

Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education, and Funding
<b>07.602 SPH - Adding Courses</b>	

### **Policy Statement.**

Following initial registration, students may add courses on-line at my.unt.hsc.edu. In order to be eligible for adding courses, students must have registered for coursework during the regular or late registration time period.

### **Application of Policy.**

All School of Public Health students

### **Definitions.**

1. Initial Registration – period in which students first enroll in courses (regular or late registration).
2. Adding Courses – following initial registration, the addition of courses to a student’s schedule of classes during the regular or late registration period.

### **Procedures and Responsibilities.**

1. All students adding courses during the regular or late registration period can do so through my.hsc.unt.edu.

Responsible Party: Student

2. All students requesting to add courses requiring a permission number may register on-line at my.hsc.unt.edu after contacting the academic department in which the course is being offered.

Responsible Party: Student

3. If student begins initial registration process after late registration, the student must contact the Office of Admission and Academic Services to begin initial registration.

Responsible Party: Student

4. If student encounters difficulty adding a course on-line, they may contact the Registrar’s Office.

Responsible Party: Student

### **References and Cross-references.**

**Forms and Tools.** (optional)

Approved: August 2000

Effective: August 2000

Revised: