cart by using the class search:

  Click on **search** to begin. On the next screen, enter your search criteria, and click **search** again.

If the class is being offered in the selected semester, your search will return one or more available sections. Click "View All Sections" to see all sections. When you find the class you want, click **select class** to add that section to your shopping cart.

If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click **NEXT**.

Continued on next page.

If required, choose a related component (lab or recitation). Click "View All Sections" to see all sections, make a selection, and click NEXT.

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on PROCEED TO STEP 2 OF 3.

Review your schedule carefully, and if everything looks correct, click FINISH ENROLLING to process your request.

If a class has been successfully added, you will see ✔ in the Status column. If there were any errors with your request, you will see ✖ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

Account charges need to be addressed before the semester's payment deadline to ensure classes are not dropped for non-payment.

➢ To drop classes, make sure "drop" is the active tab, then choose the semester you wish to modify and click [CONTINUE]. If you intend to drop an undesired class and add a different class, please see the following section on swapping classes instead.

Search	Enroll/Add/Drop	My Academics
my class schedule	add	drop	swap	edit	term information	mandatory courses

Drop Classes

1 — 2 — 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
○	2014 Summer	Undergraduate	University of North Texas
○	2014 Fall	Undergraduate	University of North Texas

CONTINUE

A student may not drop the last class from a session without contacting an office on campus. If classes have not yet started, contact the Registrar's Office. If classes have already started, contact the Dean of Students.

Note: In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class drop purposes. So if a student is enrolled in several summer classes, they still may not drop a class using myUNT if it is the only class within a single session.

• Choose the class or classes to be dropped and click [DROP SELECTED CLASSES].

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☑	ART 1440-001 (8471)	DESIGN I (Credit)	We 12:00PM - 12:50PM	SAGE 116	L. Beard	3.00	✔
	ART 1440-501 (8472)	DESIGN I (Laboratory)	MoWe 8:00AM - 10:20AM	Art 318	K. Pande		✔
☐	ENGL 1310-009 (2305)	COL WRIT I (Credit)	MoWeFr 11:00AM - 11:50AM	Lang 217	D. Anderson	3.00	✔

DROP SELECTED CLASSES

• Review your selection. Confirm your drop request by clicking [FINISH DROPPING].

	✔ Enrolled	⊗ Dropped	⚠ Wait Listed			
Class	**Description**	**Days/Times**	**Room**	**Instructor**	**Units**	**Status**
ART 1440-001 (8471)	DESIGN I (Credit)	We 12:00PM - 12:50PM	SAGE 116	L. Beard	3.00	✔
ART 1440-501 (8472)	DESIGN I (Laboratory)	MoWe 8:00AM - 10:20AM	Art 318	K. Pande		✔

CANCEL   PREVIOUS   FINISH DROPPING

• If a class has been successfully dropped, you will see ✔ in the Status column. If there were any errors with your request, you will see ✘ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

2014 Fall | Undergraduate | University of North Texas

	✔ Success: dropped	✘ Error: unable to drop class	
Class	**Message**		**Status**
ART 1440	**Success:** This class has been removed from your schedule.		✔

MAKE A PAYMENT   MY CLASS SCHEDULE

➢ Swapping classes is essentially dropping one class and adding one class simultaneously. To swap classes, make sure "swap" is the active tab, then choose the semester you wish to modify and click CONTINUE .
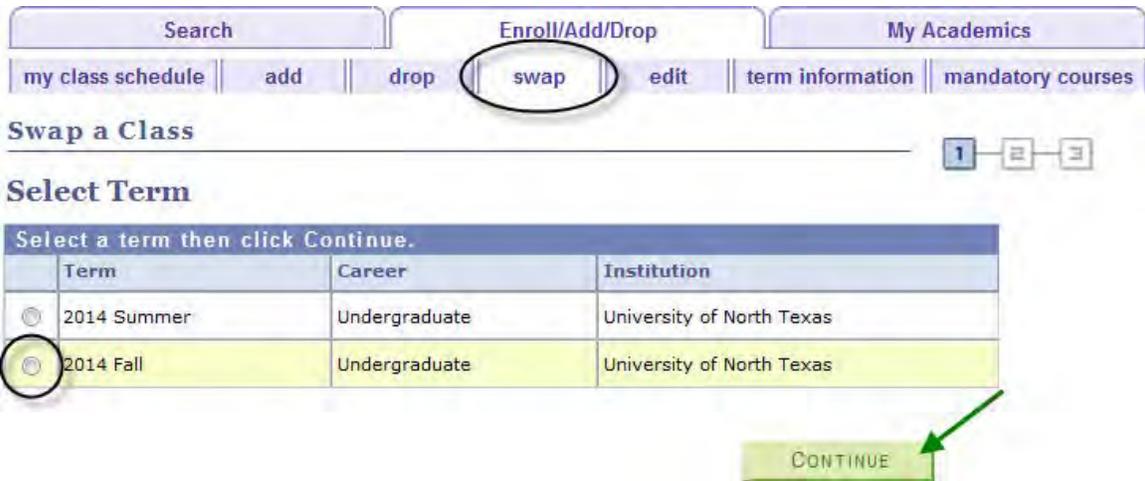
Note: Classes need to be within the same session in order to be eligible for the swap function. In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class swap purposes.

