The EIS Student Center is a “one-stop-shop” for many student view and update functions. The student center allows the student to view grades, GPAs, schedules, programs and plans, student finances, transfer information, basic demographic data, the schedule of classes, and allows the student to register for classes.

Log on to my.unt.edu.

When you first log into myUNT, you may see the following screen:

Per the Texas Education Code, all new students, including transfer students, must meet immunization requirements.

- Read the provided information before clicking Confirm. For more complete information about immunization requirements, please visit the Health Center Immunization Information page.
Introduction to the Student Center

After logging into myUNT, click on the Student Center link.

**STUDENT CENTER**: The student center page displays a student’s schedule, allows the student to search and register for classes, inquire about account summaries, view holds and review and update demographic information.

The page also has invaluable links to a student’s grades, excess hours, TSI and repeated courses.
ADMISSIONS INFORMATION: The Admissions section lists all pertinent admission application data.

By clicking on the Application Status link, a student can view his or her application status, admission progression, and a summary of his or her application data.

---

Now that you have been accepted, you will be eligible for enrollment during orientation. Please refer to the appropriate schedule of classes for information regarding orientation and registration times/procedures.

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Program</th>
<th>Application Number</th>
<th>Academic Career</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Of North Texas</td>
<td>2005 Fall</td>
<td>Arts and Science</td>
<td>00058058</td>
<td>Undergraduate</td>
<td>05/16/2005</td>
</tr>
</tbody>
</table>

This application is Complete.

UNT Undergraduate Admissions contact info:
Phone: 1 800 868 8211
Email: undergrad@unt.edu

---

End of Application

View All To Do Items
HOLDS INFORMATION: This section of the student center lists active holds on a student’s account. Some holds you can clear yourself, such as the Student Financial Obligation block, while others, such as Advising Required, require you to take action as detailed in the hold itself. Some holds will block a student’s ability to register for classes, so it is important to visit this section before attempting registration in classes.

When you first log into myUNT, you may be notified that you have one or more holds on your account. You may click the notification to access more details about your holds.

From the Student Center, your holds are listed in their own module. By clicking on details, you can access more details about your holds.

From the holds list, you can click on each hold for detailed information about that hold, including how it can be removed, if applicable.
To Clear the Student Financial Obligation Hold

- Find the holds module on the Student Center page. Depending on your computer screen resolution, you may need to scroll over to the right. Your holds will be listed in the Holds module. Click on details for more information.

- Clicking on the hold will display the following instructions: Student must read and confirm the Student Financial Obligation prior to registration. In order to read and accept the Student Financial Obligation (and remove the hold) you must click "Remove Hold".

- Click Return to get back to the Holds list, then click “remove hold” to navigate to the Student Financial Obligation document.

- Click Confirm once you have finished reading the statement, and the hold will be removed.

---

**A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE DURING THAT SEMESTER OR TERM.**

**CONSENT TO DO BUSINESS ELECTRONICALLY**

I consent to do business electronically with UNT and/or UNTD. I agree to receive my 1099-T tax form electronically through my e-HR account.

Students will be able to view and print a paper copy of their 1099-T by accessing the Access Service's website. The IRS student center. This consent remains in effect until consent is withdrawn in writing. A student may withdraw consent by presenting in writing a withdrawal request to the student accounting and university card services at "UNT or the student financials office at UNTD. Confirmation of consent will be sent via email to the student's email address. Students should ensure that their personal information is up-to-date by visiting their student center page at my.unt.edu. 1099-T forms will be available for seven years from the student's last year of study.
ACADEMICS INFORMATION: Academics information lists student class schedules and grades. Students may also manage class enrollment, order an unofficial transcript, and view his or her transfer credit report in the Academics section.

To manage class enrollment click on the Enroll/Add/Drop a Class link.

- From this screen, you can select any of the three enrollment functions (add, drop, or swap) to continue.
➢ To add classes, make sure “add” is the active tab, then choose the semester you wish to modify and click **CONTINUE**.

If you know the class number (a numerical identifying code different than the course subject and course number), you may add a class to your shopping cart by entering the class number. Otherwise, you may use the class search to find the classes to add.

