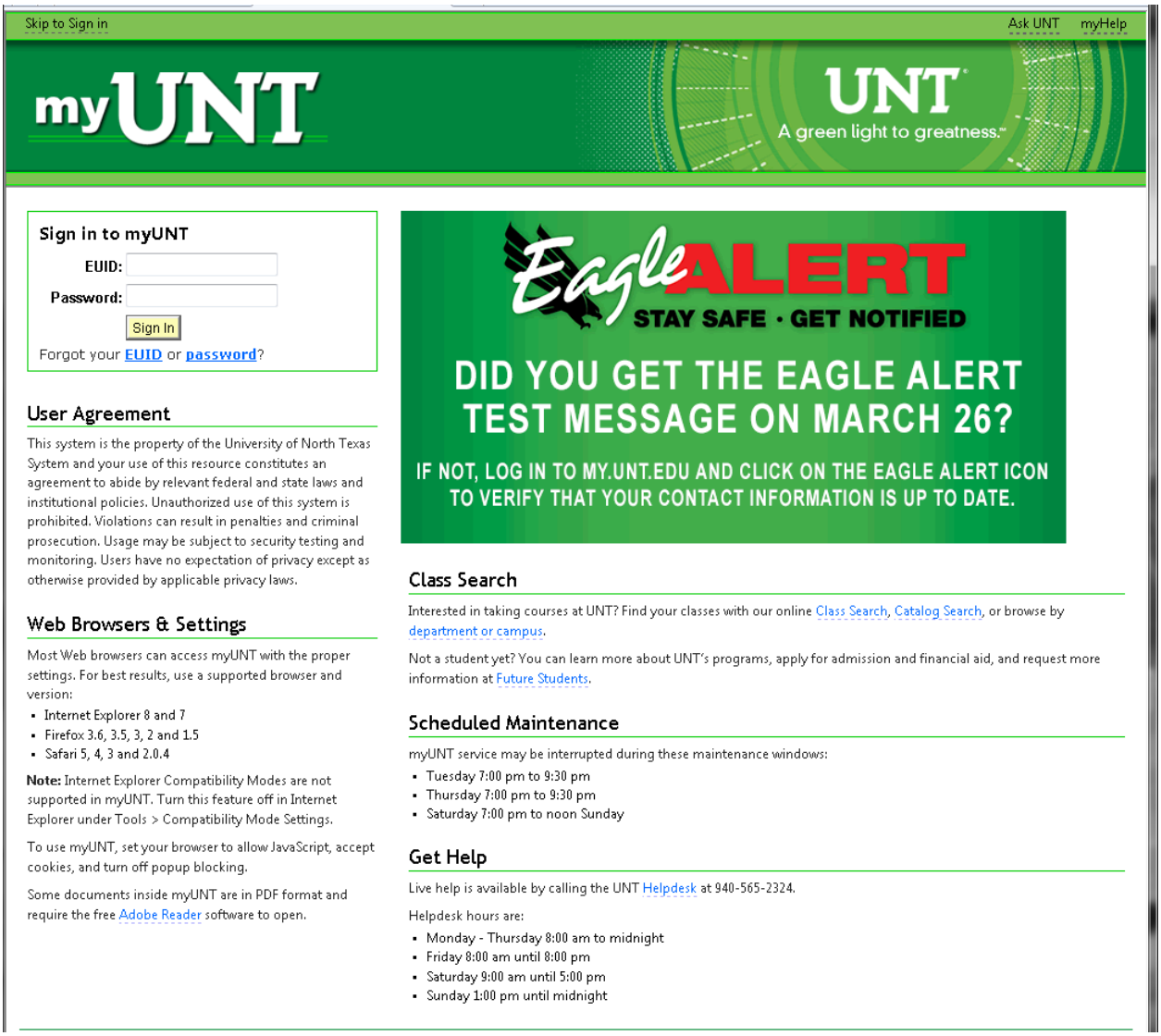
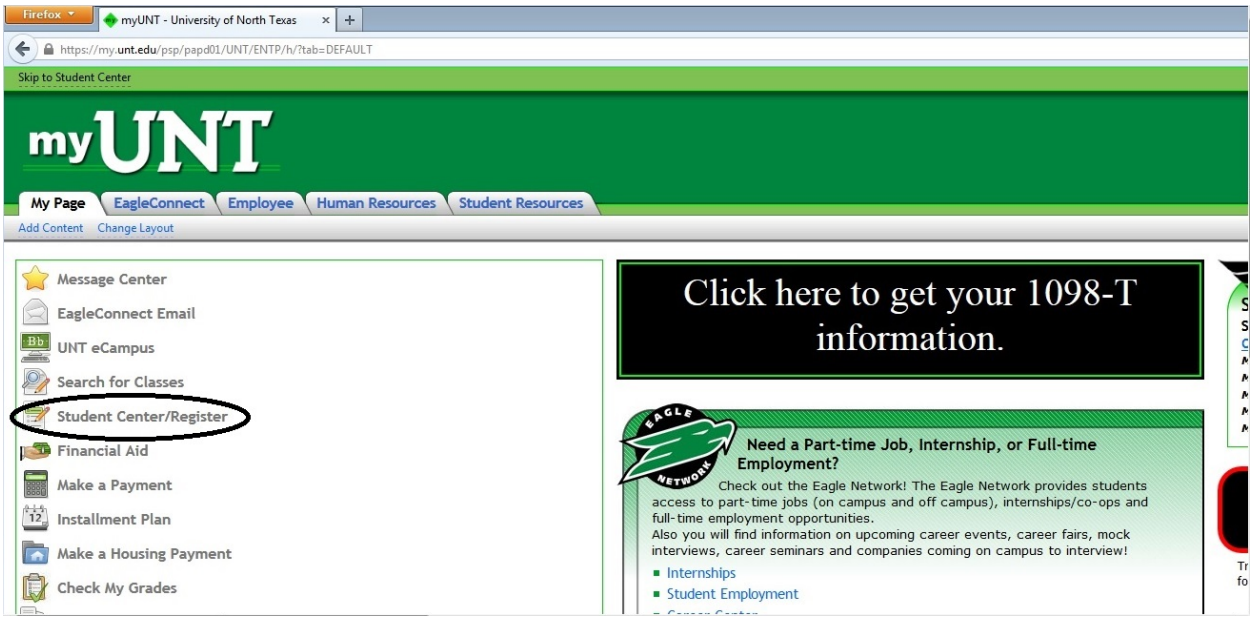
Introduction to the Student Center

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, gpa’s, 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.



Click on the Student Center/Register link



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

The page also has invaluable links to a student's excess hours, TSI and repeated courses.

Scrappy's Student Center

Academics

Search
Enroll/Add/Drop
My Academics
Plan

other academic...

Deadlines | URL | Gradebook

This Week's Schedule

	Class	Schedule
	CPEP 3030-002 CRE (35213)	Room: TBA
	ENGR 1304-001 CRE (34957)	Mo 10:00AM - 10:50AM NTDP F187
	ENGR 1304-301 LAB (34959)	Tu 3:00PM - 6:50PM NTDP F187
	ENGR 2060-004 CRE (40809)	Internet Course
	ENGR 2060-304 LAB (37879)	Fr 9:00AM - 11:50AM NTDP F185
	MILS 1141-001 CRE (15963)	Th 12:30PM - 1:20PM Wh 317

weekly schedule
enrollment shopping cart

Finances and Financial Aid

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards

other financial...

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

make a payment

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal...

Contact Information

Home Address
None

Mailing Address
123 Ave Z
Anytown, TX 01234

Main Phone number
940/555-0000

Campus Email
nobody@unt.edu

Admissions

Register for Orientation

You do not have any pending applications at this time.

SEARCH FOR CLASSES

Holds

Advising Required

details

To Do List

FAFSA Application 09-10
Independent Verification 08-09
SAP Max Credit Hours Warning
Summer Application 09

details

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2010 Spring Regular Academic Session session on November 6, 2009.

details

Advisor

Program Advisor
None Assigned

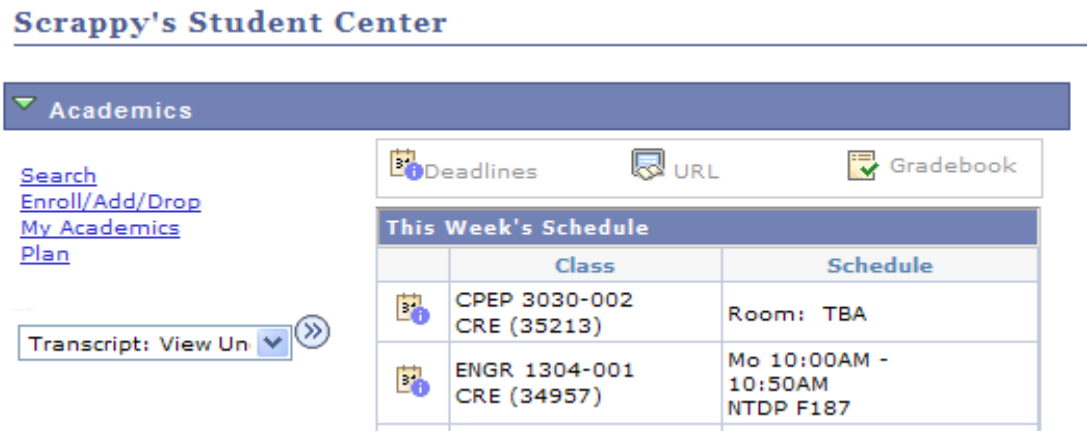
Student Center Help

UNT Help Page
UNTHSC Help Page

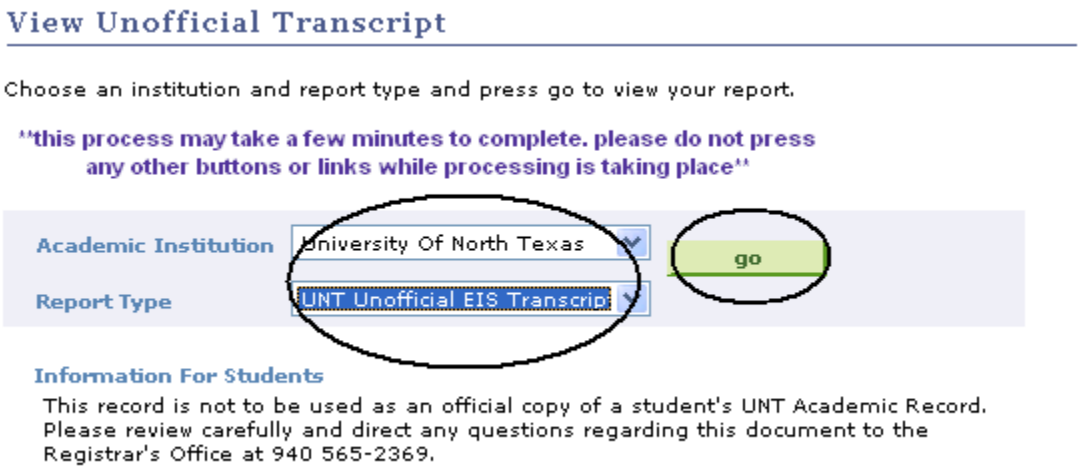
Undergrad Student Info

Excess Hours
Repeat Courses
TSI

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.



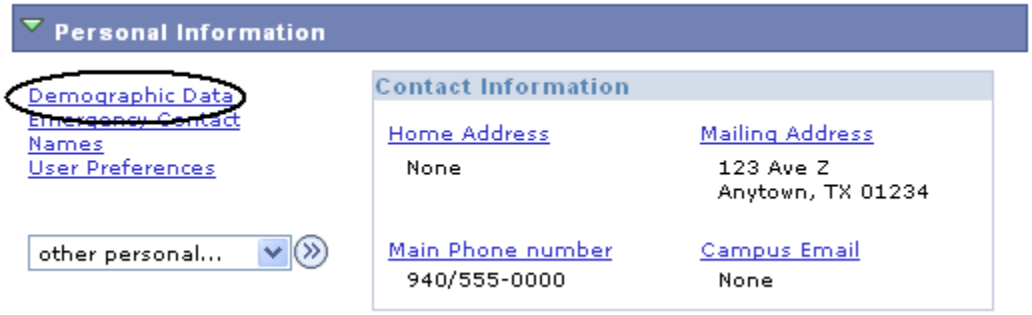
The Academic Institution is University of North Texas and the Report Type is UNT Unofficial EIS Transcript. Click Go.



Your unofficial UNT transcript will pull up and you can click File then Print from your toolbar.

PERSONAL INFORMATION PAGE: The personal information page allows the student to view and update various student data.

By clicking on the Demographic Data link, various information can be viewed. Student ID number, DOB, Social Security number.



Demographic Information

ID	[redacted]
Gender	Male
Date of Birth	[redacted]
Birth Country	United States
Birth State	Texas
Marital Status	Unknown
Military Status	

National Identification Number

Country	National ID Type	National ID
United States	SSN	[redacted]

Citizenship Information

Description	Native	**Country**	United States

Driver's License

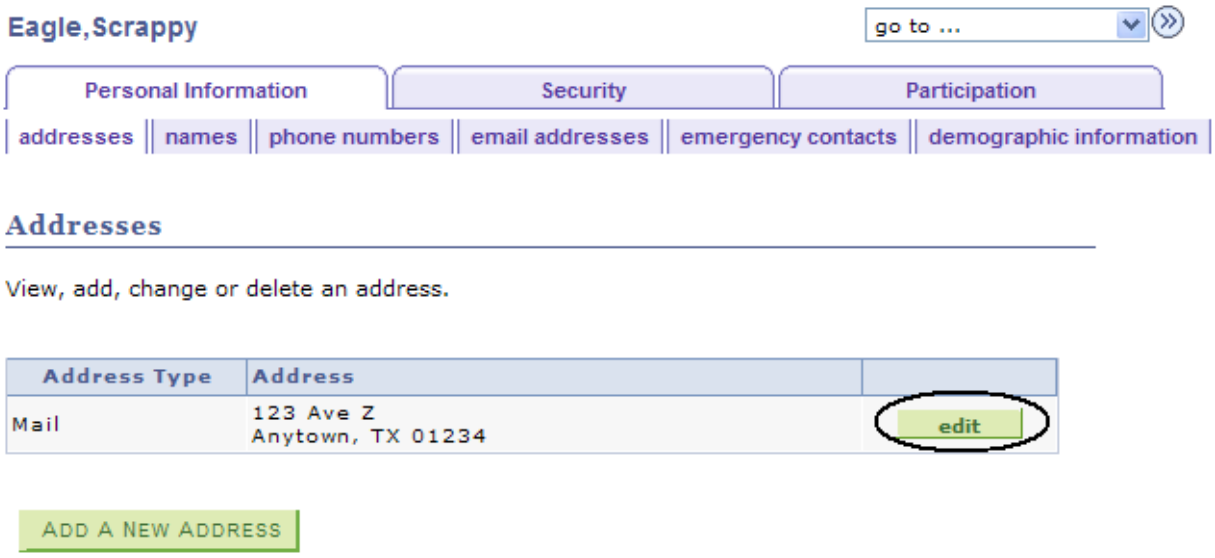
License #	[redacted]	**Country**	United States	**State**	TX

Visa or Permit Data

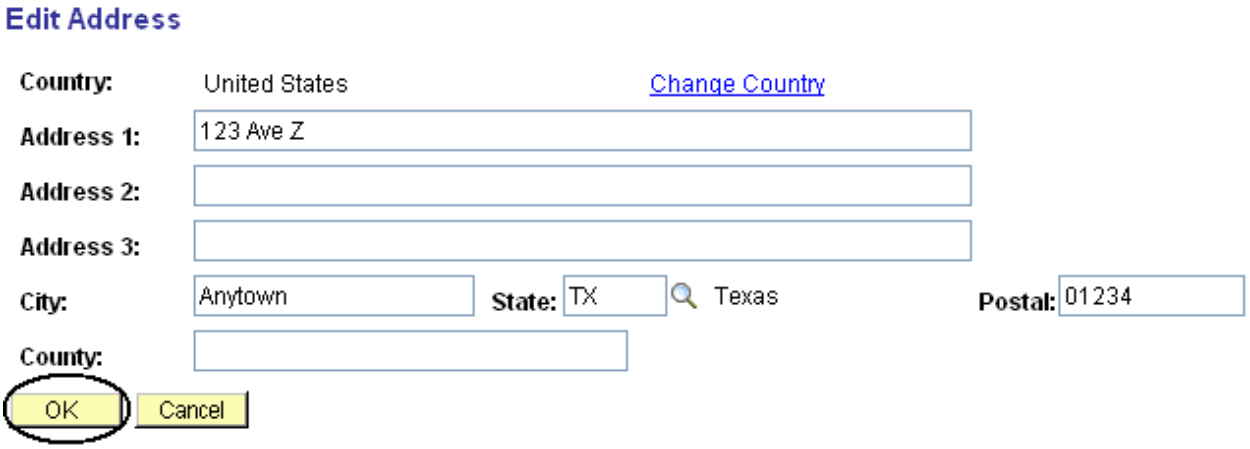
***Type**	
Country	

A student can update their address information by clicking on the Addresses link

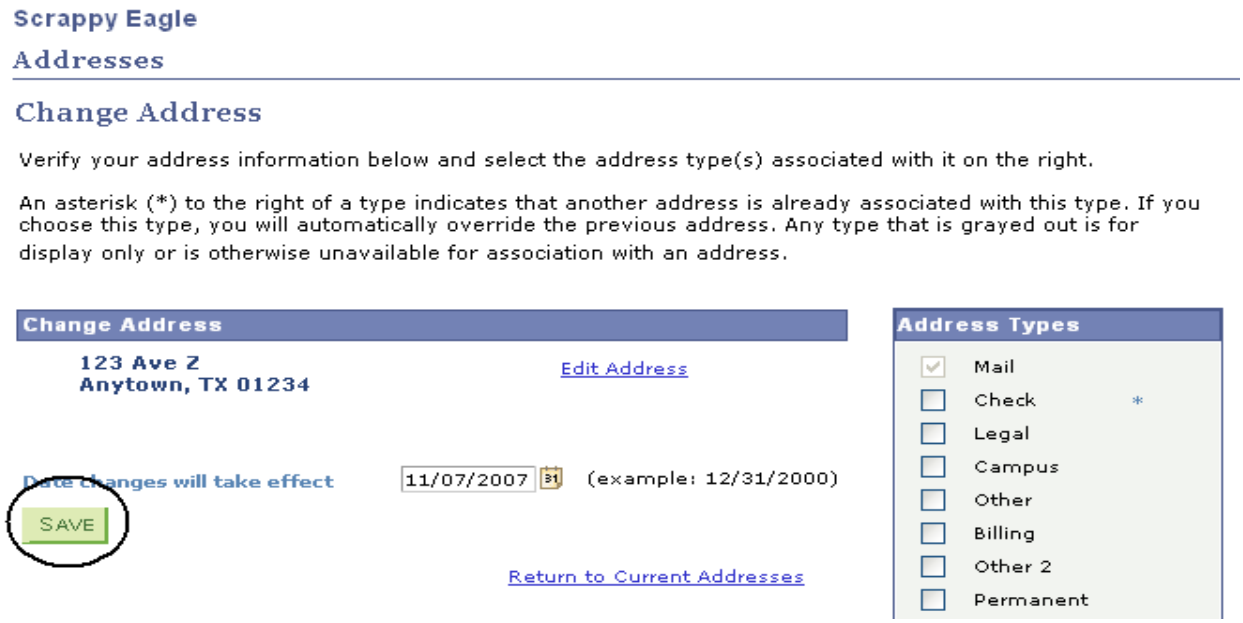
1. **Click on the** edit **button next to the address to change.**