- Select the class you wish to drop using the drop-down box. Select the class you wish to add using either the class search or by entering the class number. Refer to the earlier section about how to add classes for further instruction on this step.

- When you have made your selections, you have the opportunity to review your choices. Confirm your selections by clicking FINISH SWAPPING to submit your swap request.
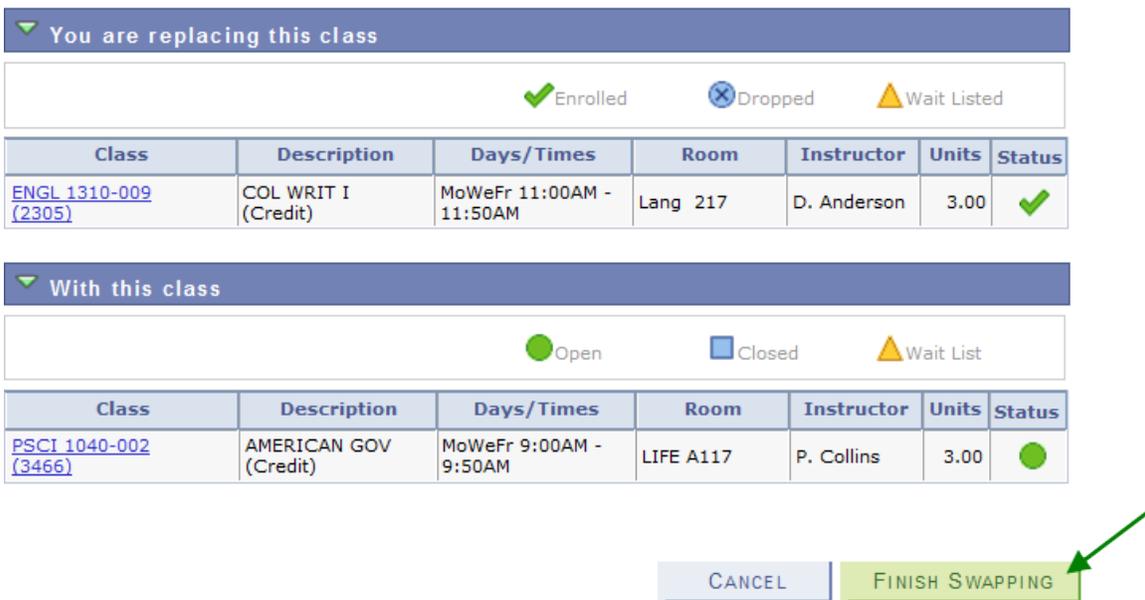
- If a class has been successfully swapped, you will see ✔ in the Status column. If there were any errors with your request, you will see ✘ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.
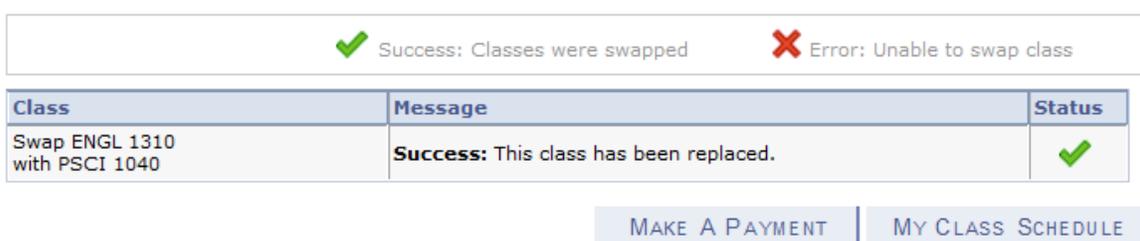
➢ The waitlist feature allows students to place themselves on a wait list for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number.

Class numbers are listed in the schedule of classes, or you may also use the Visual Schedule Builder for another method of finding class numbers and planning your class schedule.

Refer to the earlier section about how to add classes for further instruction on entering class numbers and using Class Search.