Class numbers are listed in the schedule of classes, or you may also use the Visual Schedule Builder for another method of finding class numbers and planning your class schedule.
• Adding classes to your shopping cart by entering class numbers:

Type the class number into the “Enter Class Nbr” field and click enter.

If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click NEXT.

**DSCI 3710 - BUSINESS STATISTICS**

<table>
<thead>
<tr>
<th>Class Preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session</th>
<th>Regular Academic Session</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enrollment Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH/CS/EC/AGSC and ECON/DMACC students may enroll in the course only if they are assigned to EPIC/EPDM or ECON/DMACC program.</td>
<td></td>
</tr>
</tbody>
</table>

If required, choose a related component (lab or recitation). Click “View All Sections” to see all sections, make a selection, and click NEXT.

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on PROCESS TO STEP 2 OR 3.

Review your schedule carefully, and if everything looks correct, click FINISH ENROLLING to process your request.

If a class has been successfully added, you will see a checkmark in the Status column. If there were any errors with your request, you will see an “X” in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

Account charges need to be addressed before the semester’s payment deadline to ensure classes are not dropped for non-payment.
• Adding to your shopping cart by using the class search:

Click on [search] to begin. On the next screen, enter your search criteria, and click [search] again.

If the class is being offered in the selected semester, your search will return one or more available sections. Click "View All Sections" to see all sections. When you find the class you want, click [select class] to add that section to your shopping cart.

If a permission number is required, the system will not continue without it, and you will need to talk to the department offering the class. If a permission number is not required, click [NEXT].

Continued on next page.
If required, choose a related component (lab or recitation). Click “View All Sections” to see all sections, make a selection, and click **Next**.

The class has been added to your shopping cart only. You are not yet enrolled in the class.

Repeat this process until you have added all of your desired classes to your shopping cart, then click on **PROCEED TO STEP 2 OF 3**.

Review your schedule carefully, and if everything looks correct, click **FINISH ENROLLING** to process your request.

If a class has been successfully added, you will see **✓** in the Status column. If there were any errors with your request, you will see **✗** in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.

Account charges need to be addressed before the semester’s payment deadline to ensure classes are not dropped for non-payment.
To drop classes, make sure “drop” is the active tab, then choose the semester you wish to modify and click **CONTINUE**. If you intend to drop an undesired class and add a different class, please see the following section on swapping classes instead.

A student may not drop the last class from a session without contacting an office on campus. If classes have not yet started, contact the Registrar’s Office. If classes have already started, contact the Dean of Students.

**Note:** In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class drop purposes. So if a student is enrolled in several summer classes, they still may not drop a class using myUNT if it is the only class within a single session.

- Choose the class or classes to be dropped and click **DROP SELECTED CLASSES**.

- Review your selection. Confirm your drop request by clicking **FINISH DROPPING**.

- If a class has been successfully dropped, you will see ✔ in the Status column. If there were any errors with your request, you will see ✗ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.
Swapping classes is essentially dropping one class and adding one class simultaneously. To swap classes, make sure “swap” is the active tab, then choose the semester you wish to modify and click **Continue**.

**Note**: Classes need to be within the same session in order to be eligible for the swap function. In the summer semesters, each term (such as 3 week, 5 week 1, 5 week 2, etc.) is considered its own session for class swap purposes.

- Select the class you wish to drop using the drop-down box. Select the class you wish to add using either the class search or by entering the class number. Refer to the earlier section about how to add classes for further instruction on this step.

- When you have made your selections, you have the opportunity to review your choices. Confirm your selections by clicking **Finish Swapping** to submit your swap request.

- If a class has been successfully swapped, you will see ✔ in the Status column. If there were any errors with your request, you will see ✗ in the Status column. Read the messages associated with any errors to determine how to fix them, if possible.
The waitlist feature allows students to place themselves on a wait list for a class section that is full and be given a position number. As seats open up in the class, the waitlist process will run to auto-enroll students according to their position number.

Class numbers are listed in the schedule of classes, or you may also use the Visual Schedule Builder for another method of finding class numbers and planning your class schedule.

Refer to the earlier section about how to add classes for further instruction on entering class numbers and using Class Search.