2. **Update the information and click** OK

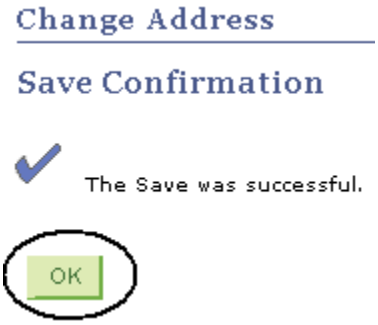


3. **Click**

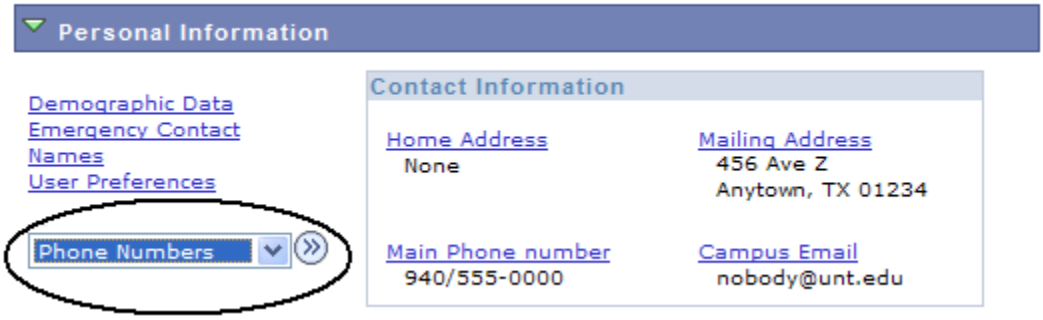


4. **You will receive a confirmation that your update was successful. Click**

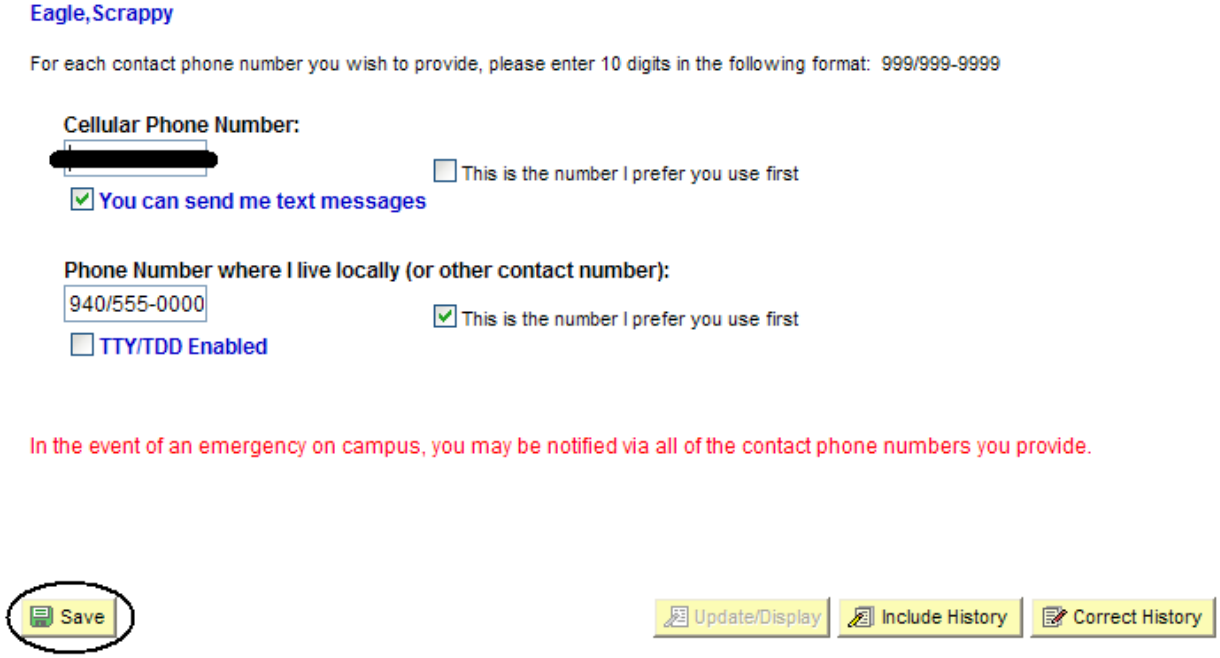
to return to your address screen.



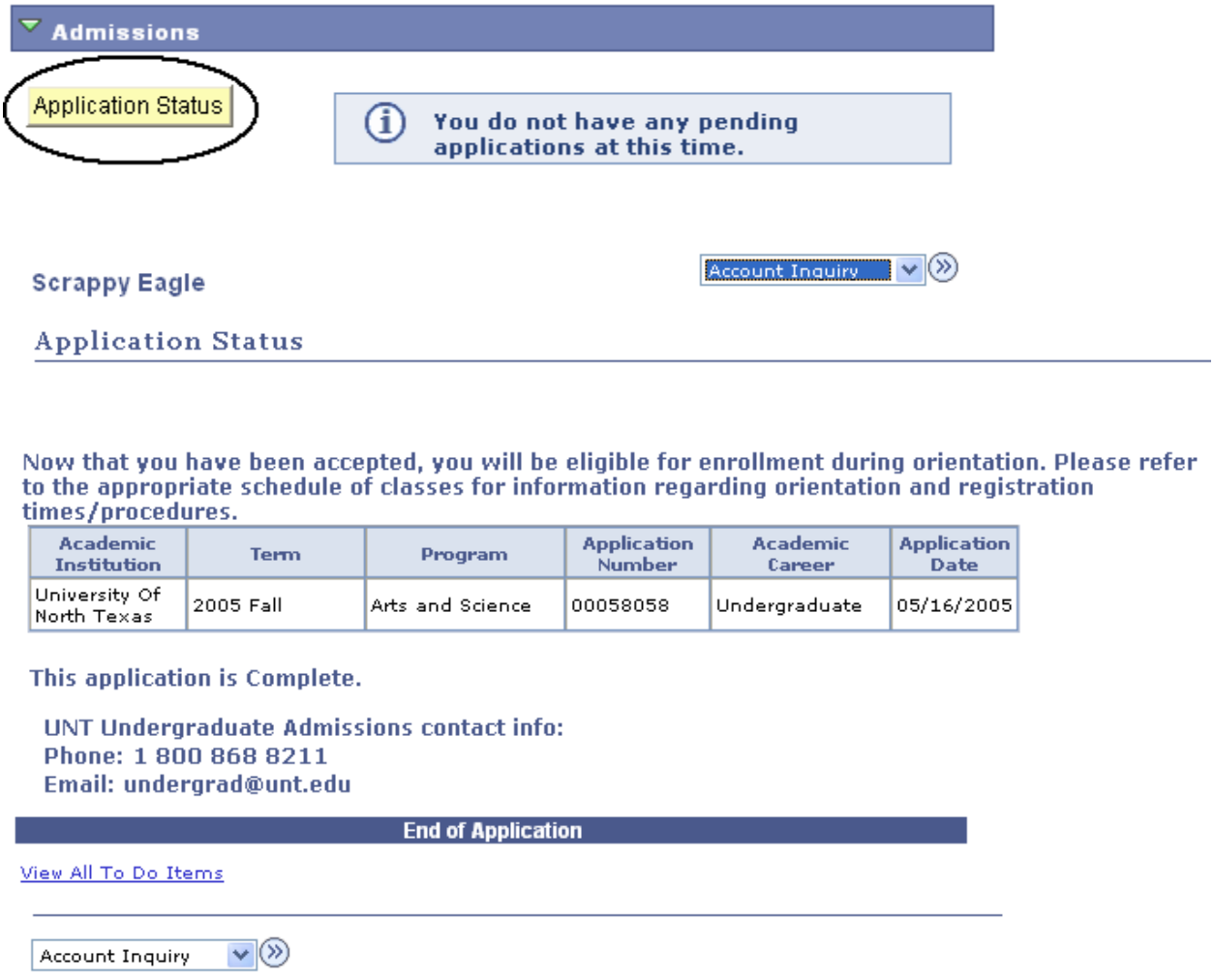
Students can update their phone numbers choosing the Phone Numbers link.



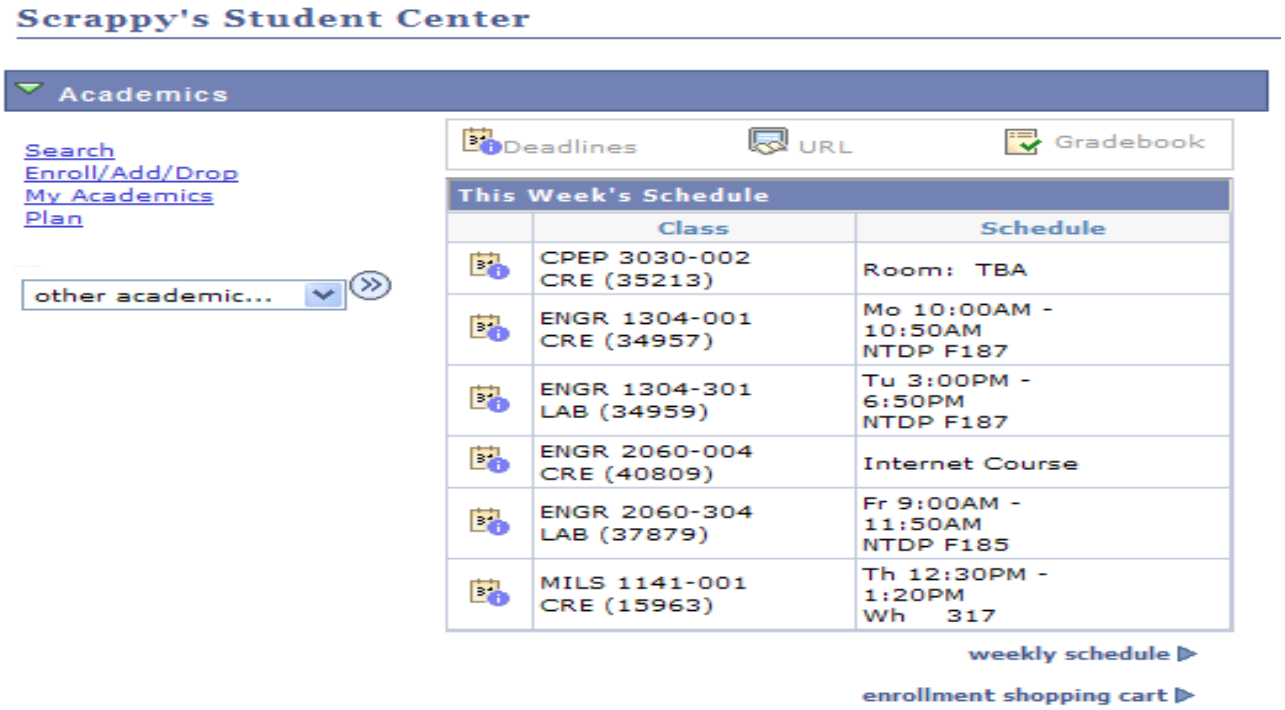
Enter the new number and click SAVE



ADMISSIONS PAGE: The Admissions page lists all pertinent admission application data, including career, program and plan a student is applying and the application status. It also summarizes an applicant's admission progression, external education and test summary.

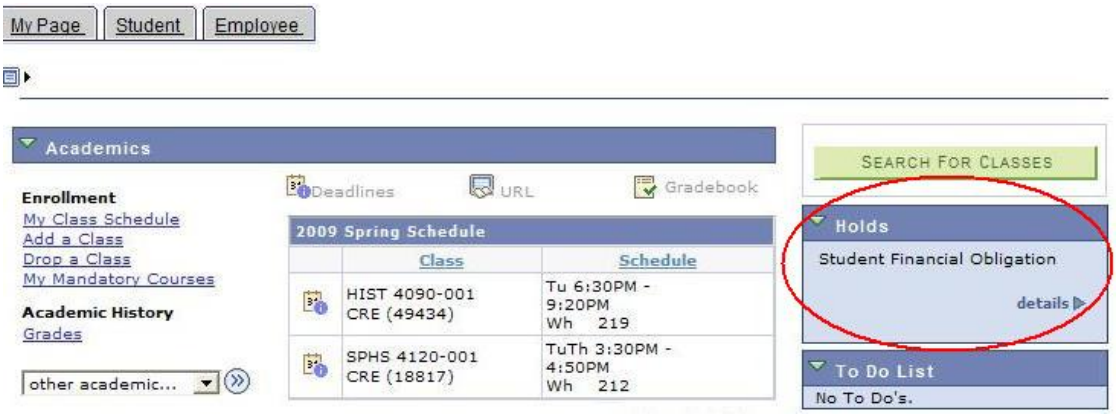


ACADEMIC INFORMATION PAGE: Academic information lists student class schedules, mandatory courses, grades, unofficial transcript, holds as well as where the student will register for classes. Click on the appropriate link for the needed information.



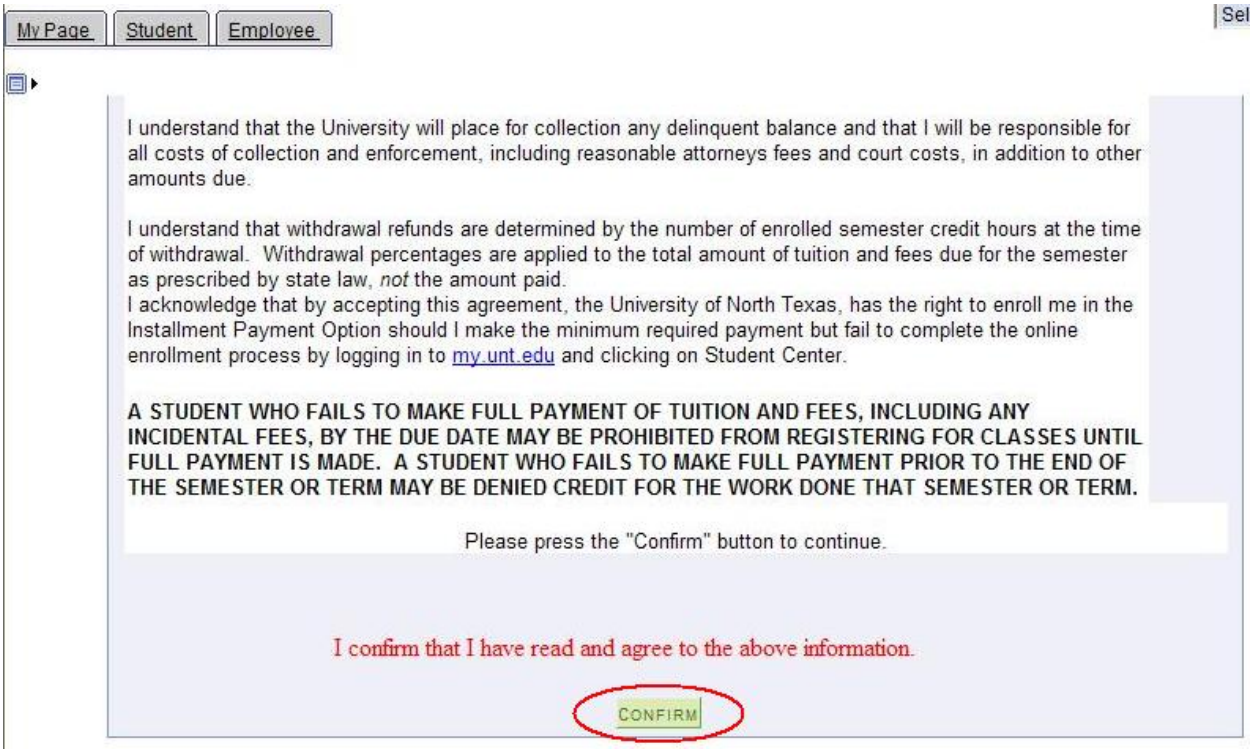
To Clear the Student Financial Obligation Hold

Check your holds. Depending on your resolution, you may need to scroll over to the right**.** Your holds should be listed in the blue box. Click on "details" for more information**.**

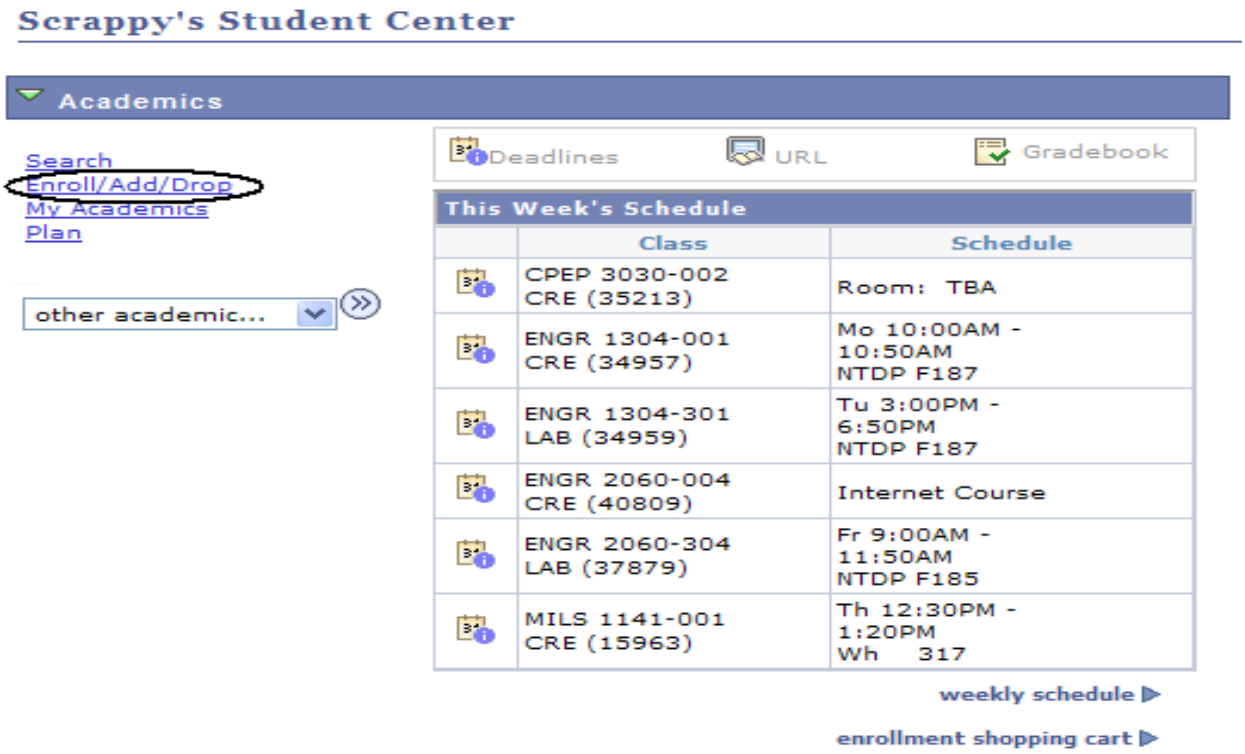


Click "remove hold" link. (note that if there were other holds, you would be able to see them all here along with who you should contact in order to remove them, if applicable)

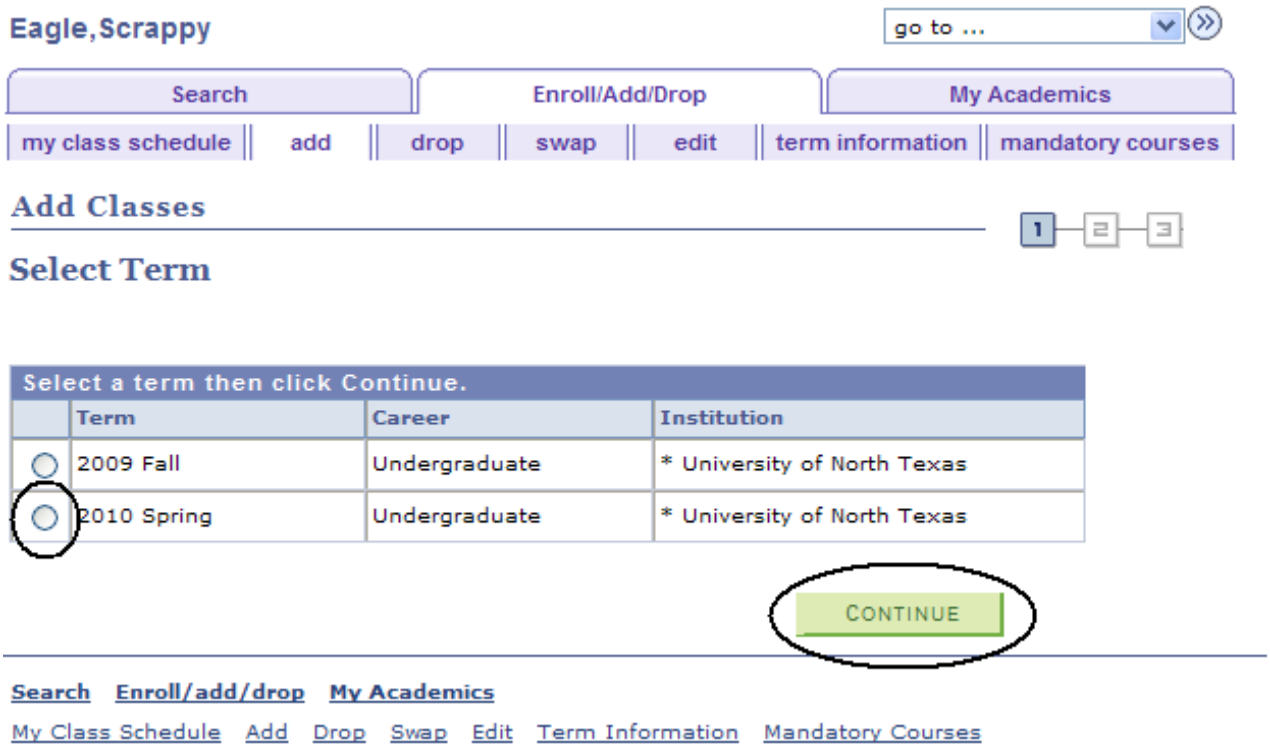
Read the statement and press the "confirm" button.



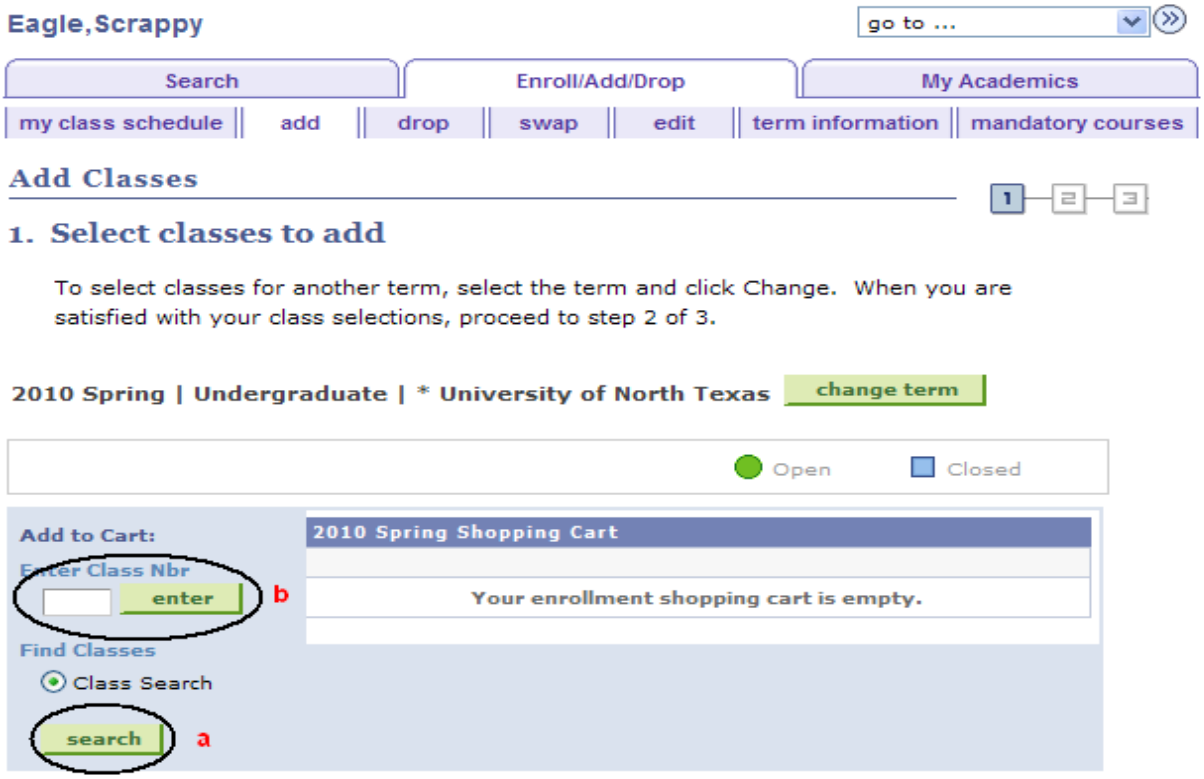
A. To Register for Classes click on the Enroll/Add/Drop a Class link.