If using Class Search, uncheck the "Show Open Classes Only" box in order to view all courses (will display all open, closed, and waitlisted classes).
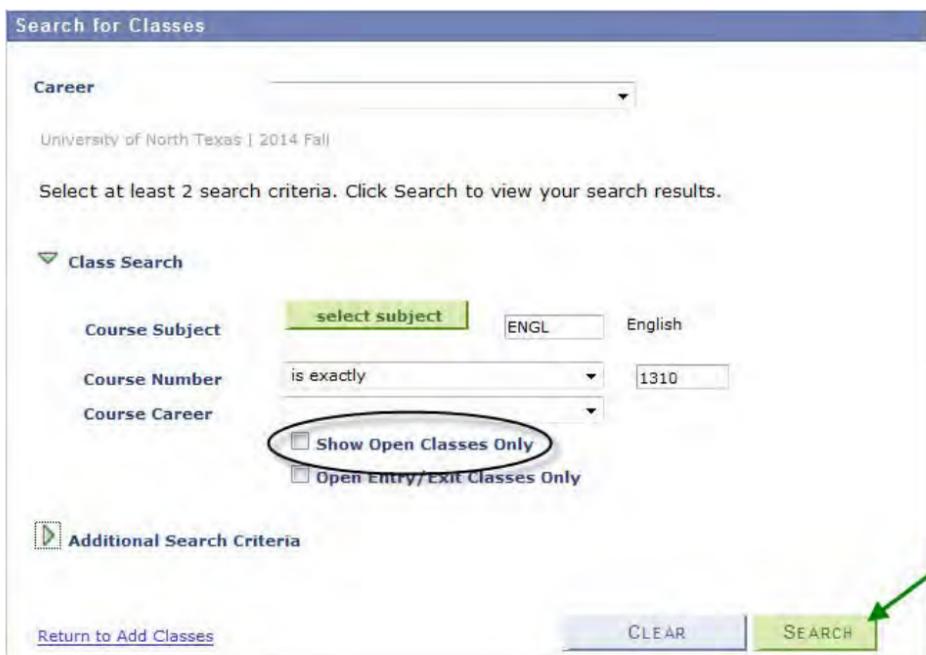
Click View All to see all sections.

Courses offering a Wait List, will reflect a Status of ⚠ Wait List in the class search. Once you find a course you want, you can "Select class" to put it in your shopping cart.

To be put on the Wait List for a class, you must select the "Wait list if class is full" option illustrated below. Then select "Next".
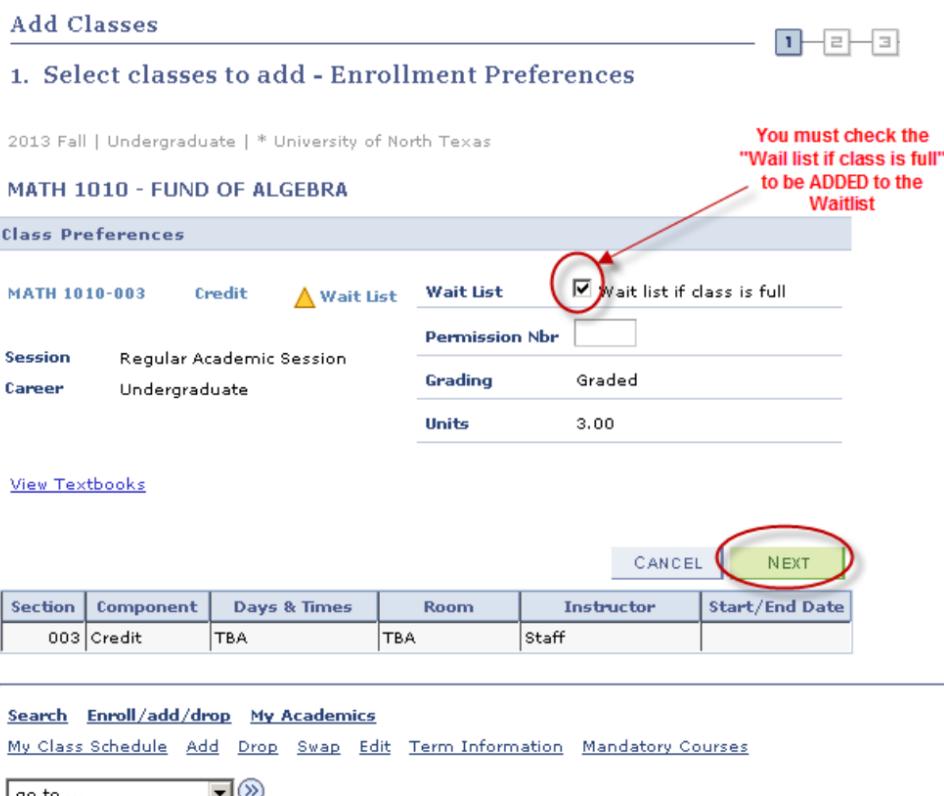
You will receive confirmation that the course has been added to your shopping cart. You will need click on "Proceed to Step 2 of 3" where you will be asked to confirm.
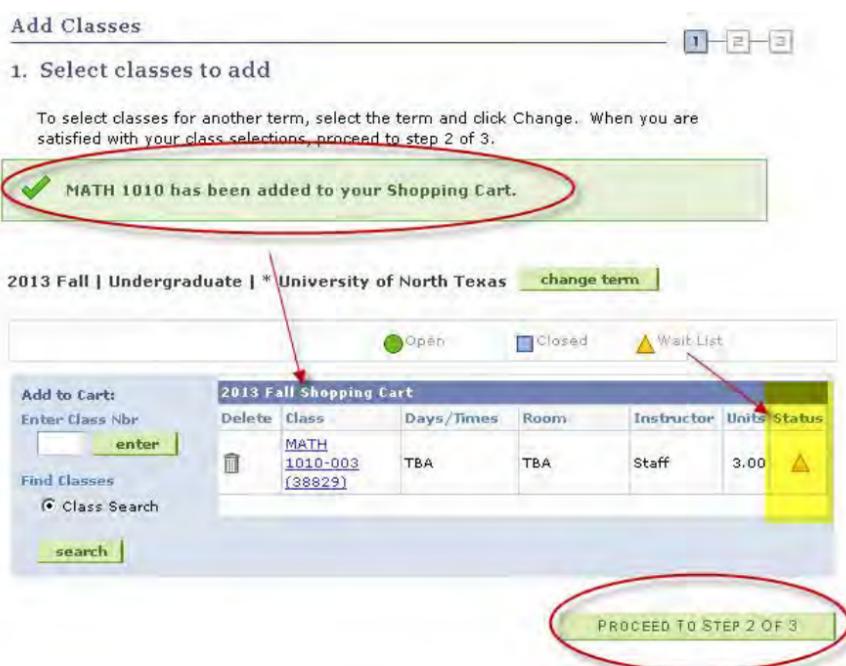
Confirm your class by selecting "Finish Enrolling". This will then add you to the Wait List as selected.