If using Class Search, uncheck the “Show Open Classes Only” box in order to view all courses (will display all open, closed, and waitlisted classes).

Click View All to see all sections.

Courses offering a Wait List, will reflect a Status of \( \text{Wait List} \) in the class search. Once you find a course you want, you can “Select class” to put it in your shopping cart.

To be put on the Wait List for a class, you must select the “Wait list if class is full” option illustrated below. Then select “Next”.

Updated June 8, 2014
You will receive confirmation that the course has been added to your shopping cart. You will need to click on “Proceed to Step 2 of 3” where you will be asked to confirm.

Confirm your class by selecting “Finish Enrolling”. This will then add you to the Wait List as selected.

View Results to check whether your request was successful or not. If successfully enrolled on the Wait List you will receive a message indicating your position on the waitlist and the Status will reflect a ✔ to indicate success.

To view courses you have added to Wait List, click on view “My Class Schedule”.

Be sure to check the “Show Waitlisted Classes” and select ✔️. This will show you the results you have requested. The status for Wait List course will have Status “Waiting” and will indicate what position you are on the Wait List (i.e. Position #1).
To Drop from Waitlist for a Class:

Click on the Enroll/Add/Drop Class link in Student Center.

Click on the Drop Tab and choose the semester and click continue.

Choose the class to be dropped and submit “Dropped Selected Classes”.

Confirm the dropped class by reviewing schedule and clicking.

Verify the Waitlisted course has successfully been dropped from your schedule.
Swapping and Waitlisting:
Swapping onto a Wait List is a feature for students who are already enrolled in a course, but would like to "wait" to see if they can get into a different one (maybe the same course, but a different section). When using the swap, the process will automatically drop the "enrolled course" and enroll you in the "waitlisted" course you have selected, if a seat becomes available, and your position on the waitlist qualifies you to be able to be enrolled in the class.

Sample Scenario:
You are already enrolled in for HIST 2610.001, however you prefer to take PSCI 2300.003. PSCI 2300.003 is currently closed, but offers a Wait List. You could us the Swap feature to get on the wait list for PSCI 2300.003. If a seat opens up and you are next on the Wait List for PSCI 2300.003, then you will automatically be registered in the PSCI 2300.003 course and dropped from the HIST 2610.001 course.

Click on the Enroll/Add/Drop Class link in Student Center.

Choose Swap tab and then select the course you would want to swap out of.
**You can only swap out of a course you are enrolled in.

Swap a Class
1. Select a class to swap

To complete the swap for Wait List, select a course you want to swap into the Wait List. You can use the same options to select the course as used when Adding to Waitlist.

Swap a Class
2. Confirm your selection

Confirm your selections and finish by selecting “Finish Swapping”.
You can review results by selecting “My Class Schedule” and including “Show Waitlisted Classes”.

Updated: June 8, 2014
TRANSCRIPT INFORMATION: A student can access/print their unofficial UNT transcript by using the drop-down box under Academics. Choose Unofficial Transcript and click the >> option.

The Academic Institution is University of North Texas and the Report Type is UNT Unofficial EIS Transcript. Click Go.

Your unofficial UNT transcript will generate and you may click File then Print from your toolbar.
TRANSFER CREDIT PAGE: The transfer credit page summarizes all the transfer credit a student has earned and its source.

<table>
<thead>
<tr>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modif ID</strong></td>
</tr>
<tr>
<td>Institution</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Plan</td>
</tr>
<tr>
<td>Credit Source Type</td>
</tr>
<tr>
<td>Credit Source Institution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Incoming Course</th>
<th>Units</th>
<th>Grade</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 Fall</td>
<td>DWI001 READ 0306</td>
<td>3.00</td>
<td>TF</td>
<td>Posted</td>
<td>TRAN 99990T02</td>
<td>0.00</td>
<td>TF</td>
<td></td>
</tr>
<tr>
<td>2009 Fall</td>
<td>DWI002 SOCI 1301</td>
<td>3.00</td>
<td>TF</td>
<td>Posted</td>
<td>SOCI 1510</td>
<td>0.00</td>
<td>TF</td>
<td></td>
</tr>
<tr>
<td>2009 Fall</td>
<td>DWI002 ENGL 0320</td>
<td>3.00</td>
<td>TF</td>
<td>Posted</td>
<td>ENGL 99990T01</td>
<td>0.00</td>
<td>TF</td>
<td></td>
</tr>
<tr>
<td>2009 Fall</td>
<td>DWI004 MATH 1314</td>
<td>2.00</td>
<td>TW</td>
<td>Posted</td>
<td>MATH 1100</td>
<td>0.00</td>
<td>TW</td>
<td></td>
</tr>
<tr>
<td>2009 Fall</td>
<td>DWI005 ENGL 1391</td>
<td>3.00</td>
<td>TF</td>
<td>Posted</td>
<td>ENGL 1310</td>
<td>0.00</td>
<td>TF</td>
<td></td>
</tr>
</tbody>
</table>

