

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> .

Search Enroll/Add/Drop My Academics

My Academics

Degree Audit **Run Audit** Click HERE!!

Transfer Credit [View my transfer credit report](#)

Transcript [View my unofficial transcript](#)

My Program:
Institution - * University of North Texas
Career - Undergraduate
Program - Public Affairs & Comm Srv
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

View All Sections First 1-3 of 12 Last

Section [002-CRE\(27162\)](#) Status ● [Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	HKRY 252	Staff	08/25/2011 - 12/16/2011

Click on the Section info for Class Details

Have you looked at all the available sections?

Class Detail

ECON 1100 - 026 Principles of Microeconomics

* University of North Texas | 2011 Fall | Credit

VIEW SEARCH RESULTS

Class Details

Be sure to read the Class Notes & Description

Status	● Open	Career	Undergraduate
Class Number	29314	Dates	8/25/2011 - 12/16/2011
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	Internet Course - Texas
Instruction Mode	Internet	Campus	Web Based - Texas
Class Components	Credit Required	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
Spring 2011	Spring 2011	Spring 2011
Summer 2011	Summer 2011	Summer 2011
Fall 2011	Fall 2011	Fall 2011

Note: A yellow callout box labeled "Search by Semester Dates" with red arrows points to the Summer 2011 and Fall 2011 links in the Academic/Registration Calendars column.

✓ **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**).

Holds		Item List							
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department	To Remove
Student Financial Obligation		USD	* University of North Texas	2011 Summer		02/17/2011		Student Acctg & Univ Cashier	Remove Hold
Student Financial Obligation		USD	* University of North Texas	2011 Fall		02/17/2011		Student Acctg & Univ Cashier	Remove Hold

Note: A callout bubble labeled "To Remove" points to the "Remove Hold" buttons in the table. A "Go here!" arrow points to a "details" link in the Holds section.

✓ **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!