View Results to check whether your request was successful or not. If successfully enrolled on the Wait List you will receive a message indicating your position on the waitlist and the Status will reflect a ✔ to indicate success.
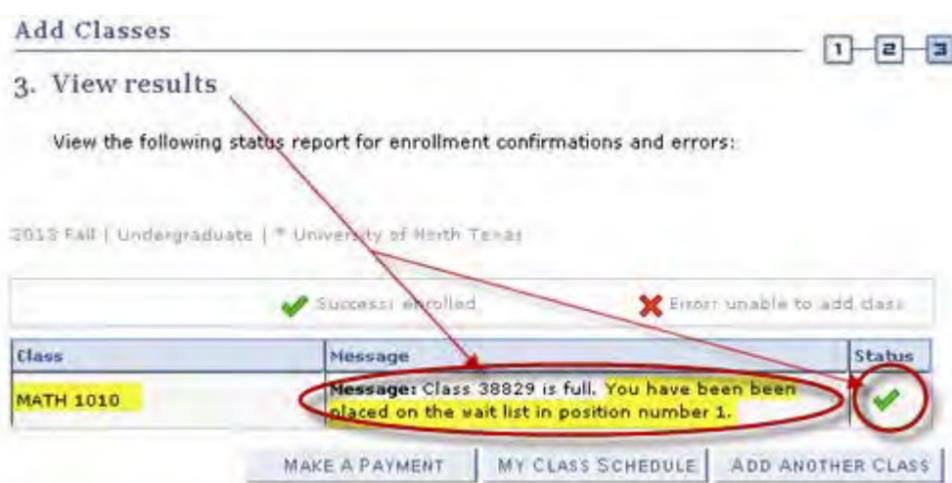
To view courses you have added to Wait List, click on view "My Class Schedule".

Be sure to check the "Show Waitlisted Classes" and select filter . This will show you the results you have requested. The status for Wait List course will have Status "Waiting" and will indicate what position you are on the Wait List (i.e. Position #1).
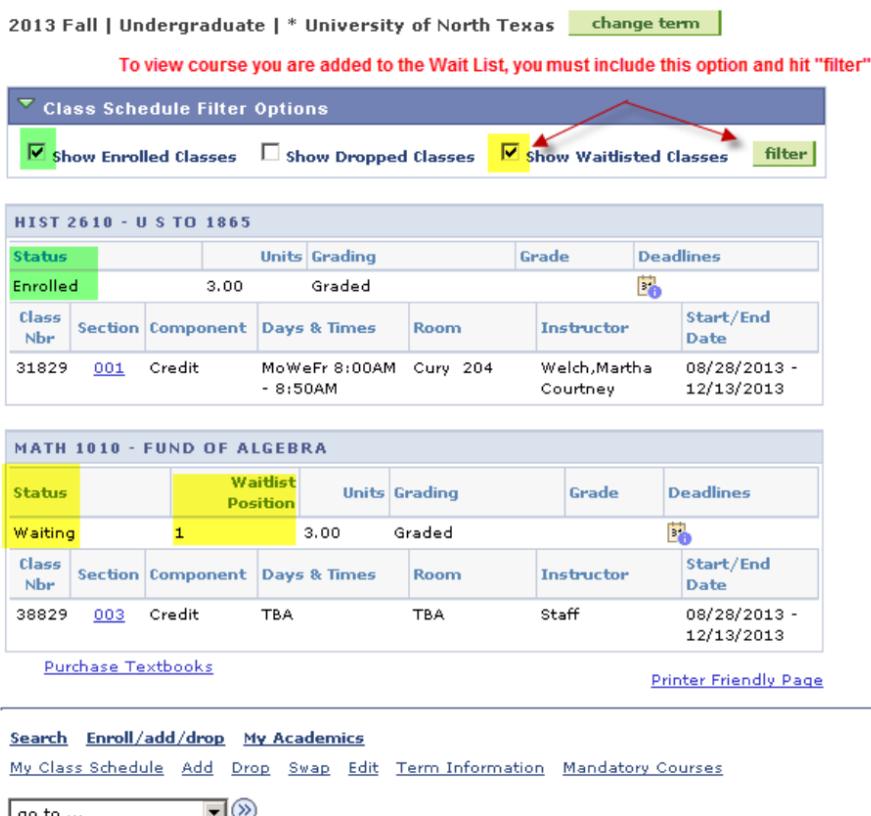
➢ To Drop from Waitlist for a Class:

Click on the Enroll/Add/Drop Class link in Student Center.
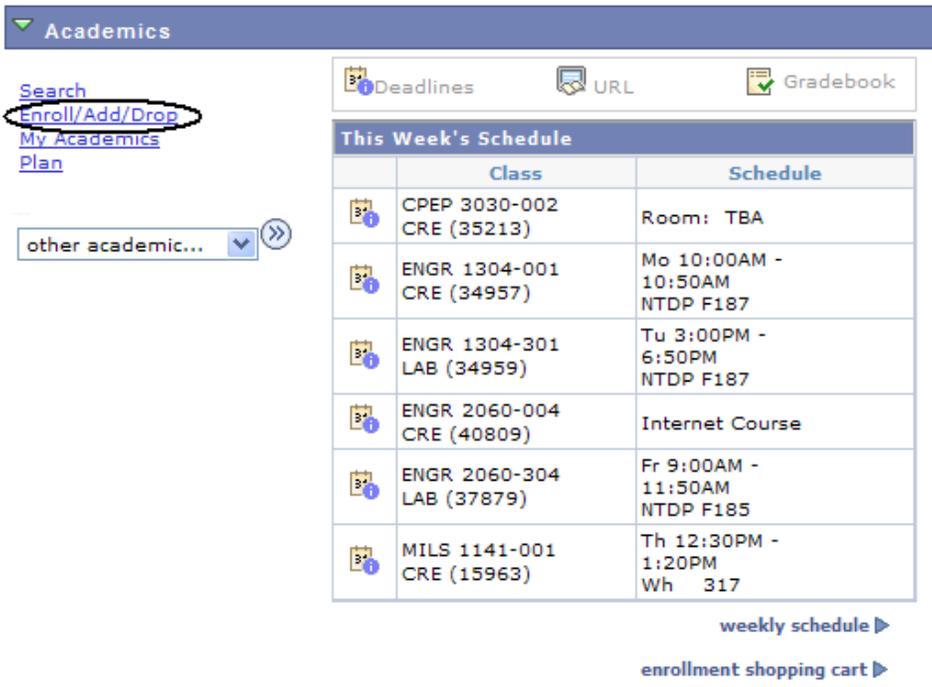
Click on the Drop Tab and choose the semester and click continue.

Choose the class to be dropped and submit "Dropped Selected Classes".
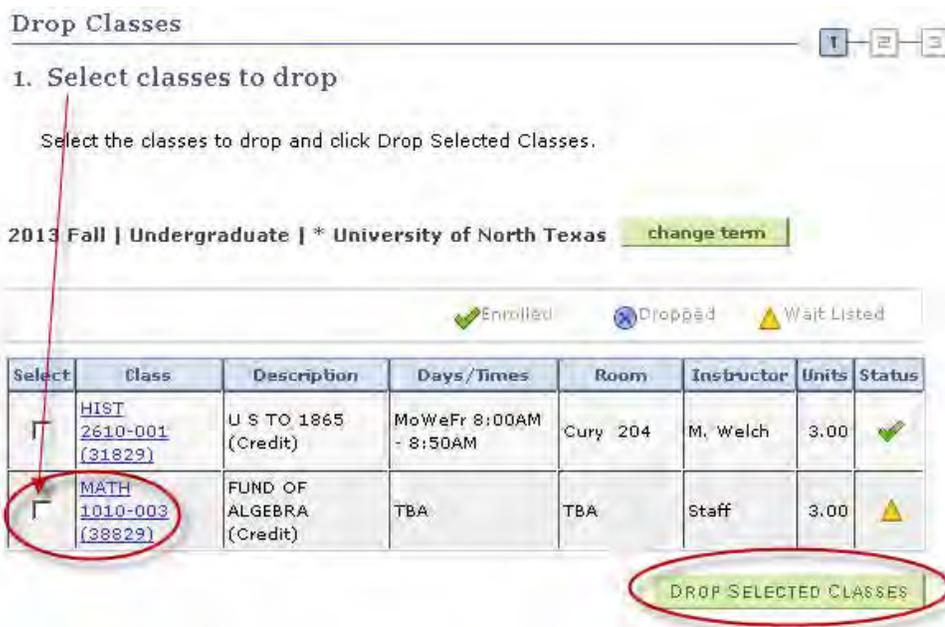
Confirm the dropped class by reviewing schedule and clicking.