Test Credits

No test credits found.

Other Credits

No other credits found.
FINANCES PAGE: The Finance page displays all financial data related to tuition and fees.

Click on the Account Inquiry to view your account summary, due charges, completed payments, pending financial aid or to complete a payment.

Account Summary

<table>
<thead>
<tr>
<th>Campus</th>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Pending Payments</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of North Texas</td>
<td>2010 Spring</td>
<td>1,629.51</td>
<td></td>
<td></td>
<td>8,424.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1,629.51</td>
<td></td>
<td></td>
<td>8,424.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Payment History

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment Type</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/2009</td>
<td>Fed Pell Grant</td>
<td>2,450.00</td>
</tr>
<tr>
<td>09/25/2009</td>
<td>Fed Direct Stafford Sub Loan</td>
<td>2,239.02</td>
</tr>
<tr>
<td>08/18/2009</td>
<td>UNT Tuition Grant</td>
<td>750.00</td>
</tr>
<tr>
<td>08/15/2009</td>
<td>Fed Direct Stafford Unsub Loan</td>
<td>2,333.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8,424.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Pending Financial Aid

<table>
<thead>
<tr>
<th>Award</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Pell Grant</td>
<td>2010 Spring</td>
<td>2,450.00</td>
</tr>
<tr>
<td>UNT Tuition Grant</td>
<td>2010 Spring</td>
<td>750.00</td>
</tr>
<tr>
<td>Fed Direct Stafford Unsub Loan</td>
<td>2010</td>
<td>2,333.00</td>
</tr>
<tr>
<td>Fed Direct Stafford Sub Loan</td>
<td>2010 Spring</td>
<td>2,333.00</td>
</tr>
<tr>
<td>Total Pending Financial Aid for this view</td>
<td></td>
<td>8,424.00</td>
</tr>
</tbody>
</table>
➢ To Complete a Payment:

**Make a Payment**

1. **Specify Payment Details**

   - Click on Pay Bill.
   - Click on Make Payment.

   Enter Payment Amount, Select Payment Method and click Continue.

**Message Board**

Welcome to the QuikPAY™ system. Through QuikPAY™, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.
PERSONAL INFORMATION: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, a variety of information can be viewed: Student ID number, Date of Birth, Social Security number.

- A student can update their address information by clicking on the Addresses link.
  - Click on the button next to the address to change.
  - Update the information and click OK.

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose the type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

- You will receive a confirmation that your update was successful. Click OK to return to your address screen.

The Save was successful.
• Students can update their phone numbers choosing the Phone Numbers link.

Student

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Security</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>addresses</td>
<td>names</td>
<td>phone numbers</td>
</tr>
</tbody>
</table>

Demographic Information

ID
Gender
Date of Birth
Birth Country
Birth State
Marital Status
Military Status

• Enter the new number and click \textit{Save}.

Student

For each contact phone number you wish to provide, please enter 10 digits in the following format: 999/999-9999

\textbf{Cellular Phone Number:}

\texttt{940/555-0000}

\checkmark This is the number I prefer you use first
\checkmark You can send me text messages

\textbf{Phone Number where I live locally (or other contact number):}

\texttt{940/555-0000}

\checkmark This is the number I prefer you use first

\checkmark TTY/TDD Enabled

In the event of an emergency on campus, you may be notified via all of the contact phone numbers you provide.