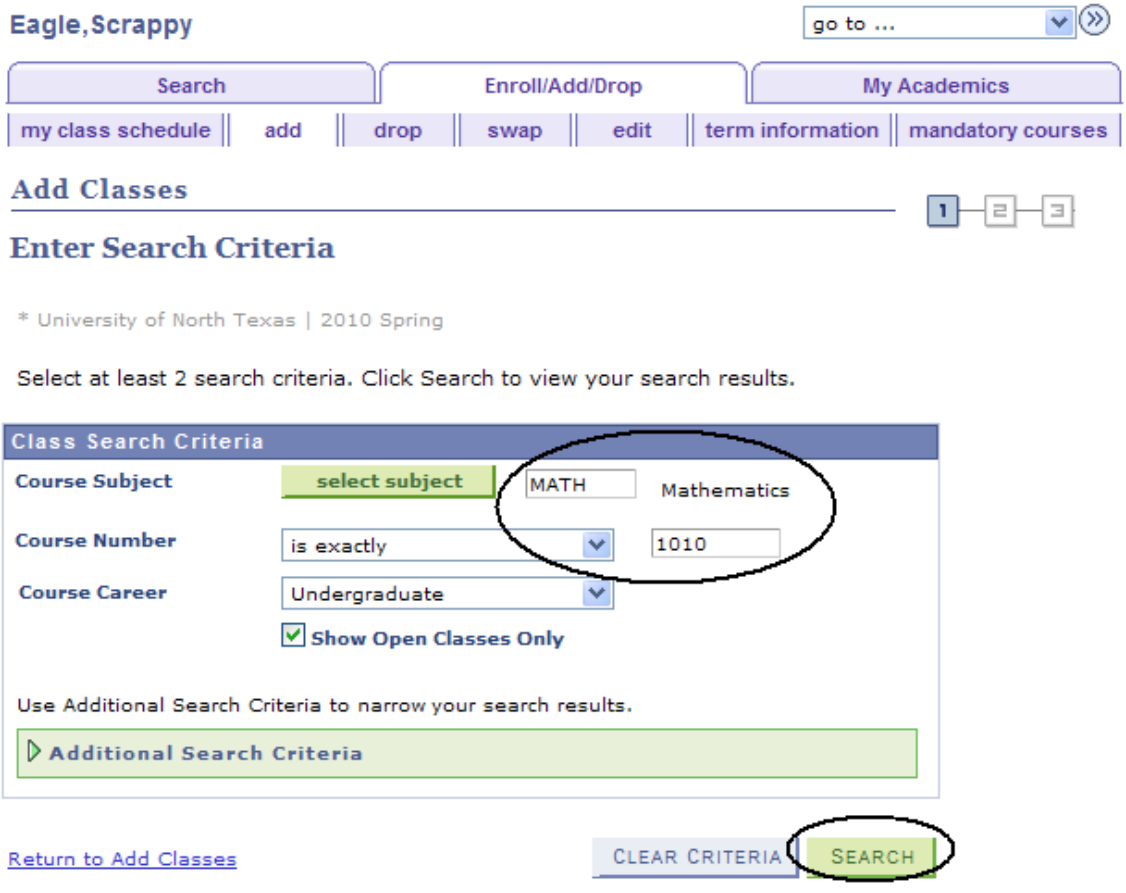


1. Choose the semester and click continue

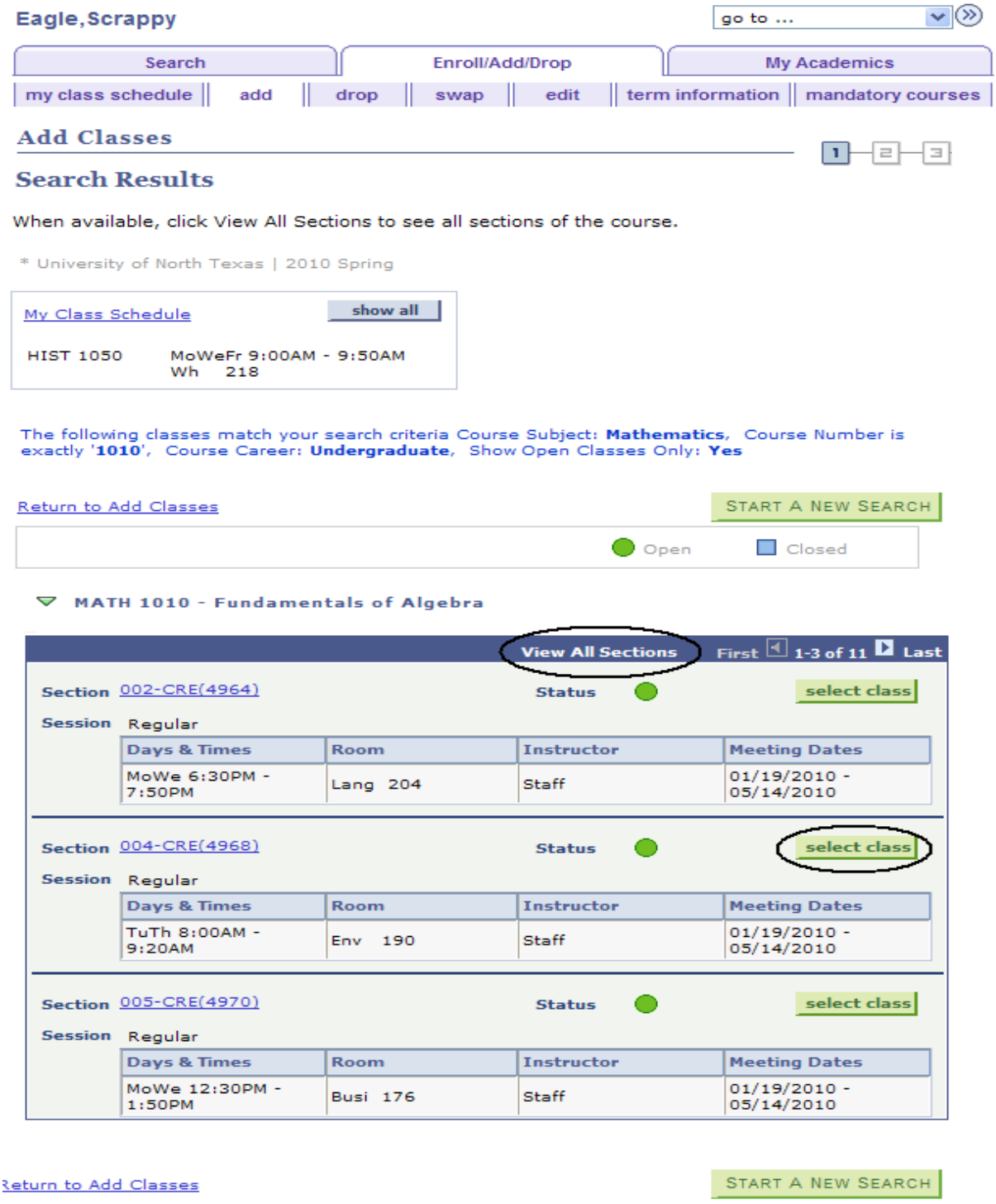


2. Add classes by using a) the class search function or b) entering the class number.

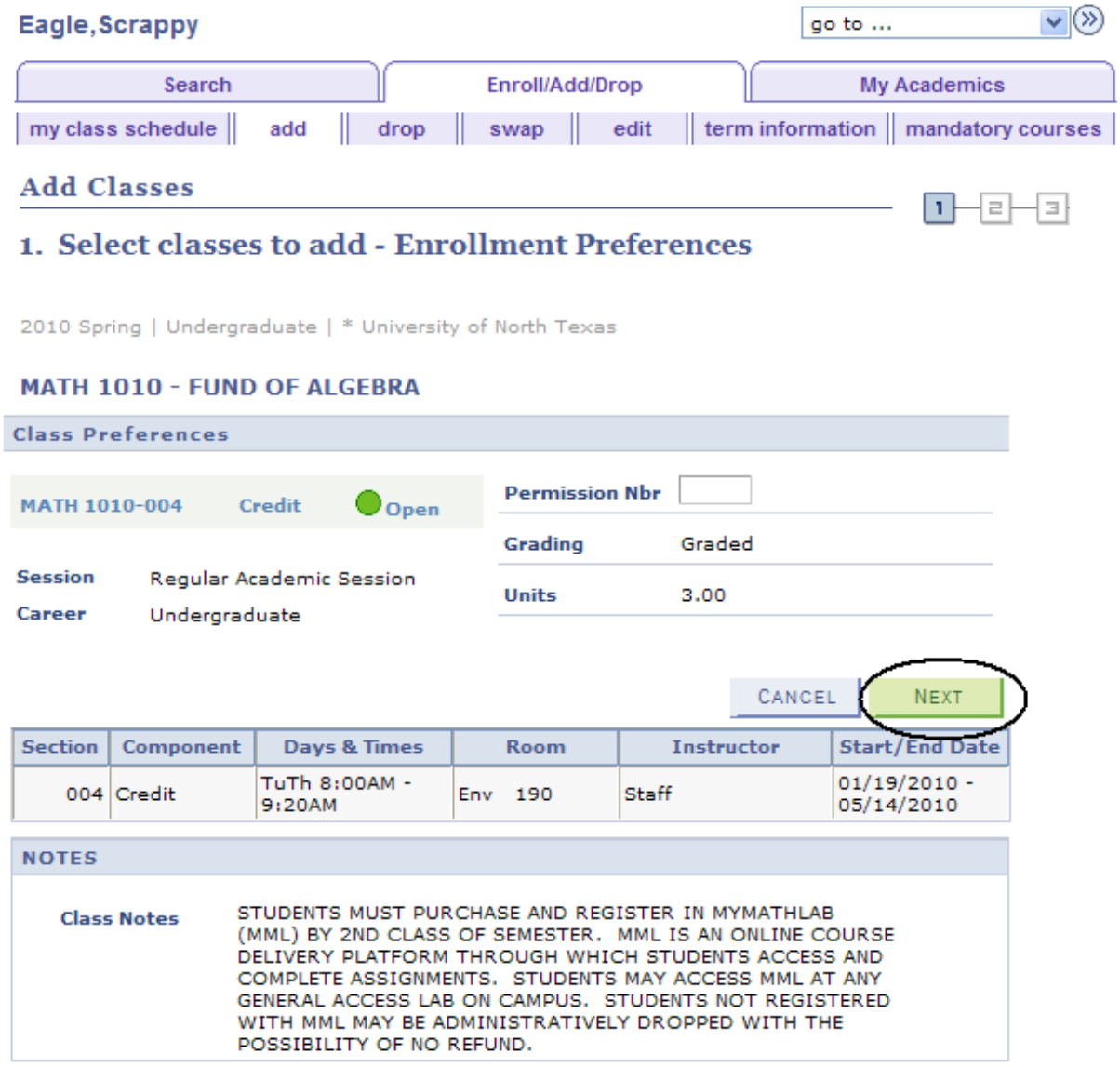




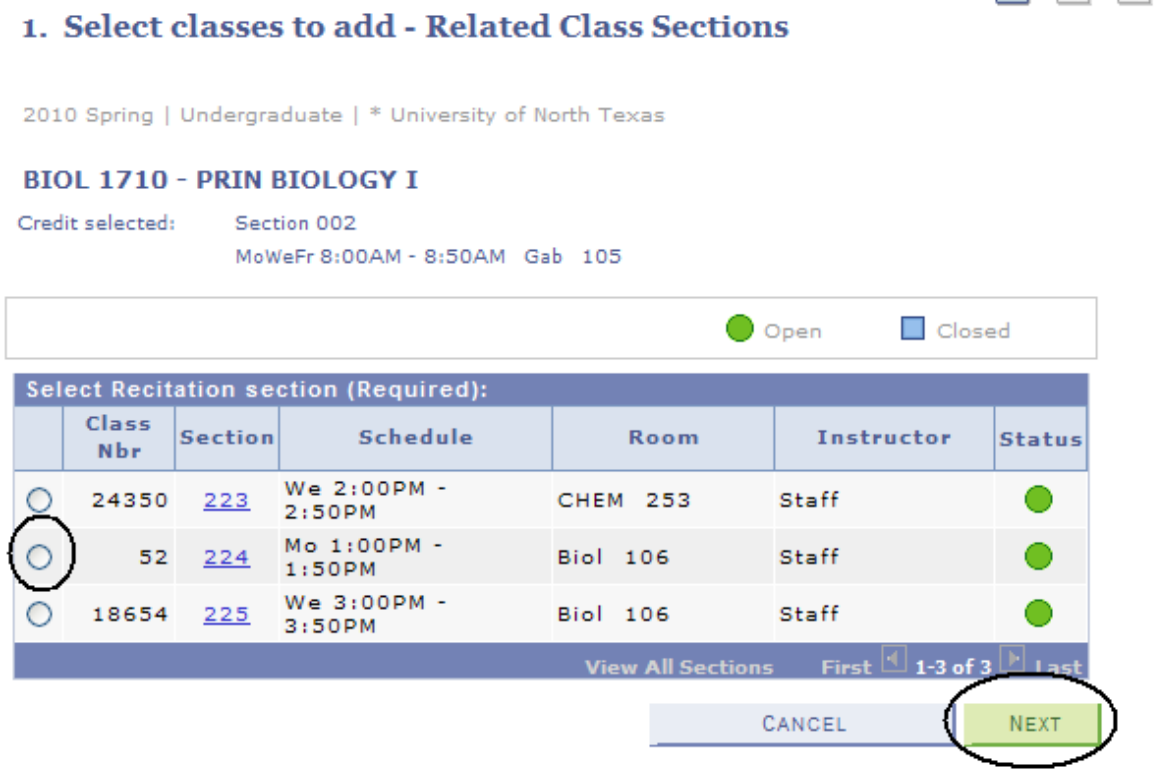
3. Click View All to see all sections. Select the class to put in your shopping cart.



4. If a permission number is required, the system will not continue without it. If a permission number in not required, click NEXT

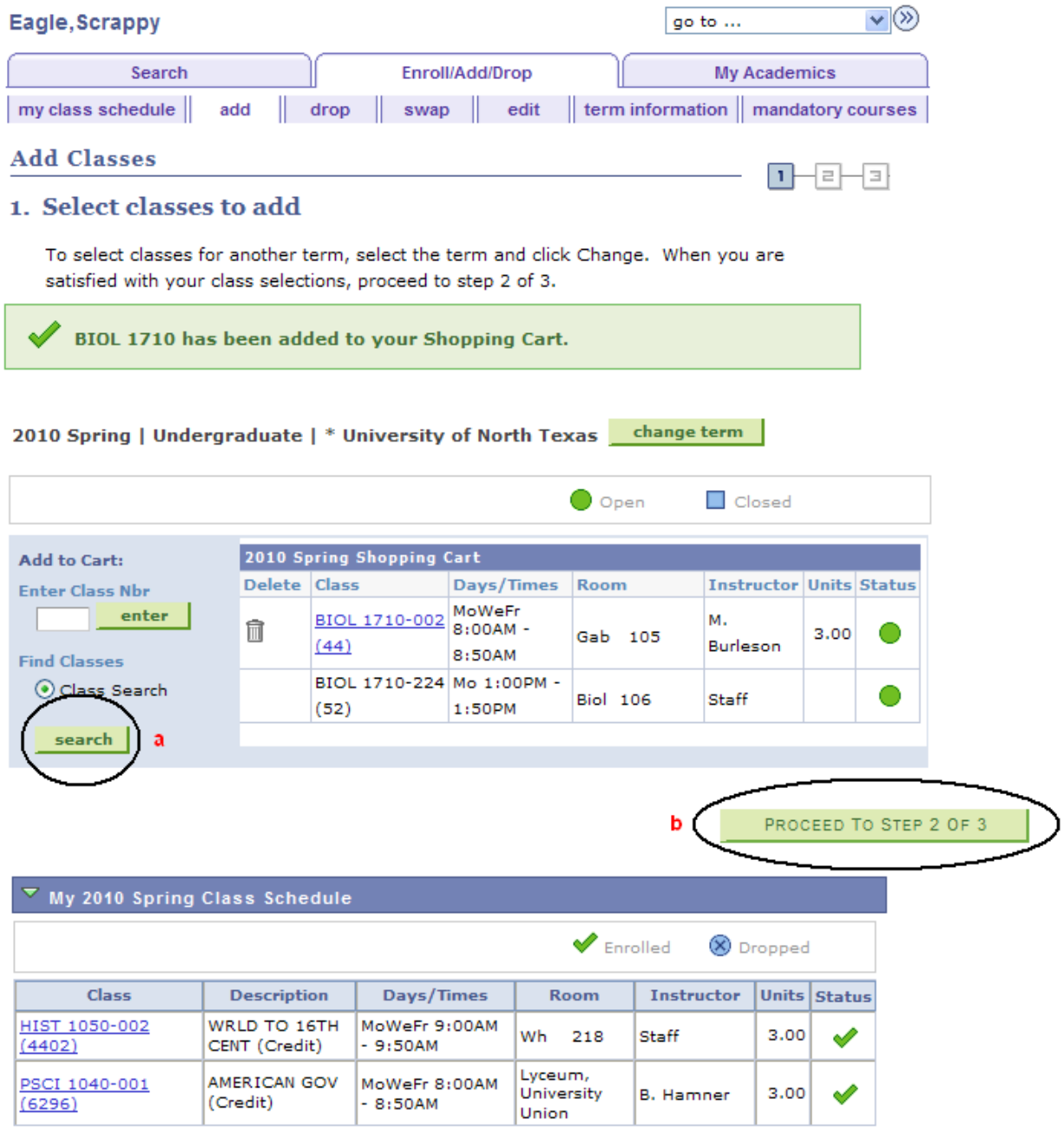


5. Choose a Related component (lab or recitation) if necessary and click NEXT

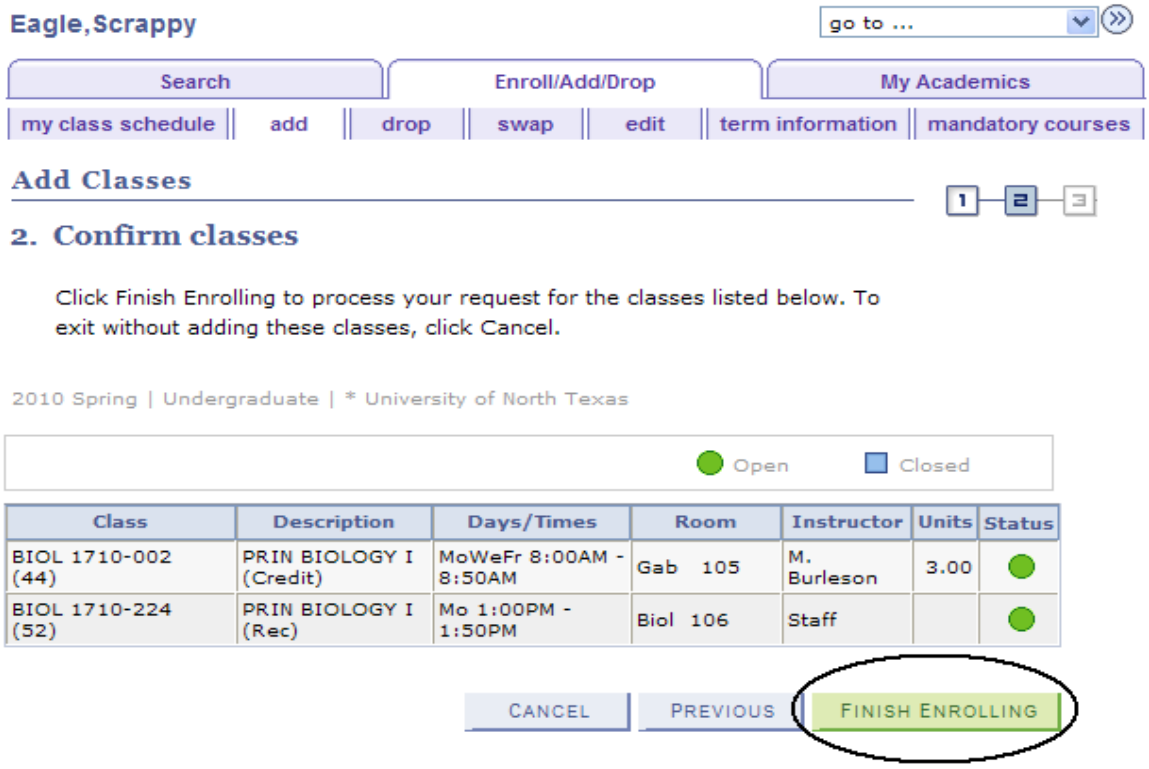


THE CLASS HAS NOW BEEN ADDED TO YOUR SHOPPING CART ONLY.

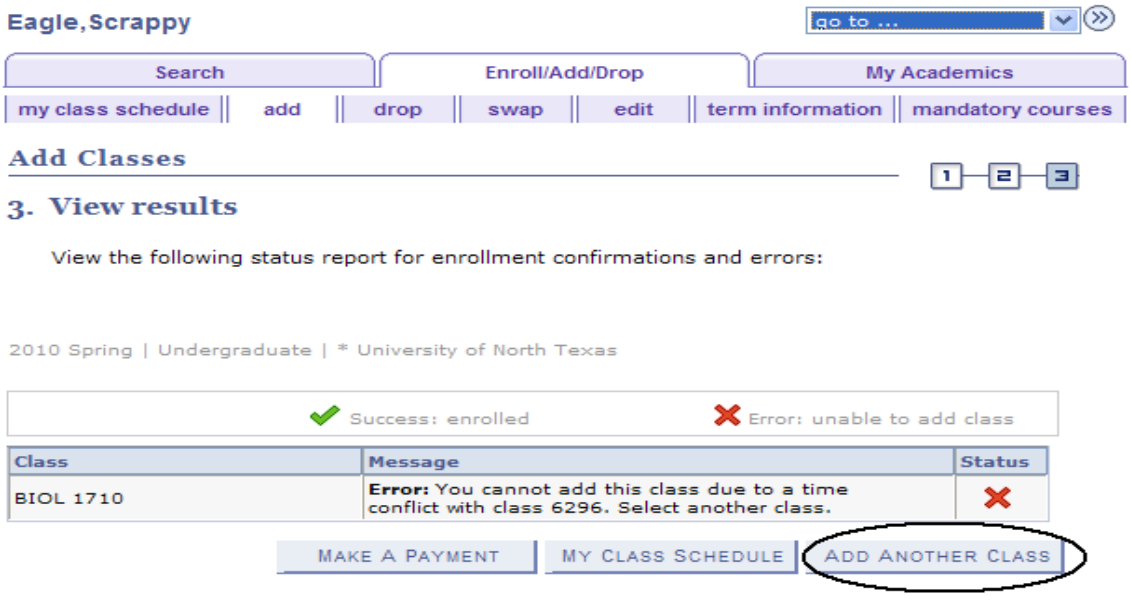
Continue to put classes in your shopping cart (a) and when you are satisfied with your selections, proceed to step 2 of 3 (b).



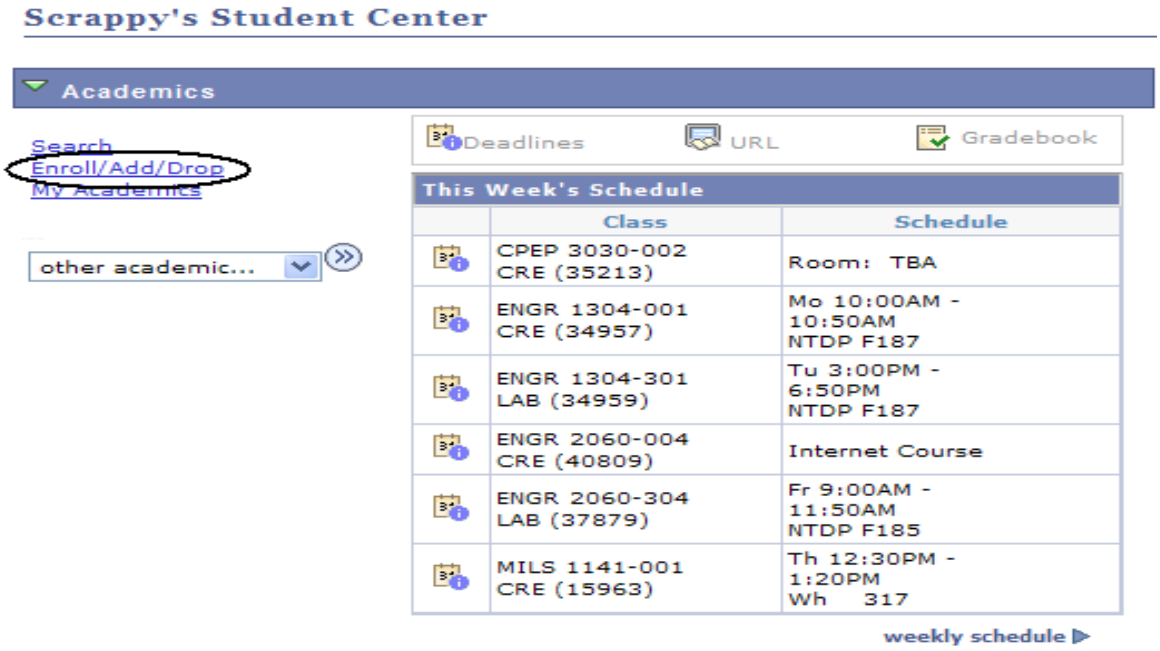
6. Click FINISH ENROLLING **to process your request.**



