

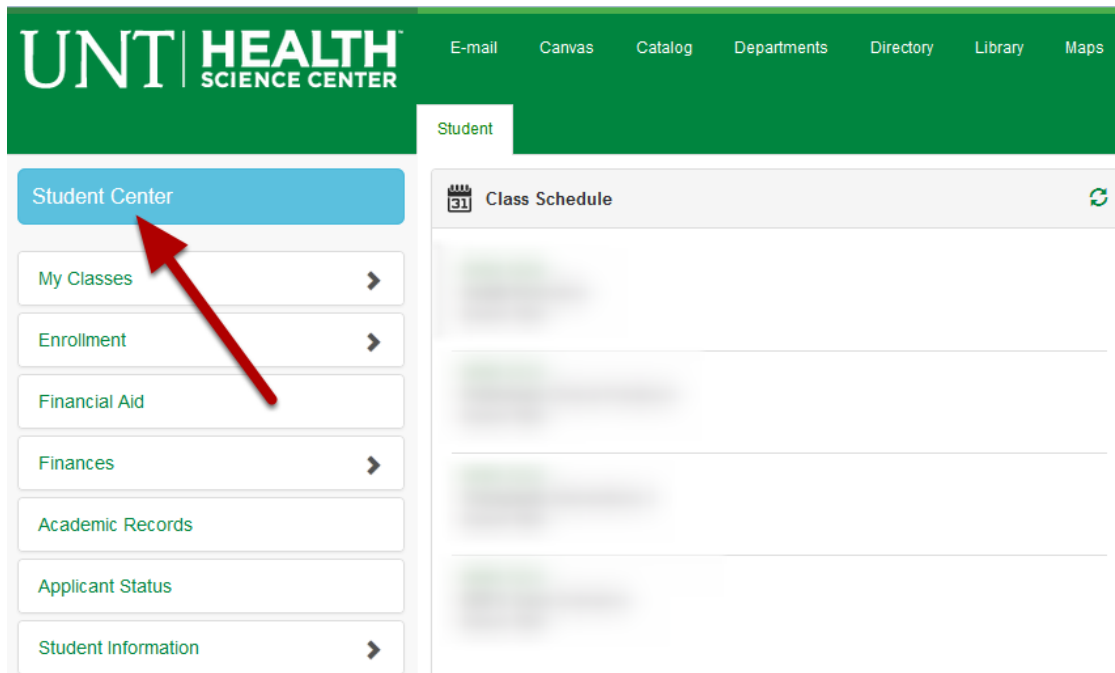
Logging Into the Student Center

1. Log into MyHSC with your EUID and password by visiting www.my.unt.edu and selecting MyHSC.



The screenshot shows the UNT Health Science Center website. At the top, there is a green header with the UNT Health Science Center logo and navigation links: E-mail, Canvas, Catalog, Departments, Directory, Library, and Maps. Below the header, on the left, is a 'Sign In' section with a green background. It contains a 'Sign In' label, a text input field for 'EUID#', a text input field for 'Password', a link for 'Forgot your EUID or password?', and a green 'Login' button. To the right of the login section is a large photograph of three scientists in a laboratory setting, with steam rising from a piece of equipment.

2. Click on the Student Center link on the left side.



The screenshot shows the UNT Health Science Center website after logging in. The green header remains at the top with the same navigation links. Below the header, a 'Student' tab is active. On the left side, there is a 'Student Center' menu with a blue header and several links: 'Student Center', 'My Classes', 'Enrollment', 'Financial Aid', 'Finances', 'Academic Records', 'Applicant Status', and 'Student Information'. A red arrow points to the 'Student Center' link. To the right of the menu is a 'Class Schedule' section with a calendar icon and a refresh button. The class schedule area is currently blank.

Registering for Classes

Review Holds

's Student Center

▼ Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... ▼ >>

You are not enrolled in classes.

SEARCH FOR CLASSES

▼ Holds

details ▶

▼ Finances and Financial Aid

My Account
[Account Inquiry](#)
Financial Aid
[My Financial Aid](#)
[My Award Information](#)
[Accept/Decline Awards](#)

other financial... ▼ >>

You have no outstanding charges at this time.

make a payment ▶

▼ To Do List

more ▶

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Advisor

Program Advisor
None Assigned

▼ Student Center Help

[UNT Help Page](#)
[UNTHSC Help Page](#)

▼ UNT/UNTD Finding Classes

[Help for Finding Classes](#)
[Visual Schedule Builder](#)
[Class Selection and Enrollment](#)

▼ Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... ▼ >>

Contact Information

[Current/Local Address](#)
[Main Phone number](#)

[Mailing Address](#)
[Email Address](#)

▼ Admissions

You do not have any pending applications at this time.

Some holds may prevent enrollment. Click 'details' to get more information on how to resolve any holds.

Click the 'Enroll/Add/Drop' link within the Academics section

Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)

other academic... >>

Finances and Financial Aid

My Account
[Account Inquiry](#)

You are not enrolled in classes.

You have no outstanding charges at this

Verify you are registering for the correct term

Search **Enroll/Add/Drop** **My Academics**

my class schedule || add || drop || swap || edit || term information || mandatory courses

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2014 | School of Public Health | UNT Health Science Center

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 enter

Find Classes
☒ Class Search
search

Fall 2014 Shopping Cart
Your enrollment shopping cart is empty.

If the term is incorrect or you cannot select the correct term, please contact the Office of the Registrar at 817-735-2201 or Registrar@unthsc.edu.

