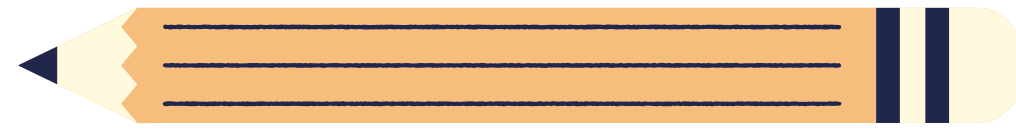


RCOB ADVISING FAQs

Your Advising Essentials



ADVISING APPOINTMENT, DO YOU NEED ONE?

✓ Do I need to meet with an advisor?

Most business students are NOT all required to meet with an academic advisor prior to registration for every semester. Business students that do not have an advising hold and do not need clearance are eligible to enroll independently.

ADVISING APPOINTMENT REQUIREMENT

✓ Who may be required to meet with an advisor?

Only the following students may be required to meet with academic advisor prior to registration for the next semester (if not enrolled in BUSI 1200 this semester):

- FTIC (first-time-in-college) students registering for their second semester at UNT
- Students that are NOT in Good Standing (currently on Academic Alert, Probation or Suspension).
- Students seeking to enroll in upper-level (3000-4000) business courses that have not yet been cleared for the following semester(s) and are not yet a declared major.
- Students that are eligible to file a degree plan application to declare their major and have not yet.

APPOINTMENT SCHEDULING

✓ How can I meet with an advisor?

- Schedule an advising appointment via Navigate or by calling our office at 940-565-2110.
- Attend virtual drop-in advising. Future drop-in offerings and how-to join here: <https://cob.unt.edu/undergrad/advising>
- Schedule a same day appointment
- Attend an advising workshop session, applicable students will be notified and sent upcoming workshop invitations via UNT student email.

APPOINTMENT TYPES

✓ What is the difference between advising appointments and virtual drop-in advising?

Services offered within scheduled advising appointments and virtual drop-in advising are the same. The primary difference between these options is how and when the meeting is scheduled.

ON-CALL ADVISING

✓ What is an On Call Advisor?

If you do NOT need a full advising meeting but have a quick clarifying question for an academic advisor, we have an advisor available "On Call" each day that can be reached with no appointment needed! This is not a full advising meeting, and is not appropriate for removing advising required holds, upper-level course clearance, filing a degree plan application or full semester course planning.

- Monday, Wednesday & Friday:
 - In-Person (Denton Campus- BLB 110) *8:30-11:45am & 1:00-4:30pm
 - Email: RCOBAdvising@unt.edu or Call: 940-565-2110
- Tuesday & Thursday:
 - Virtual via Zoom (<https://unt.zoom.us/my/rcob.oncall>) *9:00-11:00am & 2:00-4:00pm
 - Email: RCOBAdvising@unt.edu or Call: 940-565-2110

RCOB ADVISING FAQs

GRADUATION CHECK

- ✓ Do I need to meet with an advisor for a Graduation Check?

No. If you are planning to graduate in Summer or Fall 2025 or are a BS Accounting student transitioning to the MS program, you may request a graduation check virtually. No appointment needed! Complete the form linked below and an advisor will send your completed graduation check to your UNT student email. [Graduation Check Request](#)

CHANGE MAJOR TO RCOB

- ✓ I am a current UNT student but not within the RCOB. How can I change my major to pursue a business major?

Go to [RCOB Major Change Webpage](#) for canvas module link/instructions and next steps!

This is not for current Pre-Business, Business Undergraduate or any declared business majors

WHEN CAN I REGISTER?

- ✓ Registration opens for each term based on classification (determined by total earned hours). [When Can I Register?](#)

Summer/Fall 2025 Registration Dates

Honors College/Student Athletes: Monday, March 17th at 7:00am

Seniors (90+ earned hours): Thursday, March 20th at 7:00am

Juniors (60-89 earned hours): Thursday, March 27th at 7:00am

Sophomores (30-59 earned hours): Thursday, April 3rd at 7:00am

Freshmen (0-29 earned hours): Thursday, April 10th at 7:00am

DO I HAVE A HOLD ON MY ACCOUNT?

- ✓ Check your myUNT portal for Tasks/Holds

1. Log into your MyUNT (my.unt.edu). On the Student Homepage, click on your "Tasks" tile.
2. From the left-side menus, select "To Do List" and/or "Holds".