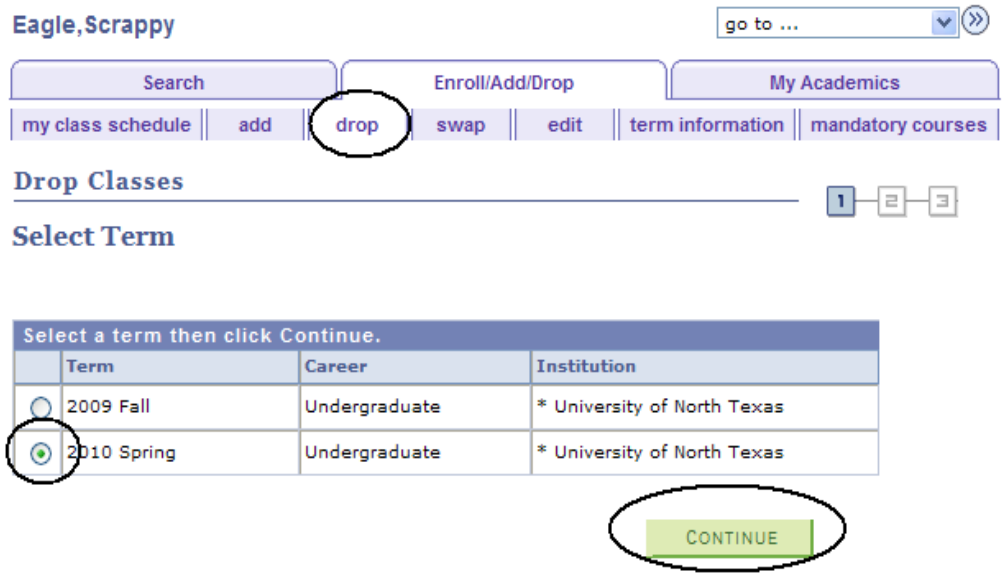
Review and correct any errors that may have occurred in your registration by clicking on add another class



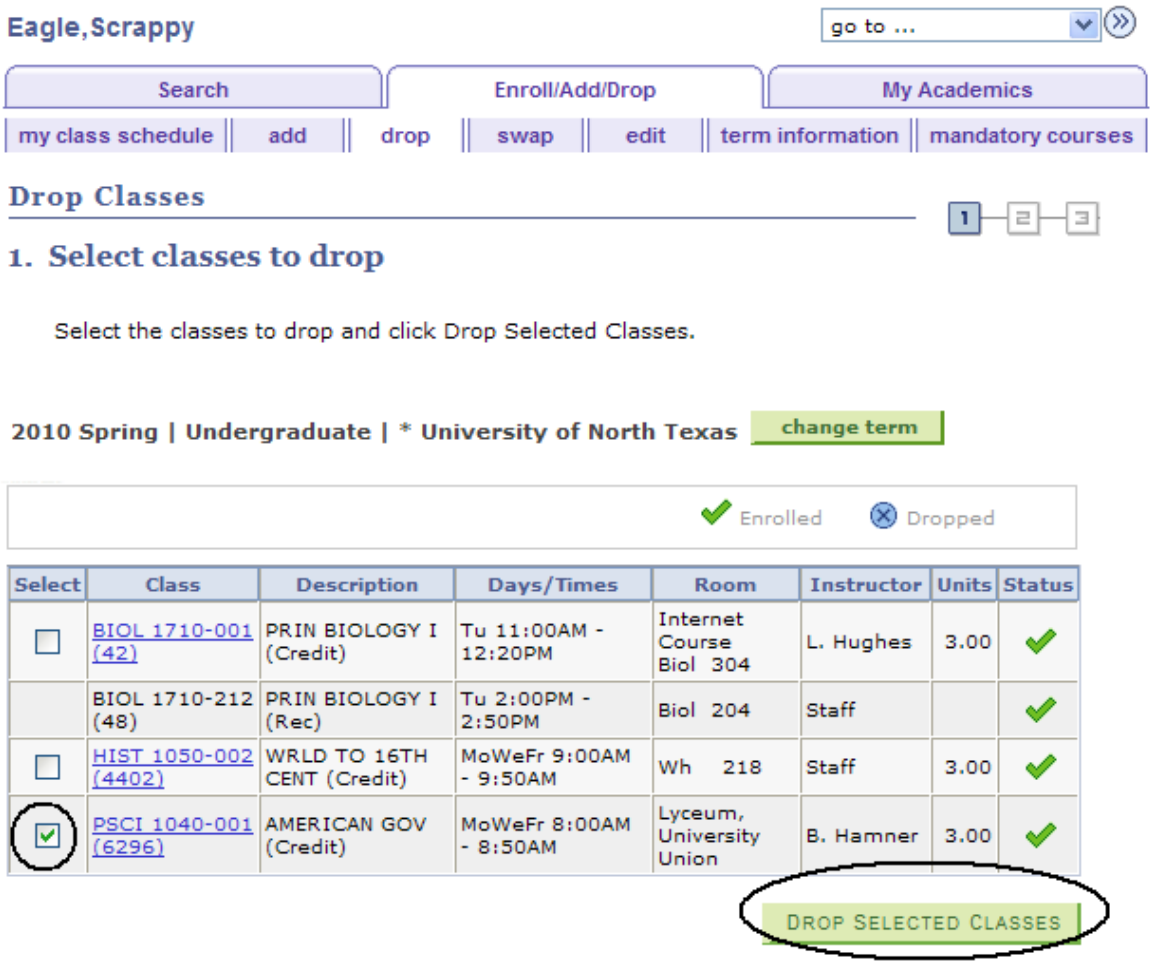
B. To drop class(es) from schedule, click on the Enroll/Add/Drop Class link.



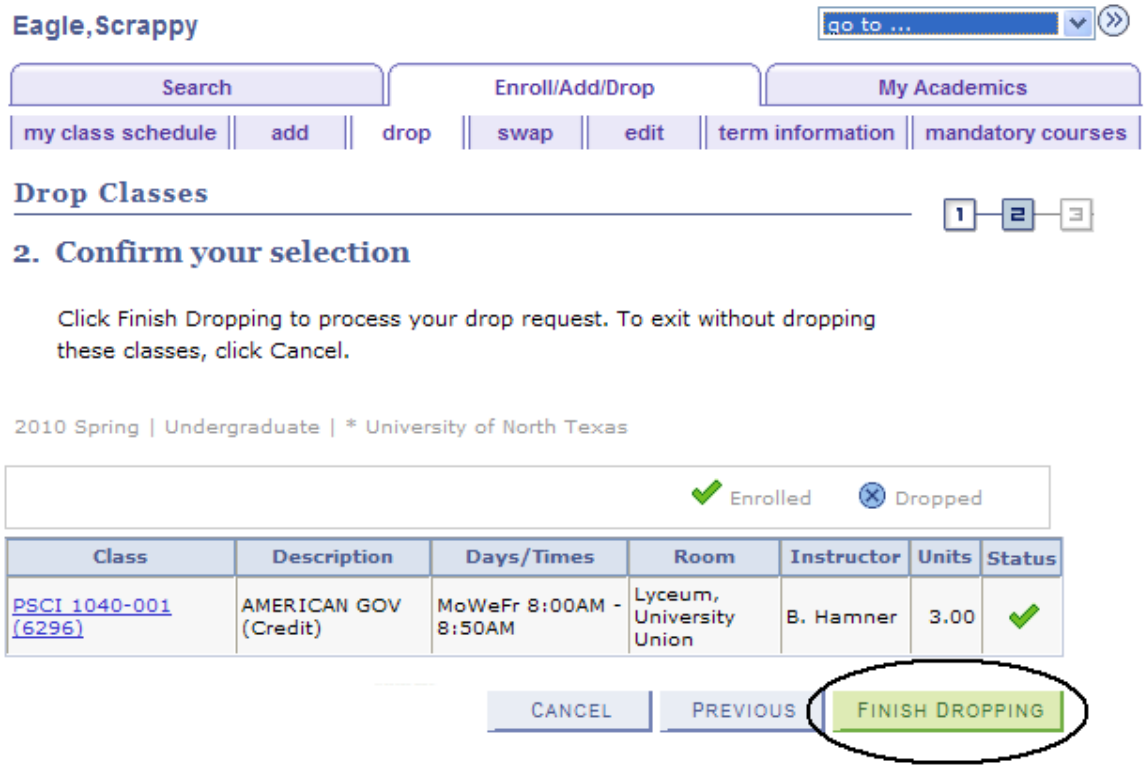
1. Click on the Drop Tab, choose the semester and click CONTINUE



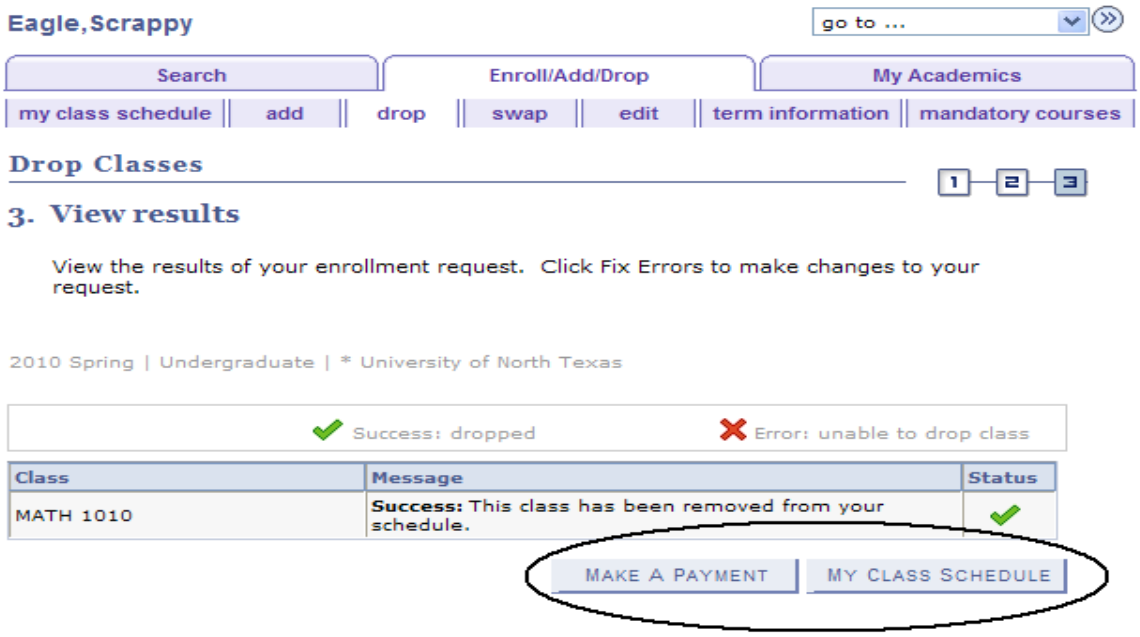
2. Choose the class to be dropped and click DROP SELECTED CLASSES



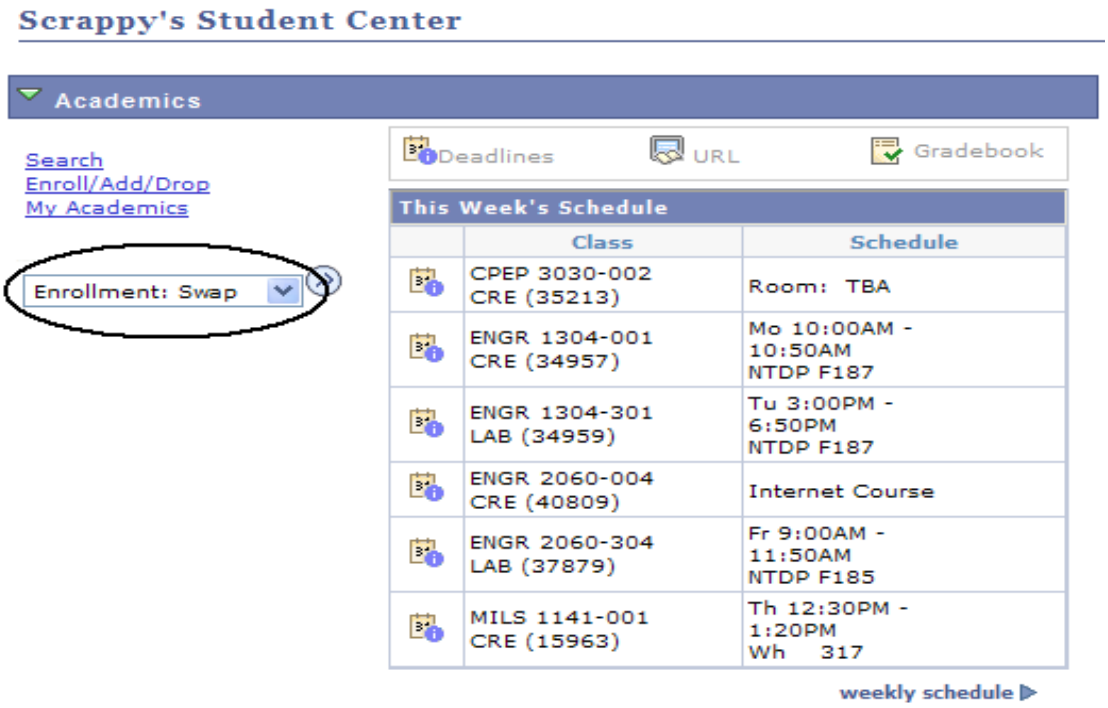
3. Confirm the dropped class by reviewing schedule and clicking FINISH DROPPING



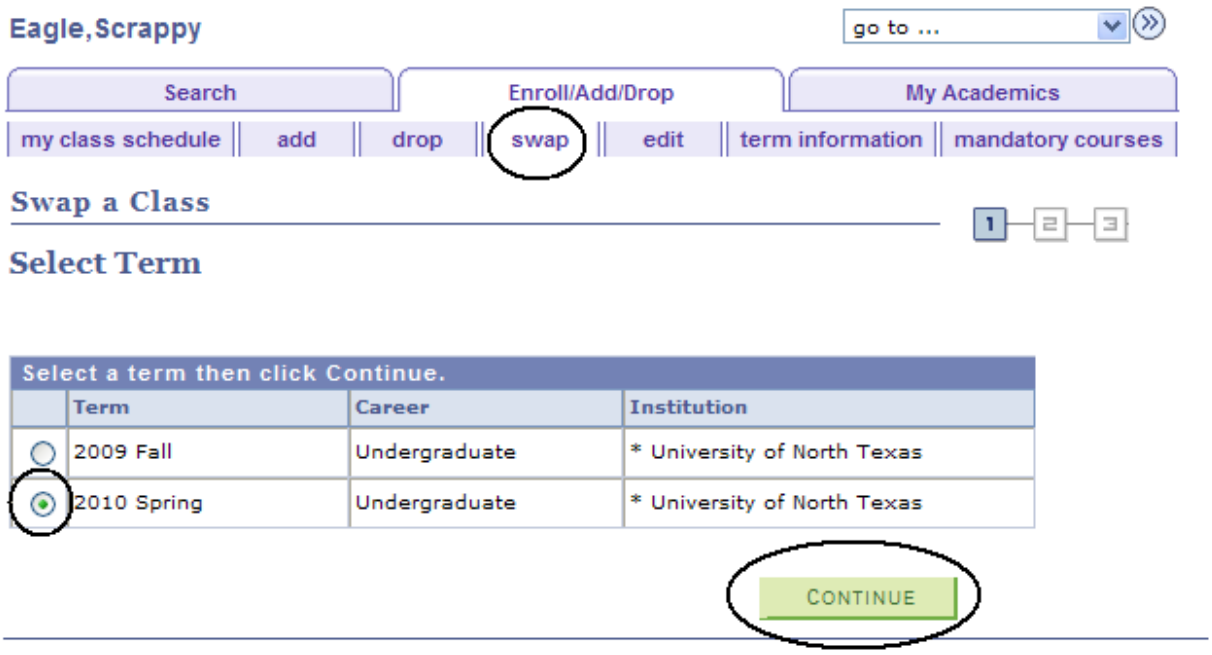
You will receive a confirmation. You may then continue to view your class schedule or Make a Payment



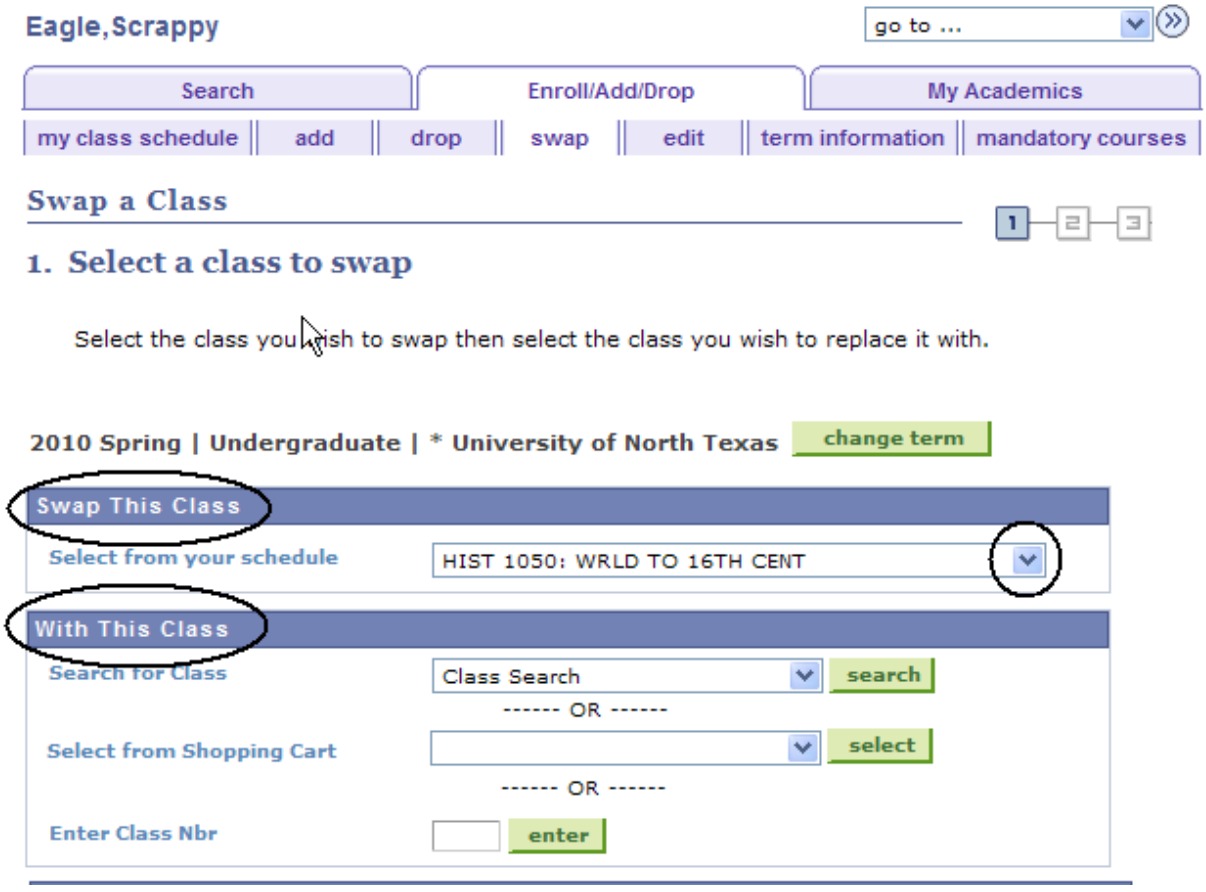
C. To Swap classes, use the drop down box and choose the Swap Classes link.



1. Choose semester and click CONTINUE

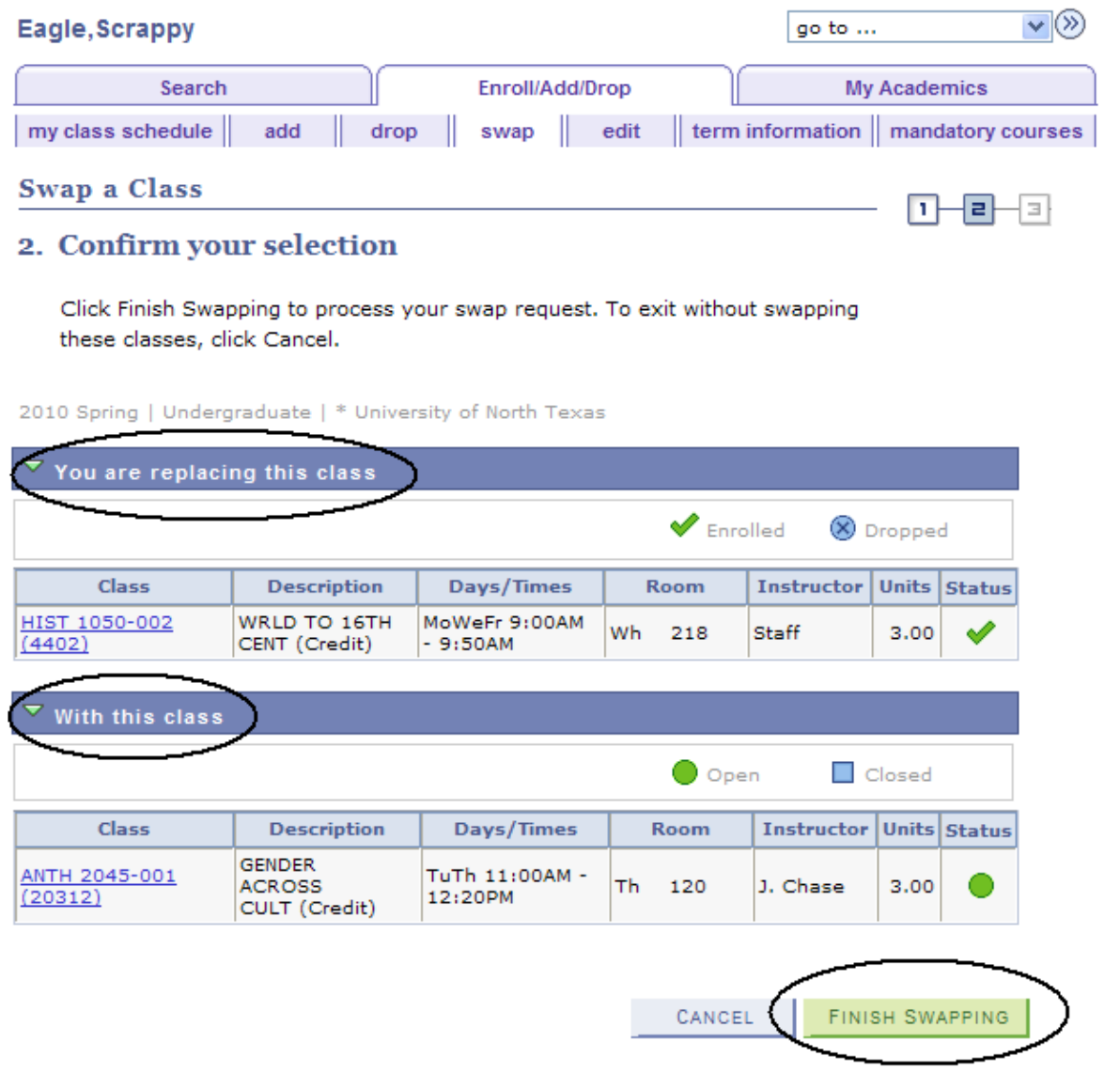


2. Select the class you wish to drop using the drop down box.



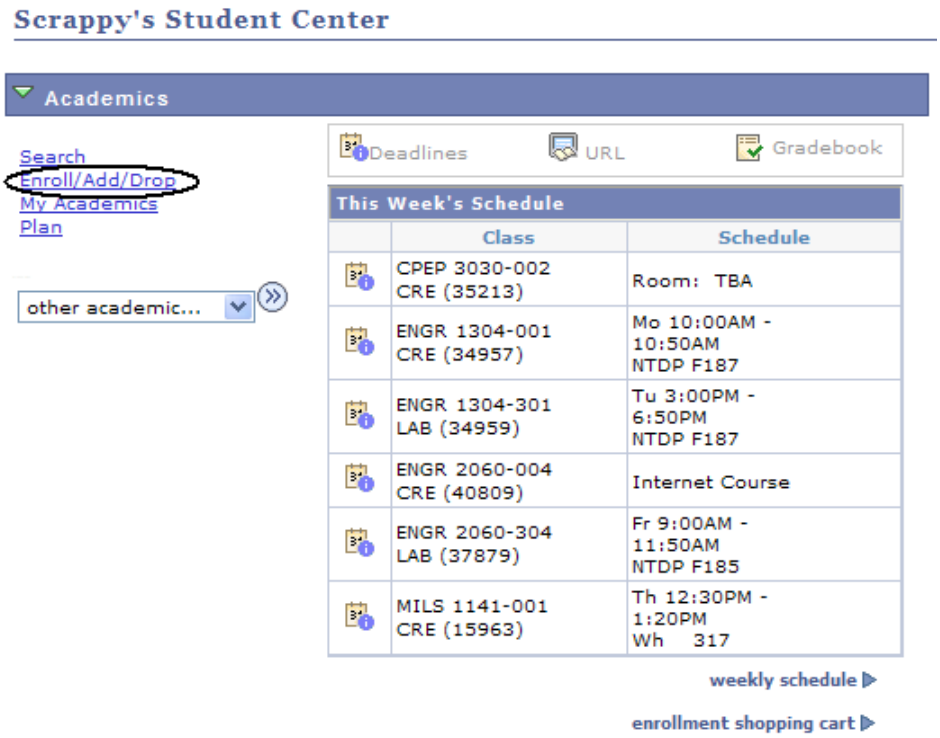
3. Continue with the same process to Add Class from pages 12 - 15.
You will receive the following screen when swap is ready to be completed.

4. Click FINISH SWAPPING

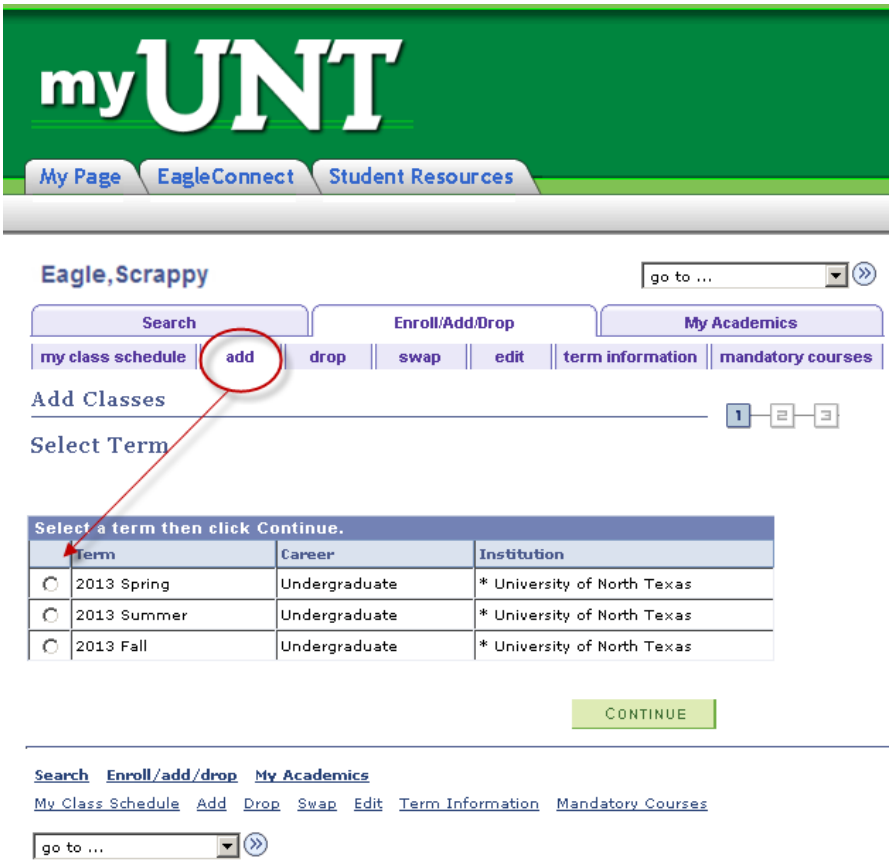


To Add to a Waitlist for a Class:

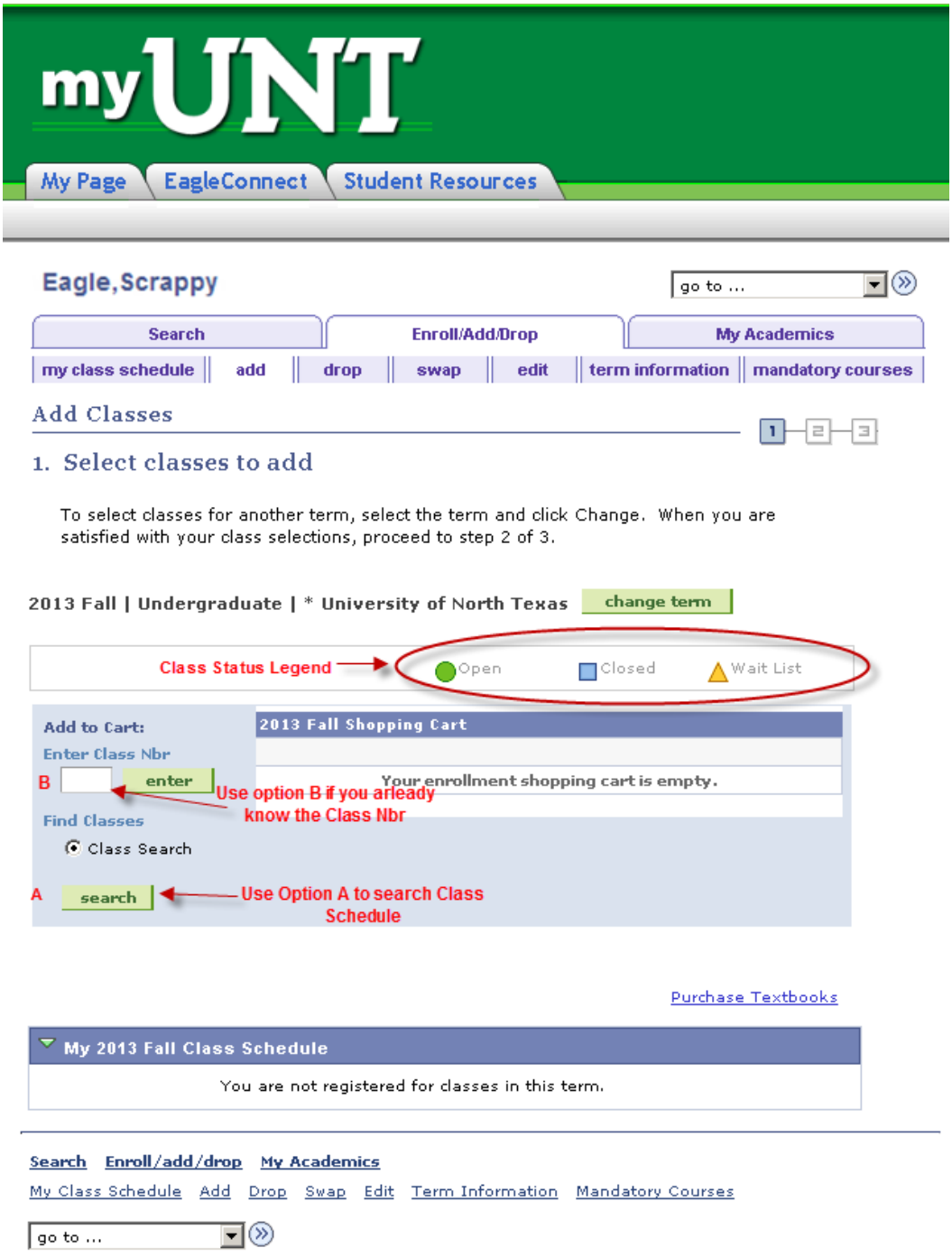
1. Click on the Enroll/Add/Drop Class link in Student Center



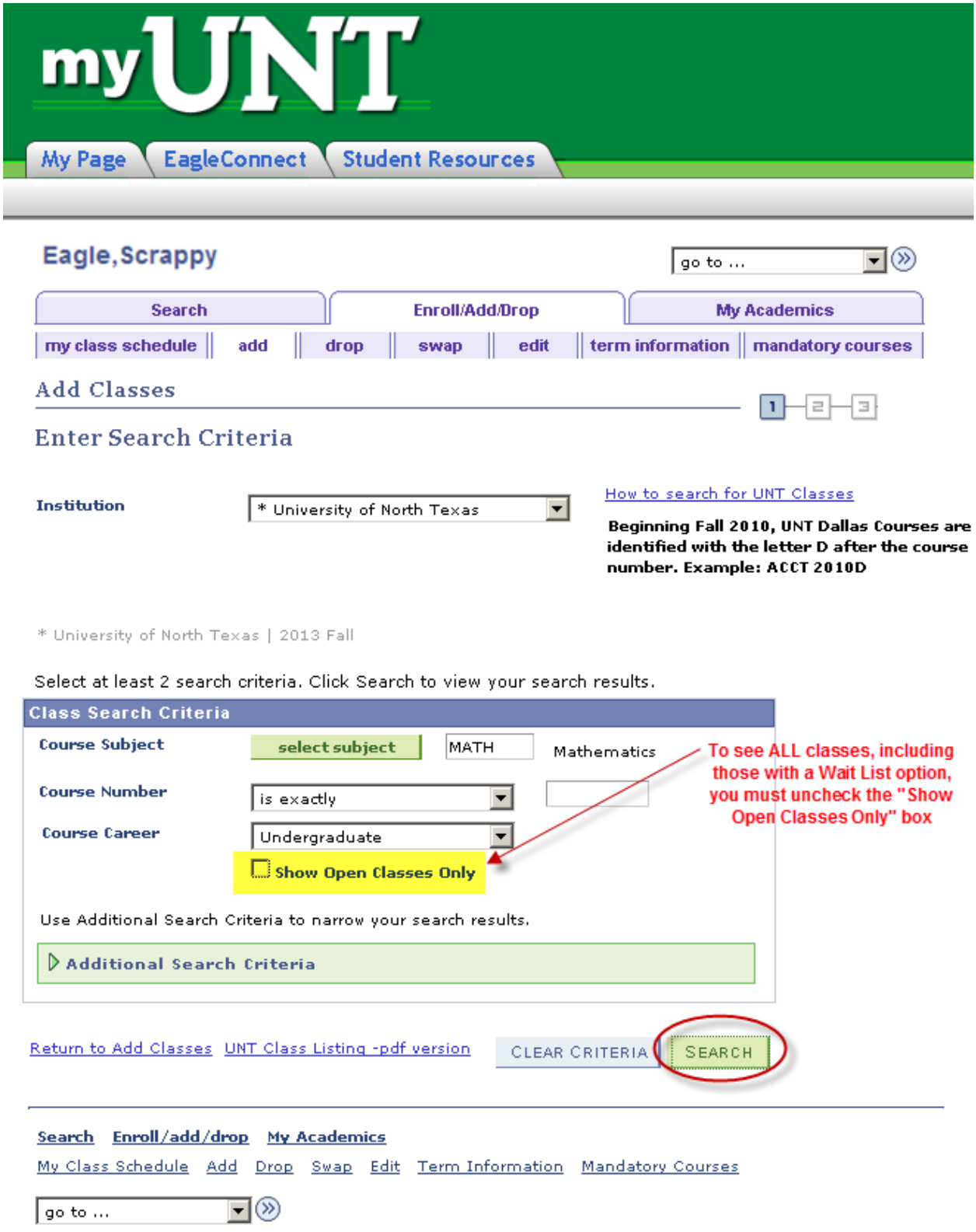
2. From Add tab, choose the term and click continue



3. Selecting Class to add. Can use to options to select a course to add to shopping cart. Option A) the Class search function can allow you to enter search criteria to view the schedule or classes. Option B) Shortcut you can use by entering the unique Class Nbr, if you already know this for the class you are wanting to add.

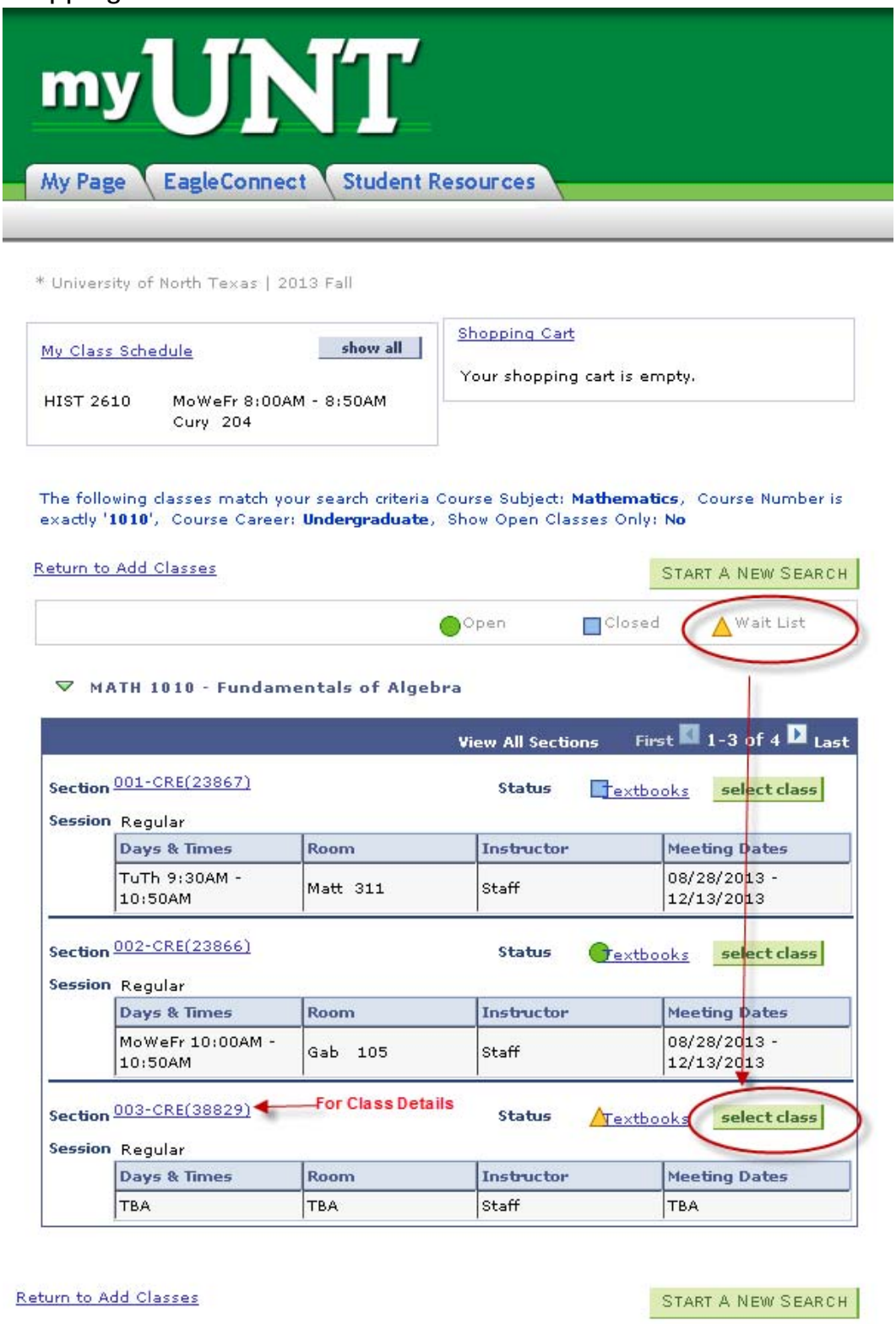

myUNT
My Page
EagleConnect
Student Resources
Eagle,Scrappy
go to ...
Search
Enroll/Add/Drop
My Academics
my class schedule
add
drop
swap
edit
term information
mandatory courses
Add Classes
1 2 3
1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
2013 Fall | Undergraduate | * University of North Texas
change term
Class Status Legend
Open
Closed
Wait List
Add to Cart:
Enter Class Nbr
B
enter
Use option B if you already know the Class Nbr
Find Classes
Class Search
A
search
Use Option A to search Class Schedule
2013 Fall Shopping Cart
Your enrollment shopping cart is empty.
Purchase Textbooks
My 2013 Fall Class Schedule
You are not registered for classes in this term.
Search
Enroll/add/drop
My Academics
My Class Schedule
Add
Drop
Swap
Edit
Term Information
Mandatory Courses
go to ...

4. Using Class Search, enter search criteria for courses and uncheck the “Show Open Classes Only” box in order to view all courses (will display Open, Closed, & Waitlisted courses).

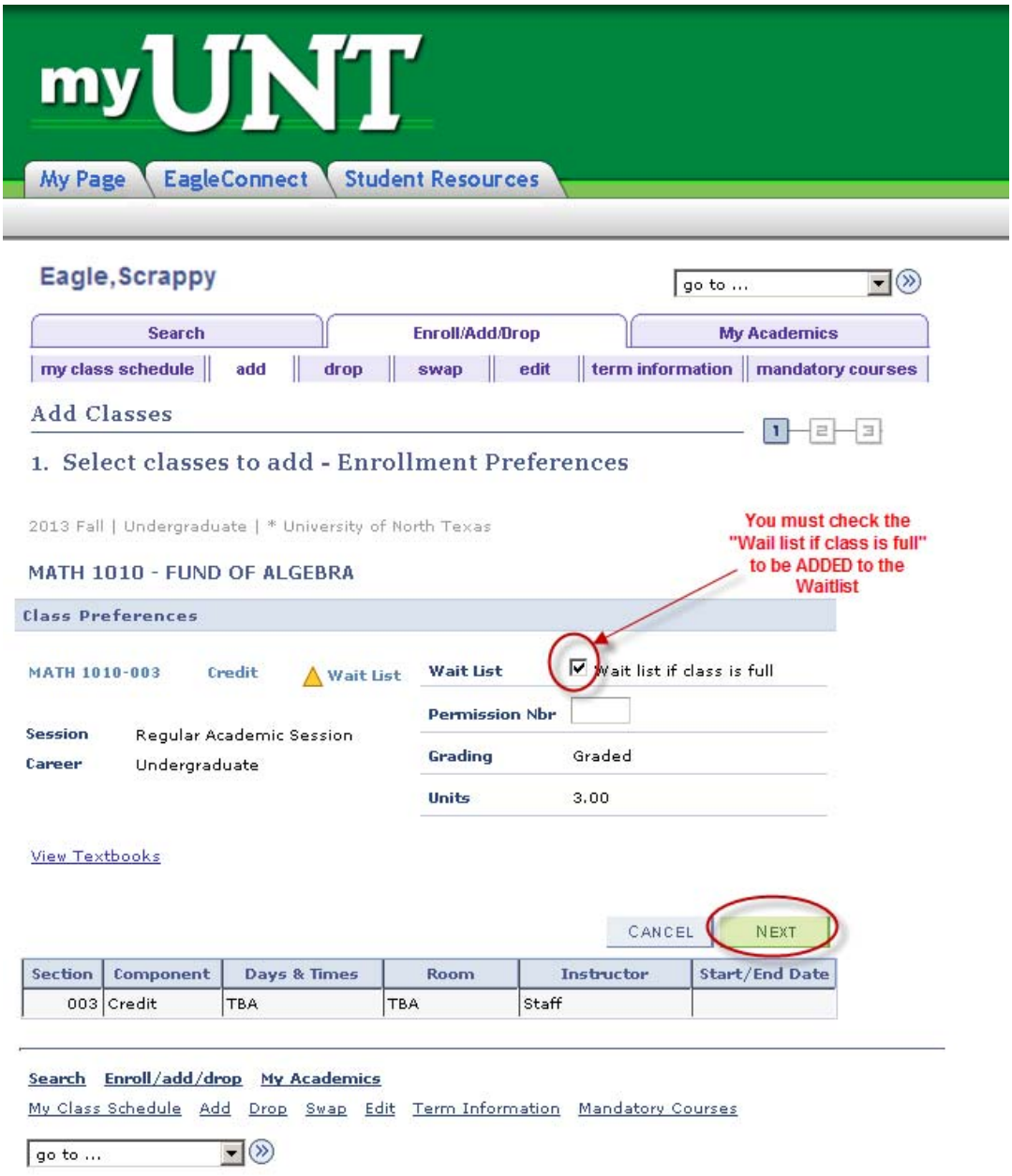


5. Click View All to see all sections.

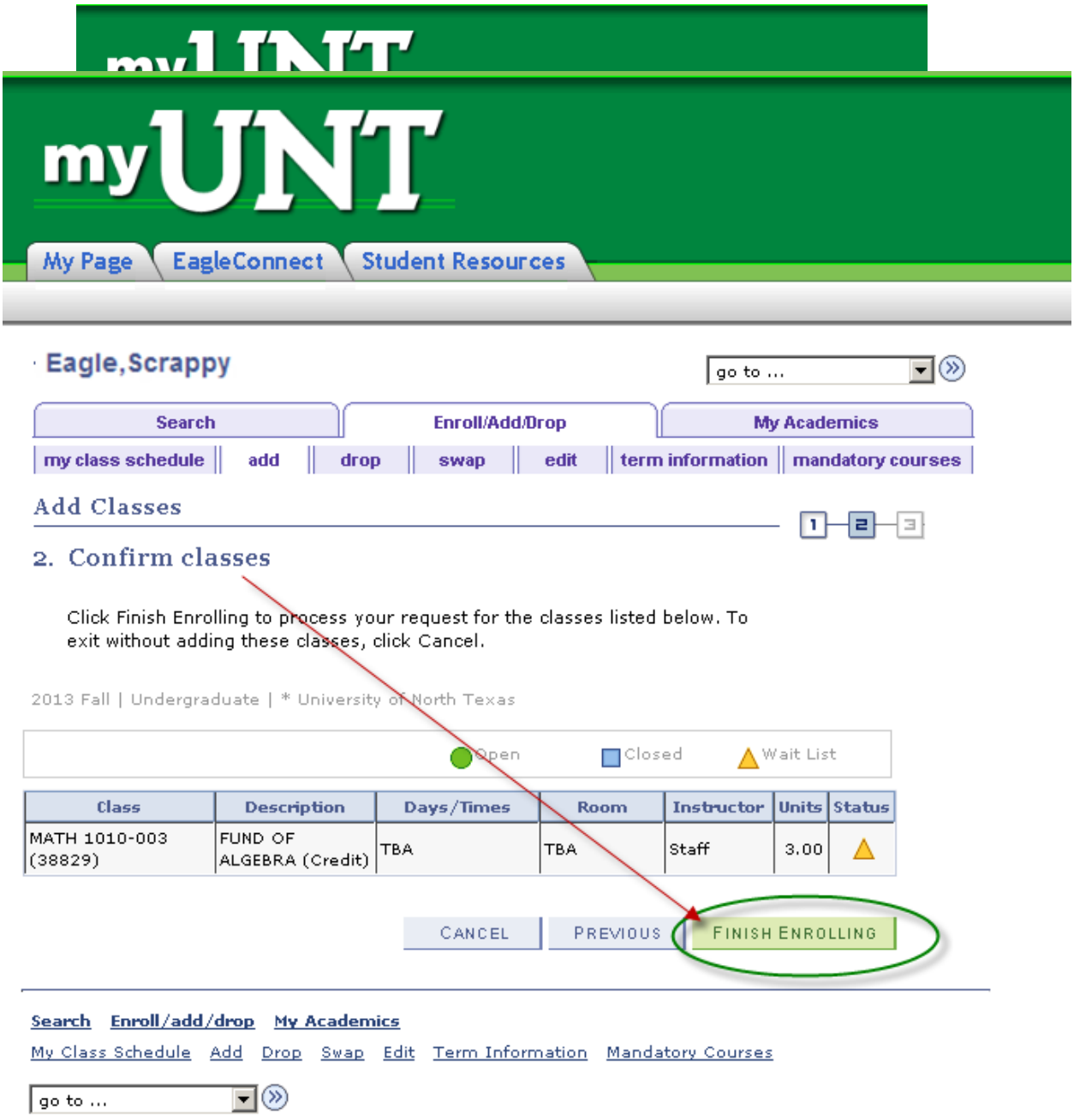
6. Courses offering a Wait List, will reflect a Status of Wait List in the class search. Once you find a course you want, you can "Select class" to put it in your shopping cart.

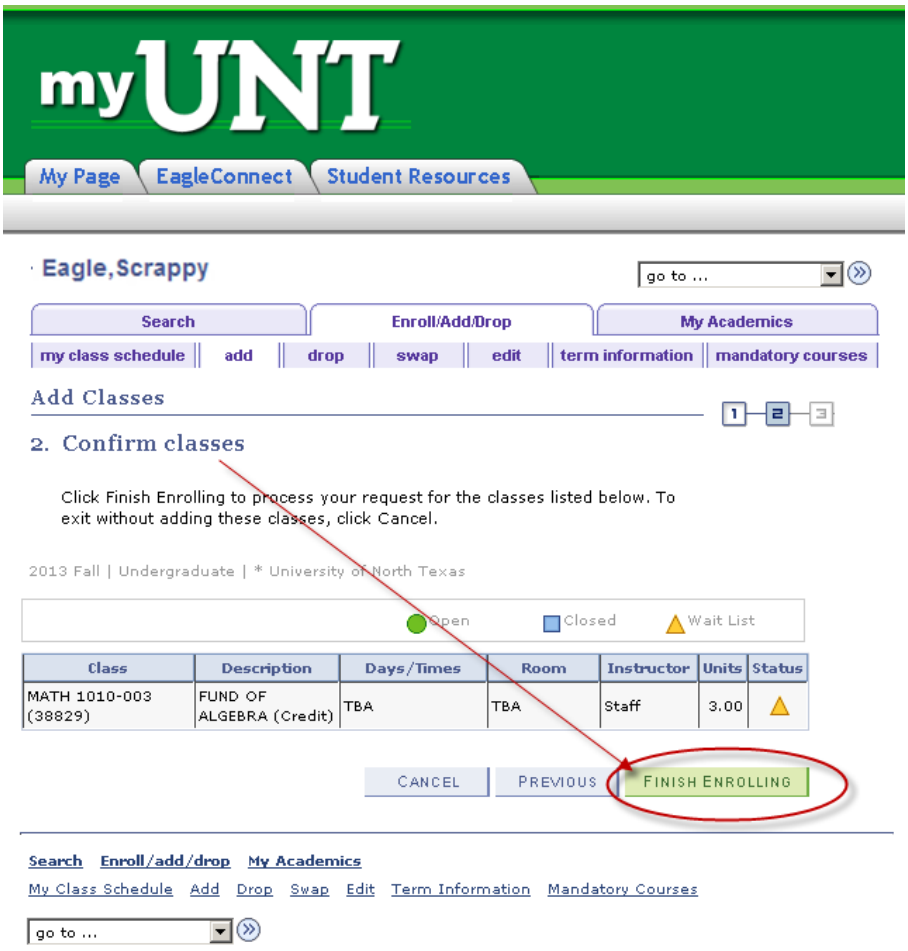


7. To be put on the Wait List for a class, you must select the "Wait list if class is full" option illustrated below. Then select "Next".