Verify the Waitlisted course has successfully been dropped from your schedule.
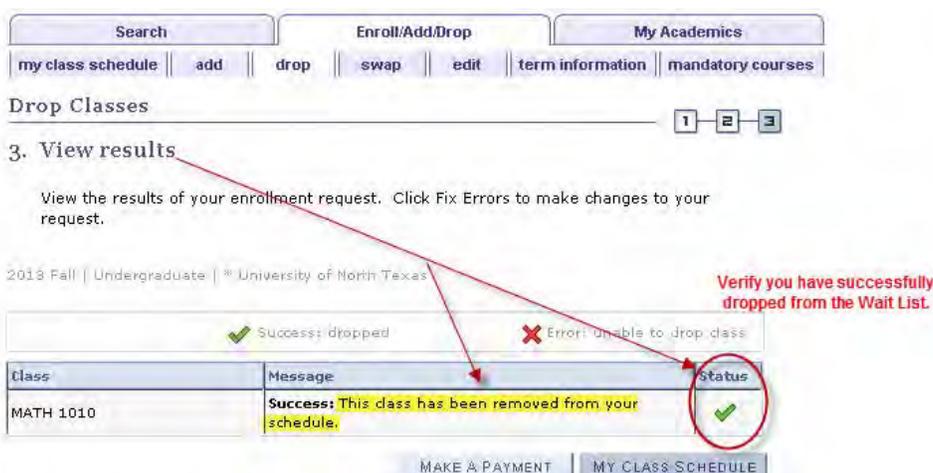
➢ Swapping and Waitlisting:

Swapping onto a Wait List is a feature for students who are already enrolled in a course, but would like to "wait" to see if they can get into a different one (maybe the same course, but a different section). When using the swap, the process will automatically drop the "enrolled course" and enroll you in the "waitlisted" course you have selected, if a seat becomes available, and your position on the waitlist qualifies you to be able to be enrolled in the class.

Sample Scenario:

You are already enrolled in for HIST 2610.001, however you prefer to take PSCI 2300.003. PSCI 2300.003 is currently closed, but offers a Wait List. You could us the Swap feature to get on the wait list for PSCI 2300.003. If a seat opens up and you are next on the Wait List for PSCI 2300.003, then you will automatically be registered in the PSCI 2300.003 course and dropped from the HIST 2610.001 course.

