

# College of Business Registration Checklist

## ✓ What courses do I need? Run your Online Degree Audit!

The online Degree Audit is a great guide and planning tool that will provide you a listing of your degree and course requirements, so please USE it!!

Log into your <https://my.unt.edu/>. Go to your Student Center/Register => My Academics to view your Degree Audit & read the FAQ <http://bit.ly/UNTDegreeAuditFAQ> .

The screenshot shows the 'My Academics' page with three tabs: 'Search', 'Enroll/Add/Drop', and 'My Academics'. The 'My Academics' tab is active. Below the tabs, there are three main sections: 'Degree Audit' with a 'Run Audit' button, 'Transfer Credit' with a link to 'View my transfer credit report', and 'Transcript' with a link to 'View my unofficial transcript'. A black arrow points to the 'Run Audit' button with the text 'Click HERE!!'. To the right, the 'My Program' section shows: Institution - \* University of North Texas, Career - Undergraduate, Program - Public Affairs & Comm Srv, and Major - Criminal Justice.

## ✓ When are the courses offered? Search for classes online and plan your schedule!

Class Search: <http://bit.ly/ClassSearch> & be sure to click "View All Sections"

## ✓ It's All in the Class Details

Find out more information about the class here, i.e. Honors section, Dallas Campus, Web instruction in Texas Only, etc. Click on the link beside **Section** (be sure to read the description for course prerequisites!!)

### ▼ ECON 1100 - Principles of Microeconomics

The screenshot shows the search results for 'ECON 1100 - Principles of Microeconomics'. At the top, there are navigation links: 'View All Sections', 'First', '1-3 of 13', and 'Last'. Below this, the 'Section' link is '002-CRE(28163)' and the 'Status' is 'Textbooks'. A yellow callout box points to the 'Section' link with the text 'Click on the section link for Class Details'. Another yellow callout box points to the 'Textbooks' status with the text 'Have you looked at all the available sections?'. Below the search results is a table with columns: 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'. The table contains one row: 'MoWeFr 8:00AM - 8:50AM', 'HKRY 252', 'Staff', and '08/29/2012 - 12/14/2012'.

## Class Detail

### ECON 1100 - 028 Principles of Microeconomics

\* University of North Texas | 2012 Fall | Credit

[VIEW SEARCH RESULTS](#)

The screenshot shows the 'Class Details' page for 'ECON 1100 - 028 Principles of Microeconomics'. The page is divided into two columns. The left column contains: 'Status' (Open), 'Class Number' (30141), 'Session' (Regular Academic Session), 'Units' (3 units), 'Instruction Mode' (Internet), and 'Class Components' (Credit, Required). The right column contains: 'Career' (Undergraduate), 'Dates' (8/29/2012 - 12/14/2012), 'Grading' (Graded), 'Location' (Internet Course - Out of Texas), and 'Campus' (OSTF Based - Out of Texas). A yellow callout box points to the 'Status' field with the text 'Be sure to read the Class Notes & Description'. At the bottom of the right column, there is a link to 'View Textbooks'.

✓ **When do I Register? Check the online Registration Calendar!**

“You do not have a valid registration appointment” means it is **not** your time to register. Please check the **Registration Calendar** to find out your correct registration date: <http://bit.ly/AcademicRegistrationCalendar>

Class Schedule Information by Semester	Academic/Registration Calendars	Final Exam Schedule
<a href="#">Spring 2012</a>	<a href="#">Spring 2012</a>	<a href="#">Spring 2012</a>
<a href="#">Summer 2012</a>	<a href="#">Summer 2012</a>	<a href="#">Summer 2012</a>
<a href="#">Fall 2012</a>	<a href="#">Fall 2012</a>	<a href="#">Fall 2012</a>

*Note: A yellow callout box with the text "Search by Semester for Dates" and red arrows points to the semester links in the table.*

✓ **Do I need an Advising Code?**

If you are on academic alert, probation, or suspension, you are required to meet with your advisor in person to get your code.

✓ **Am I blocked from enrolling in 3000/4000 level business courses?**

If your major is listed as BUND (Business Undetermined) you will be blocked from enrolling in jr/sr level business courses until you meet all of the pre-business requirements.

**Pre-Business Requirements**

- 1) Completion of the following courses with a grade of C or higher: ENGL 1310 and 1320/TECM 2700, ECON 1100 and 1110, MATH 1190 or 1400 (prior to Fall 2011), BCIS 2610, ACCT 2010 and 2020, and DSCI 2710
- 2) 2.7 UNT GPA
- 3) Completion of a minimum of 45 semester hours

✓ **Got Holds?**

Check & clear any holds in your <https://my.unt.edu/> **Student Center/Register**. You are not able to register for classes before you **Remove** the hold(s). (Every student will have the **Student Financial Obligation Hold**).

Item List									
Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department		
<a href="#">Advising Required</a>		* University of North Texas	Begin Term - Srvc Indicatr Use		04/26/2012		Registrar	To remove	
<a href="#">Student Financial Obligation</a>		* University of North Texas	2012 Summer		04/26/2012		Student Acctg & Univ Cashier	Remove Hold	

*Note: A red arrow points from the "Click here" button in the "Holds" sidebar to the "Student Financial Obligation" link in the table. A blue cloud icon with "To remove" is next to the "Registrar" department, and a yellow box with "Remove Hold" is next to the "Student Acctg & Univ Cashier" department.*

✓ **Permission Numbers**

Are rarely needed. If you get an ‘Error’ message you must obtain the course permission number from the department.

✓ **Green means Go! Red Means No.**

The registration process is not complete until you have completed all three steps that are required and you see a **Green** box next to each course that says ‘Success’. If you have completed step three and you see a **Red** box marked ‘Errors’, then you are not enrolled in that class yet. Read the error message to find out why you cannot register for the class.

✓ **Schedule an Appointment (Be prepared!)**

Call the COB Advising Office at **940.565.2110** or come by **BLB 110** to schedule in person. We look forward to seeing you!