Enter the Four Digit Class Number OR Click the Class Search button

Search	Enroll/Add/Drop	My Academics				
my class schedule	add	drop	swap	edit	term information	mandatory courses

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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	● Open ■ Closed ▲ Wait List
Add to Cart: Enter Class Nbr <input type="text" value="4004"/> <input type="button" value="enter"/> Find Classes <input checked="" type="radio"/> Class Search <input type="button" value="search"/>	Fall 2014 Shopping Cart Your enrollment shopping cart is empty.

If you do not know the four digit class number, click the Class Search button. The class number can be found on the Schedule of Classes at unthsc.edu/registrar.

To Search for Classes

Add Classes

1 2 3

Enter Search Criteria

Search for Classes

Career

UNT Health Science Center | Fall 2014

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject

select subject

BACH

Behavioral and Community Hlth

Course Number

is exactly

5300

Course Career

☒ Show Open Classes Only

☐ Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time

greater than or equal to

Meeting End Time

less than or equal to

Days of Week

include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name

begins with

Class Nbr

Course Keyword

Minimum Units

greater than or equal to

Maximum Units

less than or equal to

Course Component

Session

Mode of Instruction

Campus

1. Enter the Subject Prefix
2. Enter the Catalog Number
3. Use the Additional Search Criteria if needed

Once all information is entered, click the 'Search' button at the bottom of the screen.

Click the 'select class' button to add the class to your Enrollment Shopping Cart

The following classes match your search criteria Course Subject: **Behavioral and Community Hlth**, Course Number is exactly '**5300**', Show Open Classes Only: **Yes**

● Open ■ Closed ▲ Wait List

2 class section(s) found

▼ BACH 5300 - Theoretical Foundations of Individual and Community Health

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4004	001-LEC Regular	Tu 6:00PM - 9:00PM	RES 114	Rossheim, Matthew Edward	08/18/2014 - 12/05/2014	●	select
4145	DL01-LEC 8 Week 1	TBA	HSC Internet Course	Pealer, Lisa Nicole	08/18/2014 - 10/10/2014	●	select

[Return to Add Classes](#)

NEW SEARCH

MODIFY SEARCH

Complete Step 1

BACH 5345 - Part Approach to Imp Comm Hlth

Class Preferences

BACH 5345-001 **Lecture** ● Open

Session Regular Academic Session

Career School of Public Health

Enrollment Information

- Students must complete BACH 5340 or obtain permission of the instructor.

Permission Nbr

Grading Letter Grade

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Tu 9:00AM - 12:00PM	EAD 703	Paul, Marcy L	08/18/2014 - 12/05/2014

1. Add 'Permission Nbr' if needed. Contact your advisor if you need this number.
2. Verify Units/Credits are correct.
3. Review Prerequisites(s)

Click 'Next'.

Add additional courses OR Proceed to Step 2 of 3

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BACH 5300 has been added to your Shopping Cart.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

☒ Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BACH 5300-001 (4004)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	●

Confirm Classes

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BACH 5300-001 (4004)	Theor Found of Ind & Comm Hlth (Lecture)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	●

Once you have confirmed your classes, click the 'Finish Enrolling' button.

Verify the class(es) were successfully added




Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2010 | School of Public Health | * UNT Health Science Center

 Success: enrolled  Error: unable to add class		
Class	Message	Status
BIOS 5300	Success: This class has been added to your schedule.	
<div>MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS</div>		

If you receive any errors, you can contact the Office of the Registrar:

EAD 244 Monday - Friday 8:00am - 5:00pm

Phone: 817-735-2201

Email: Registrar@unthsc.edu


To drop a class, click 'Enroll/Add/Drop'


Student Center


Academics

[Search](#)
[Enroll/Add/Drop](#)
[My Academics](#)




other academic... >>

 Deadlines

 URL

 Gradebook

This Week's Schedule

	Class	Schedule
	BACH 5300-001 LEC (4004)	Tu 6:00PM - 9:00PM RES 114
	BIOS 5300-001 LEC (4051)	Mo 6:00PM - 9:00PM EAD 514
	EOHS 5300-DL01 LEC (5307)	HSC Internet Course

weekly schedule >

Click 'drop'

Search

Enroll/Add/Drop

My Academics

my class schedule

add

drop

swap

edit

term information

mandatory courses

Select the class you wish to drop, then click 'Drop Selected Classes'

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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✓ Enrolled ✕ Dropped ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	BACH 5300-001 (4004)	Theor Found of Ind & Comm Hlth (Lecture)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	✓
<input type="checkbox"/>	BIOS 5300-001 (4051)	Principles of Biostatistics (Lecture)	Mo 6:00PM - 9:00PM	EAD 514	H. Ndetan	3.00	✓
<input type="checkbox"/>	EOHS 5300-DL01 (5307)	Envr Determinants of Health (Lecture)		HSC Internet Course	C. King	3.00	✓

DROP SELECTED CLASSES

Confirm selection, then click 'Finish Dropping'

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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✓ Enrolled ✕ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BACH 5300-001 (4004)	Theor Found of Ind & Comm Hlth (Lecture)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	✓

CANCEL

PREVIOUS

FINISH DROPPING

Verify the class(es) were successfully dropped




Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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 Success: dropped  Error: unable to drop class		
Class	Message	Status
BACH 5300	Error: Unable to complete your request. You do not have access to perform this transaction at this time	
MAKE A PAYMENT		MY CLASS SCHEDULE

If you receive any errors, you can contact the Office of the Registrar:

EAD 244 Monday - Friday 8:00am - 5:00pm

Phone: 817-735-2201

Email: Registrar@unthsc.edu