Click on the Enroll/Add/Drop Class link in Student Center.
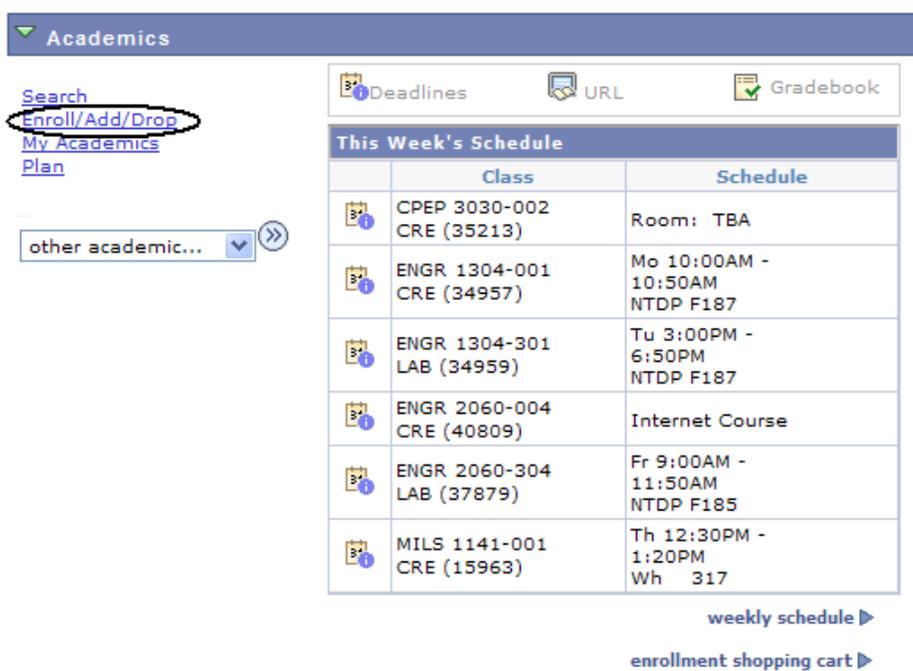
Choose Swap tab and then select the course you would want to swap out of. **You can only swap out of a course you are enrolled in.
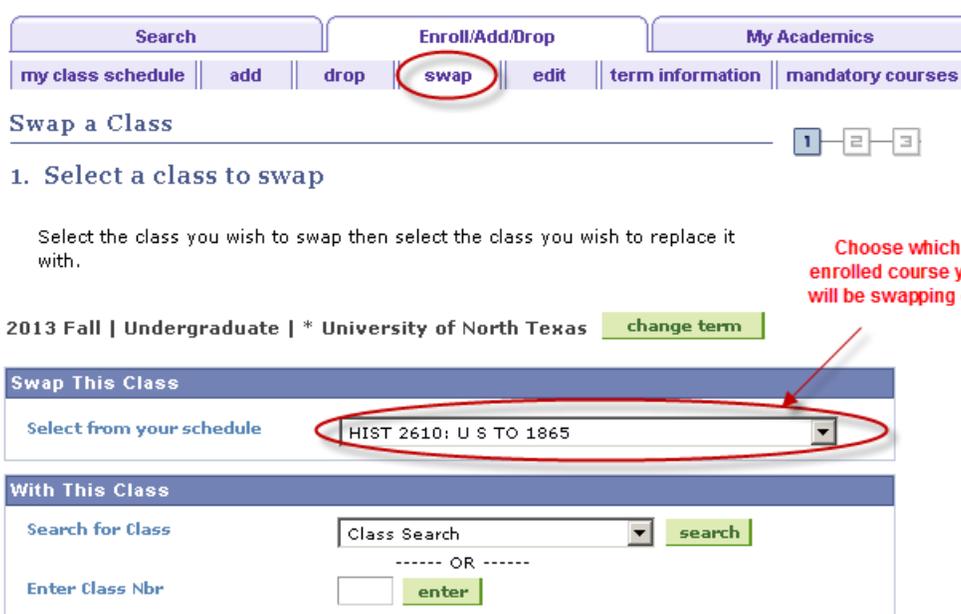
To complete the swap for Wait List, select a course you want to swap into the Wait List. You can use the same options to select the course as used when Adding to Waitlist.
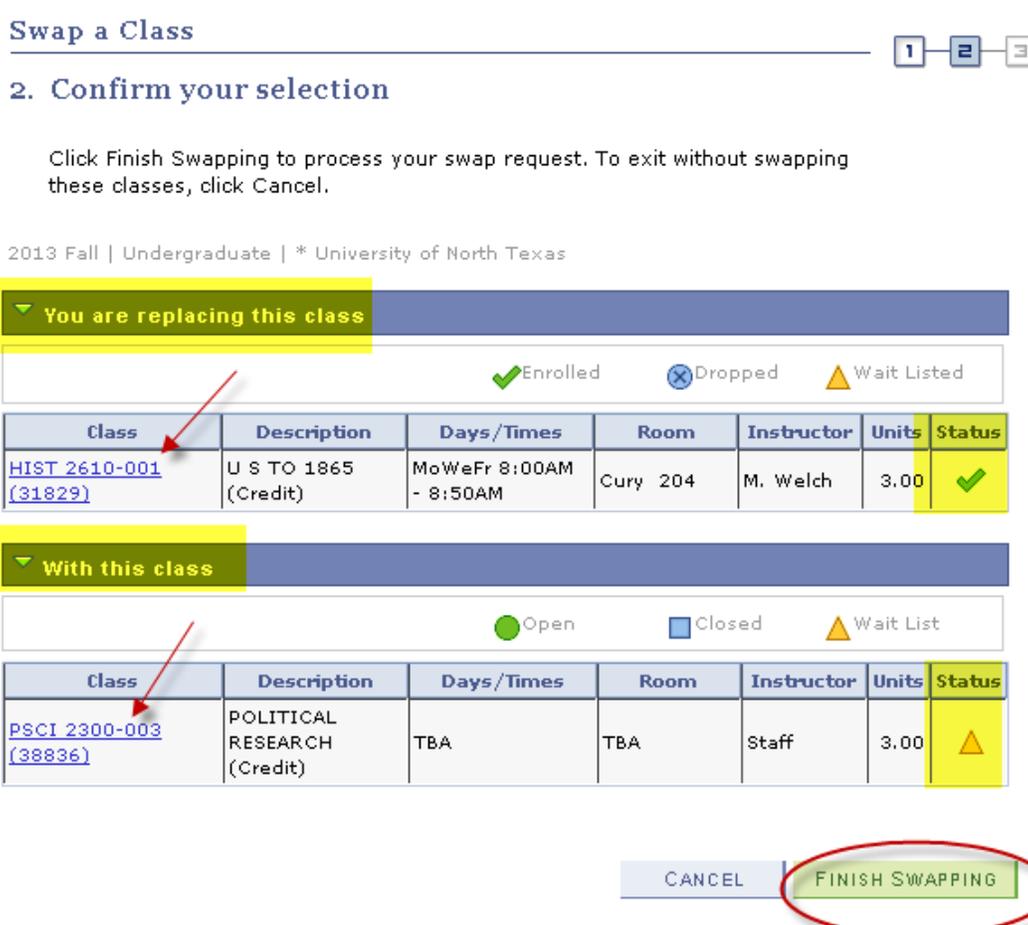
Confirm your selections and finish by selecting "Finish Swapping".