ENROLLMENT ERROR- BAAS/GNBUO

- ✓ I received an error message stating "Students must pursue the BAAS (APASO) or be fully declared BSGB (GNBUO-BS) degree program in partnership with Coursera to enroll in this course". [Section .7XX]

The course section you are attempting to enroll in is designated and restricted to only students pursuing one of the fully online degree programs. Students that are not admitted and currently pursuing these specific degrees cannot enroll in these designated sections and must select a different course section. Commonly Coursera program courses are listed as .7XX (.700) sections. Check the "Enrollment Information" for each section by clicking the blue hyperlinked section when searching the MyUNT enrollment page prior to attempting to register.

ENROLLMENT ERROR-MAX LOAD

- ✓ I received an error message stating "Maximum Term Unit Load Exceeded"

This message indicates you have tried to register for more than the maximum number of credit hours allowed for the term or session. An advisor may review your eligibility for an overload if you meet the qualifications listed in the UNT Catalog in the enrollment section under Student Load.

COURSE SECTION FULL

- ✓ What do I do if the class section I am trying to register for is full?

Advisors cannot add students to course sections that are full. If there is not another section available to enroll, you can join the waitlist for the full section. As seats become available in the class, the waitlist process will auto-enroll students according to their position number until the final day of the Add/Drop Registration period.

FRISCO COURSE OFFERINGS

- ✓ Are there course offerings at UNT at Frisco campus?

Yes. When reviewing course sections via MyUNT Enrollment "Class Search and Enroll", courses with room location listed as "FRLD" are held at UNT at Frisco (Frisco Landing) campus. Commonly Frisco campus courses are listed as .5XX (.500) sections.

RCOB ADVISING FAQS

HOW DO I USE AN INTERSHIP FOR CREDIT

✓ How do I enroll into an internship course?

Internships must be pre-approved in coordination with the Wilson Jones Career Center and the department faculty advisor of your declared major to be eligible to enroll in the internship course. Contact an Internship Coordinator in the Wilson Jones Career Center to begin planning. Not all business majors in all catalog years require an internship. Review your tracksheet or contact an academic advisor to determine if an internship is required for you.

MGMT/BUSI 4940 ENROLLMENT

✓ How do I enroll in MGMT/BUSI 4940?

MGMT/BUSI 4940 (Business Policy) is a capstone course required for many business majors. This capstone course can be taken only in your final graduating semester. MGMT/BUSI 4940 prerequisite(s): Completion of all other upper-level business foundation courses with a grade of "C" or higher and senior standing. There are no exceptions to the prerequisites.

If all requirements are met, you must contact the MGMT department to request to enroll. Submit the linked MGMT & BUSI Course Request Form to request to enroll. Following the review of your eligibility for this course, you will receive an email follow-up from MGMT department faculty advisor, April Kuykendall.

NEED TO DECLARE YOUR MAJOR?

✓ How do I declare my major?

Once eligible, students must meet with an academic advisor to file a degree plan application to initiate the process of declaring a business major.

APPOINTMENT SCHEDULING

✓ I can't register for upper-level (3000-4000) business courses.

Students classified as PBUS (Pre-Business) and/or BUND (Business Undergraduate) are blocked from enrolling in upper level (3000-4000 level) business courses. If you are (or will be) eligible for upper-level business courses for the next semester, you must meet with an advisor prior to registration to have the block removed.

MAJOR DECLARATION ELIGIBILITY

✓ When am I eligible to declare my major?

To be eligible to declare a business major, students must meet all of the following requirements:

1. Completion of at least 45 semester hours;
2. Completion of the following pre-business and communication courses(or equivalents)with a minimum grade of C and a Pre-Business GPA of 2.7: ECON 1100 and ECON 1110, ENGL 1310; ENGL 1320 or TECM 2700 (TECM 2700 is required for BS/MS Accounting); MATH 1190 (preferred) or MATH 1710; BCIS 2610; ACCT 2010 and ACCT 2020.
3. Completion of BUSI 1200 with a C or higher; and
4. Possess a 2.0 UNT GPA

CAN I RETAKE A COURSE?

✓ Can I take a course as Pass/No Pass?

A student may take a course a second or subsequent time (ACCT courses may only be taken a total of two times at UNT). The first grade earned is excluded in the GPA calculation. The second attempt and all subsequent attempts will be included in the GPA calculation. Only the last grade/most recent grade recorded is used in certifying the student's eligibility for graduation. Repeating Courses

CAN I TAKE A COURSE PASS/NO PASS

✓ Can I take a course as Pass/No Pass?

Students may choose to take only Free Electives as Pass/No Pass. Any other required course must be taken as a graded course. If you would like to take a Free Elective as Pass/No Pass, please meet with an advisor before the stated deadline in the academic calendar by semester.