

# 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> .

## ✓ 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

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	HKRY 252	Staff	08/29/2012 - 12/14/2012

## Class Detail

### ECON 1100 - 028 Principles of Microeconomics

\* University of North Texas | 2012 Fall | Credit

[VIEW SEARCH RESULTS](#)

<b>Status</b>	Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	30141	<b>Dates</b>	8/29/2012 - 12/14/2012
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Graded
<b>Units</b>	3 units	<b>Location</b>	Internet Course - Out of Texas
<b>Instruction Mode</b>	Internet	<b>Campus</b>	OSTF Based - Out of Texas
<b>Class Components</b>	Credit Required		<a href="#">View Textbooks</a>

✓ **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 to a "Click here" button in the "Holds" sidebar, and a "details" button is also visible.*

✓ **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!