You can review results by selecting "My Class Schedule" and including "Show Waitlisted Classes".

TRANSCRIPT INFORMATION: A student can access/print their unofficial UNT transcript by using the drop-down box under Academics. Choose Unofficial Transcript and click the >> option.
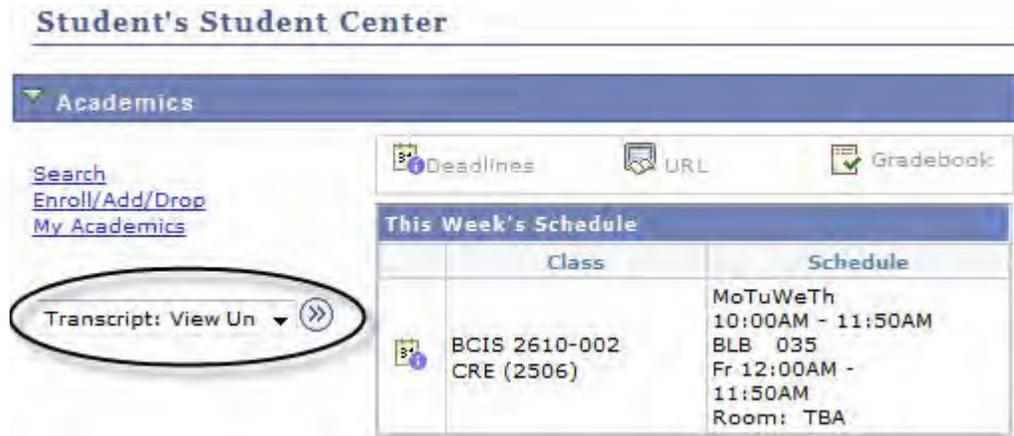
The Academic Institution is University of North Texas and the Report Type is UNT Unofficial EIS Transcript. Click Go.

Your unofficial UNT transcript will generate and you may click File then Print from your toolbar.

TRANSFER CREDIT PAGE: The transfer credit page summarizes all the transfer credit a student has earned and its source.

FINANCES PAGE: The Finance page displays all financial data related to tuition and fees.

Click on the Account Inquiry to view your account summary, due charges, completed payments, pending financial aid or to complete a payment.

➢ To Complete a Payment:

Click on Pay Bill.

Click on Make Payment.

Enter Payment Amount, Select Payment Method and click Continue.

PERSONAL INFORMATION: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, a variety of information can be viewed: Student ID number, Date of Birth, Social Security number.

➢ A student can update their address information by clicking on the Addresses link.
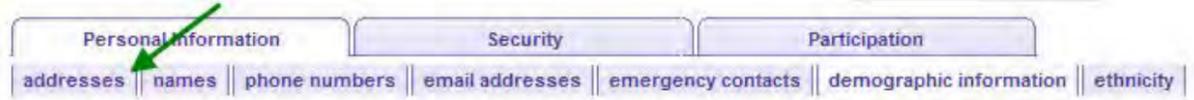
- Click on the [edit] button next to the address to change.

- Update the information and click [OK]

- Click [SAVE].

- You will receive a confirmation that your update was successful. Click [OK] to return to your address screen.

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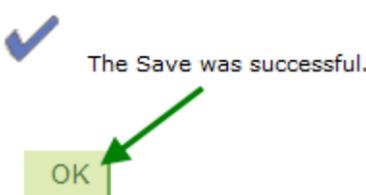
- Students can update their phone numbers choosing the Phone Numbers link.

Student

Personal Information	Security	Participation

addresses || names || phone numbers || email addresses || emergency contacts || demographic information || ethnicity

Demographic Information

ID
Gender
Date of Birth
Birth Country
Birth State
Marital Status
Military Status

- Enter the new number and click SAVE .

Student

For each contact phone number you wish to provide, please enter 10 digits in the following format: 999/999-9999

Cellular Phone Number:

940/555-0000

☑ This is the number I prefer you use first

☑ You can send me text messages

Phone Number where I live locally (or other contact number):

940/555-0000

☐ This is the number I prefer you use first

☐ TTY/TDD Enabled

In the event of an emergency on campus, you may be notified via all of the contact phone numbers you provide.

Save