Logging Into the Student Center
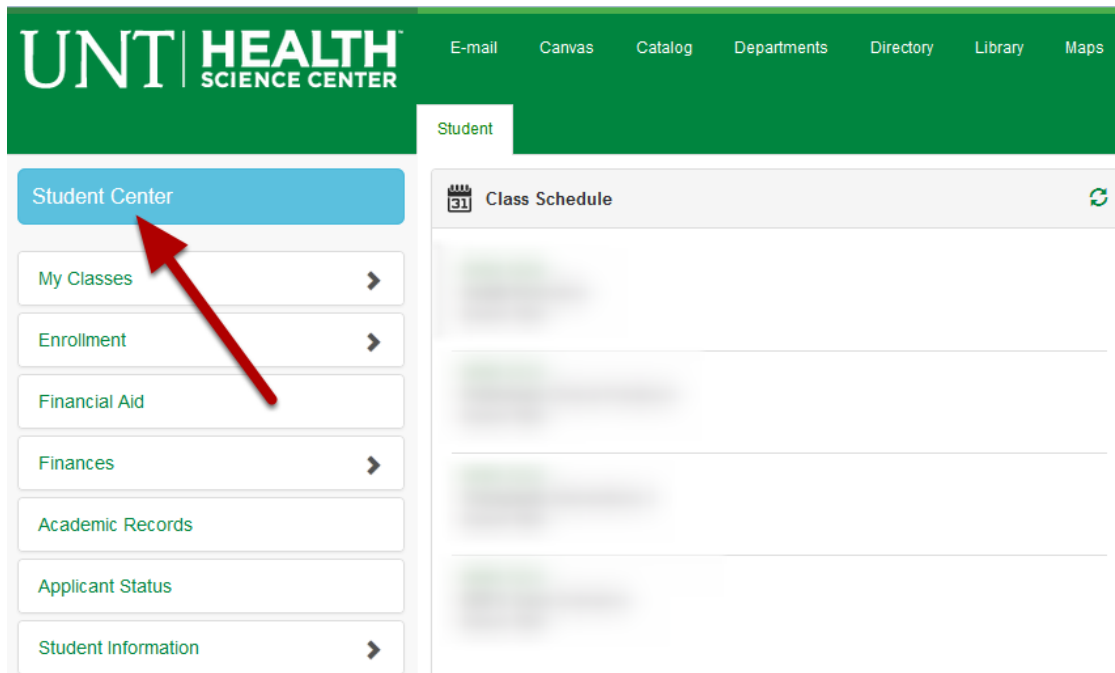
1. Log into MyHSC with your EUID and password by visiting www.my.unt.edu and selecting MyHSC.

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

Registering for Classes

Review Holds

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

(i) You are not enrolled in classes.

other academic...

Finances and Financial Aid

My Account
Account Inquiry

(i) 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.

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⬤ 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

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

Enter Search Criteria

1 — 2 — 3

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 ①] Behavioral and Community Hlth

Course Number [is exactly ▼] [5300 ②]

Course Career [_____ ▼]

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▽ **Additional Search Criteria** ③

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	St	
4004	001-LEC Regular	Tu 6:00PM - 9:00PM	RES 114	Rossheim,Matthew Edward	08/18/2014 - 12/05/2014	⬤	select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
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.

3

Permission Nbr [   ] **1**

Grading   Letter Grade

Units   3.00 **2**

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 aditional 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

[   ] enter

Find Classes

◉ Class Search

search

Fall 2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	BACH 5300-001 (4004)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	●

PROCEED TO STEP 2 OF 3

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	●

CANCEL   PREVIOUS   FINISH ENROLLING

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:

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| | ✔ Success: enrolled | ✘ Error: unable to add class |

Class	Message	Status
BIOS 5300	**Success:** This class has been added to your schedule.	✔

[MAKE A PAYMENT]   [MY CLASS SCHEDULE]   [ADD ANOTHER CLASS]

If you receive any errors, you can conact 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'

s 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
☑	BACH 5300-001 (4004)	Theor Found of Ind & Comm Hlth (Lecture)	Tu 6:00PM - 9:00PM	RES 114	M. Rossheim	3.00	✔
☐	BIOS 5300-001 (4051)	Principles of Biostatistics (Lecture)	Mo 6:00PM - 9:00PM	EAD 514	H. Ndetan	3.00	✔
☐	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

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 conact the Office of the Registrar:
EAD 244 Monday - Friday 8:00am - 5:00pm
Phone: 817-735-2201
Email: Registrar@unthsc.edu