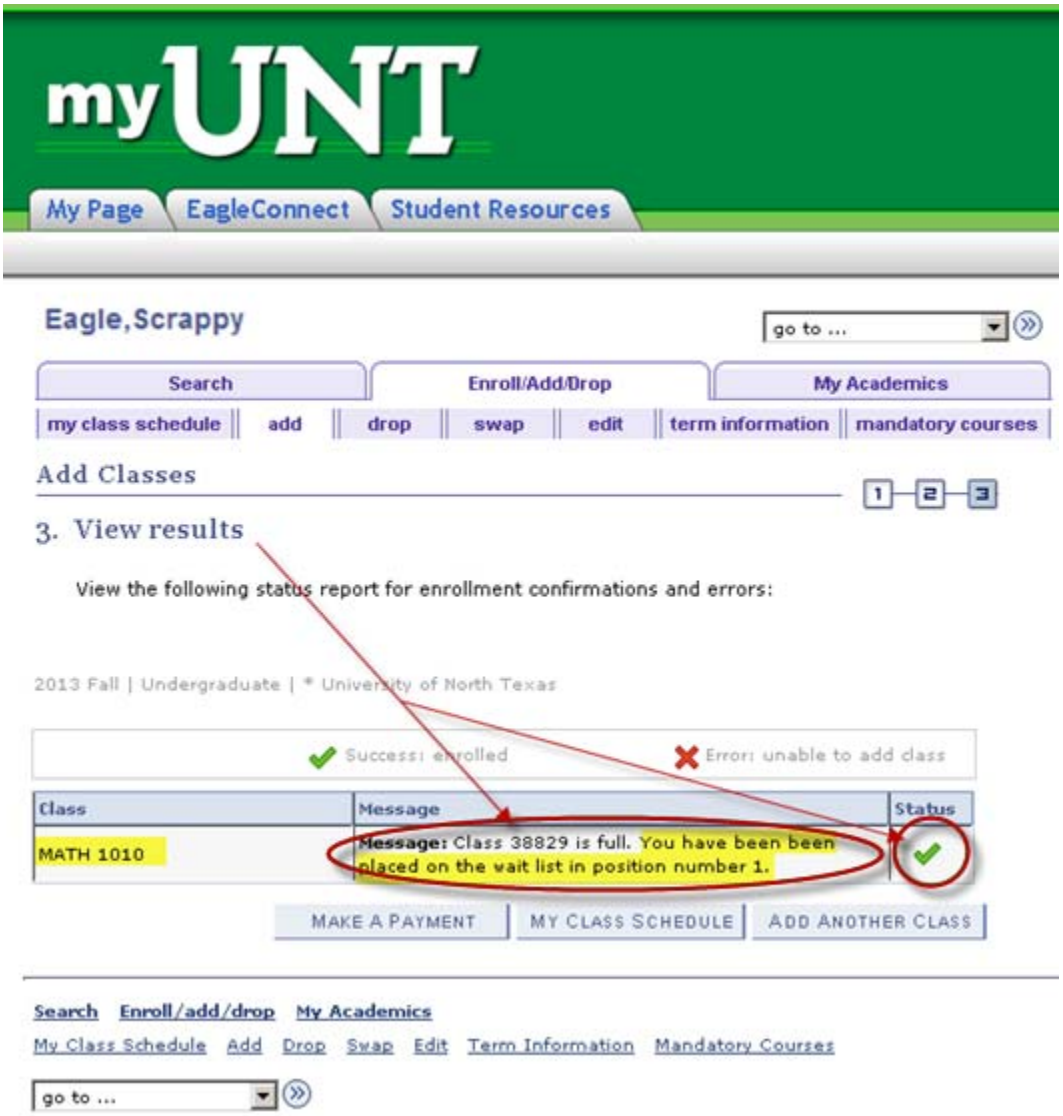


8. You will receive confirmation that the course has been added to your shopping cart. You will need click on "Proceed to Step 2 of 3" where you will be asked to confirm.

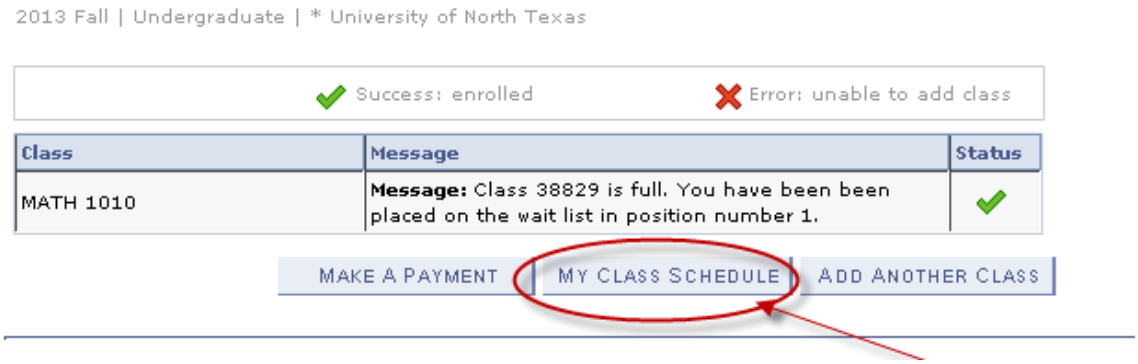




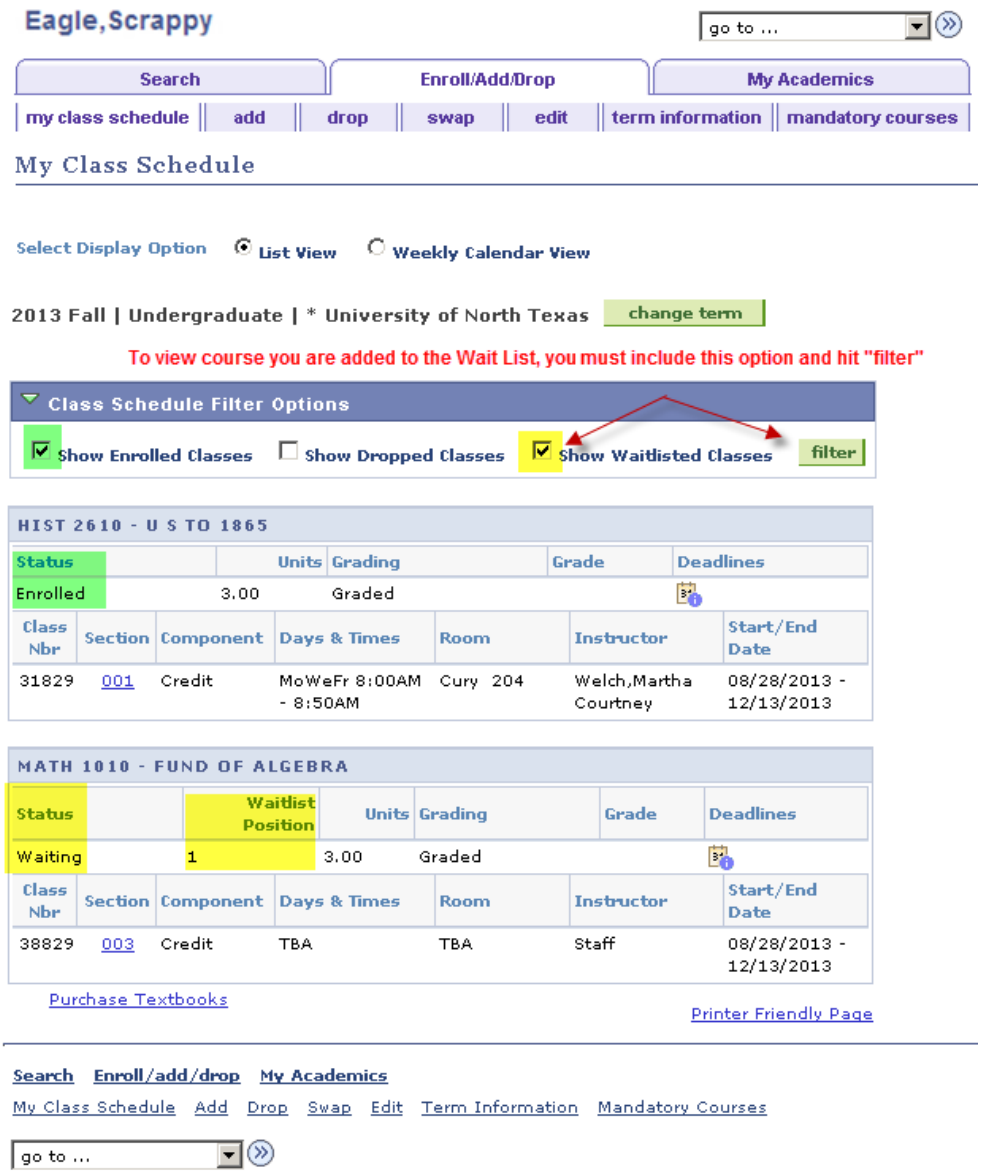
10. View Results to check whether your request was successful or not. If successfully enrolled on the Wait List you will receive a message indicating your position on the waitlist and the Status will reflect a ✔ to indicate success.



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

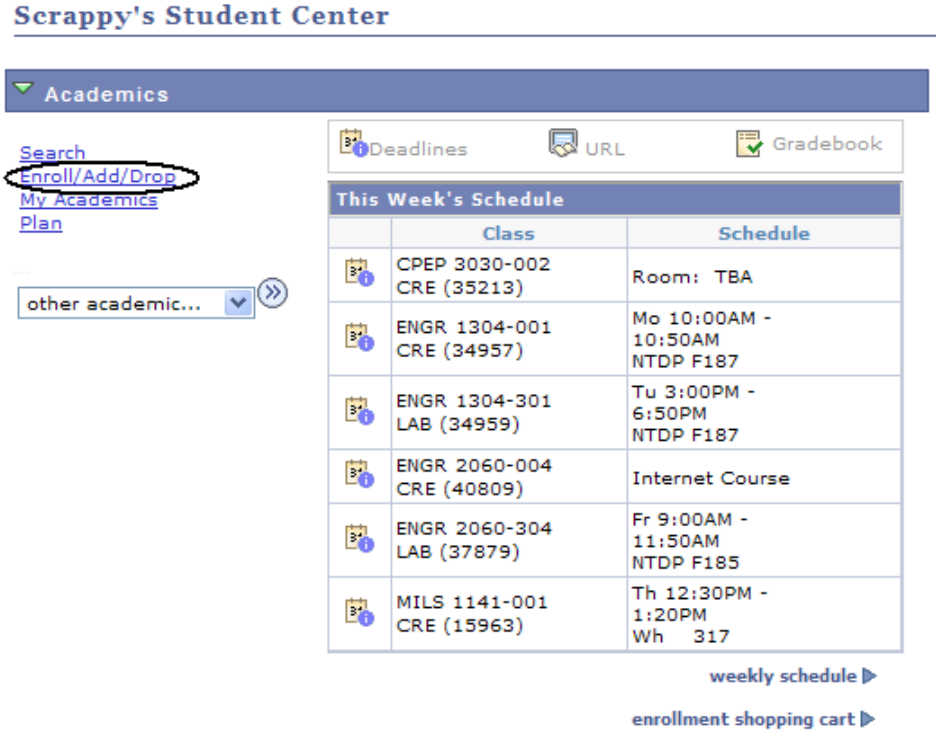


12. Be sure to check the "Show Waitlisted Classes" and select " filter ". This will show you the results you have requested. The status for Wait List course will have Status "Waiting" and will indicate what position you are on the Wait List (i.e. Position #1).

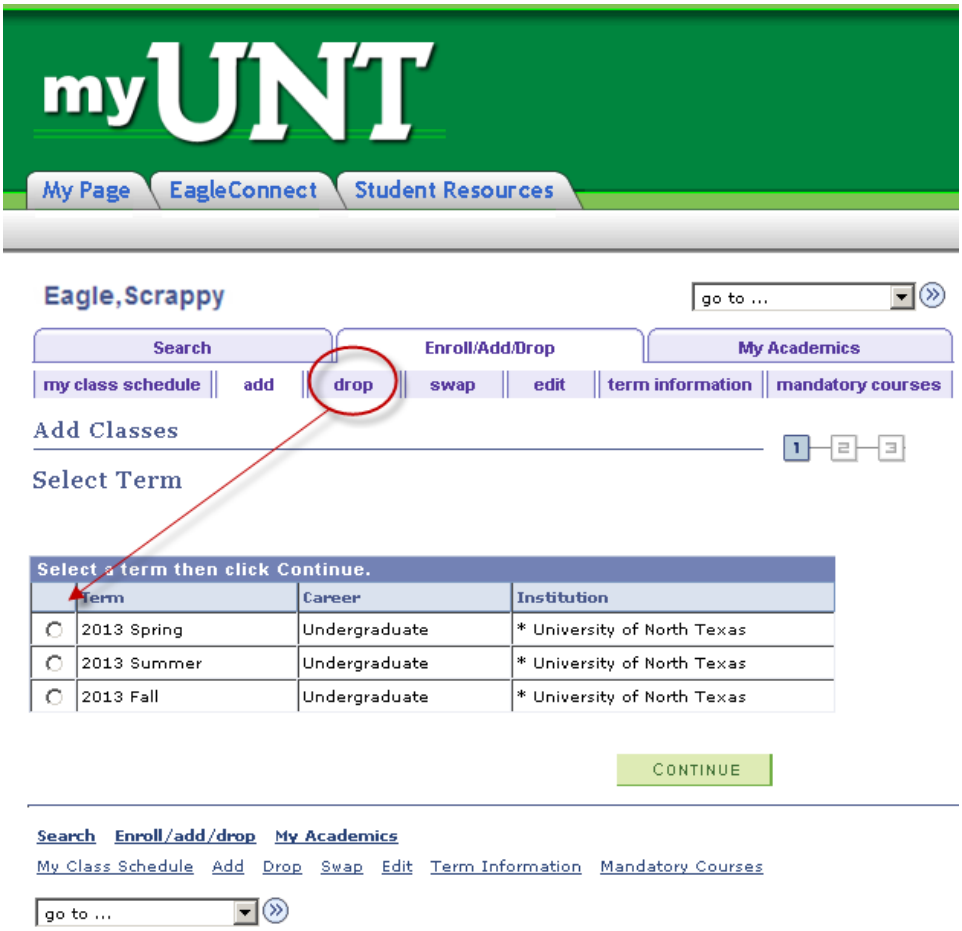

Eagle,Scrappy
go to ...
Search
Enroll/Add/Drop
My Academics
my class schedule
add
drop
swap
edit
term information
mandatory courses
My Class Schedule
Select Display Option
List View
Weekly Calendar View
2013 Fall | Undergraduate | * University of North Texas
change term
To view course you are added to the Wait List, you must include this option and hit "filter"
Class Schedule Filter Options
Show Enrolled Classes
Show Dropped Classes
Show Waitlisted Classes
filter
HIST 2610 - U S TO 1865
Status
Units
Grading
Grade
Deadlines
Enrolled
3.00
Graded
Class Nbr
Section
Component
Days & Times
Room
Instructor
Start/End Date
31829
001
Credit
MoWeFr 8:00AM - 8:50AM
Cury 204
Welch,Martha Courtney
08/28/2013 - 12/13/2013
MATH 1010 - FUND OF ALGEBRA
Status
Waitlist Position
Units
Grading
Grade
Deadlines
Waiting
1
3.00
Graded
Class Nbr
Section
Component
Days & Times
Room
Instructor
Start/End Date
38829
003
Credit
TBA
TBA
Staff
08/28/2013 - 12/13/2013
Purchase Textbooks
Printer Friendly Page
Search
Enroll/add/drop
My Academics
My Class Schedule
Add
Drop
Swap
Edit
Term Information
Mandatory Courses
go to ...

To Drop from Waitlist for a Class:

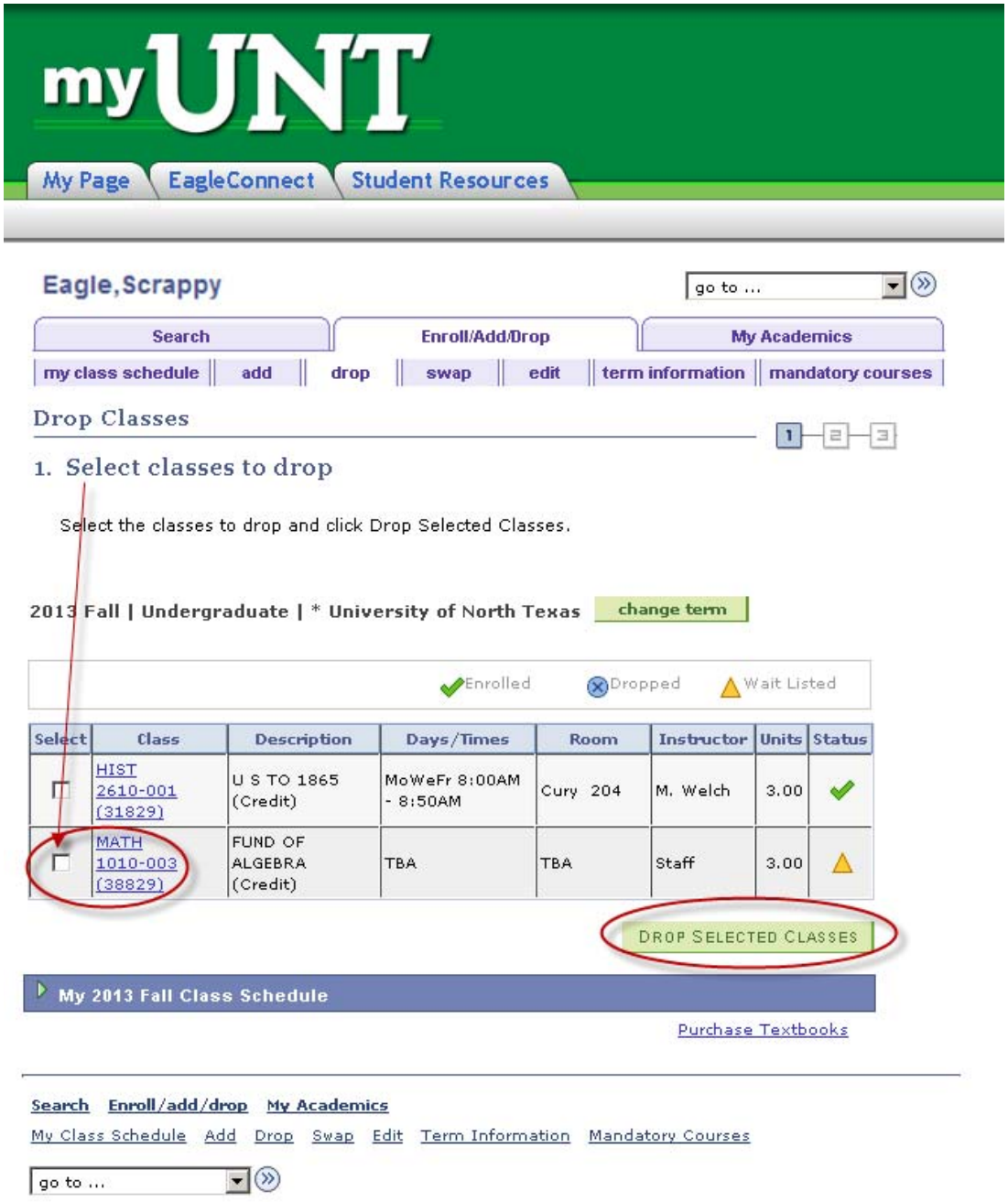
1. Click on the Enroll/Add/Drop Class link in Student Center



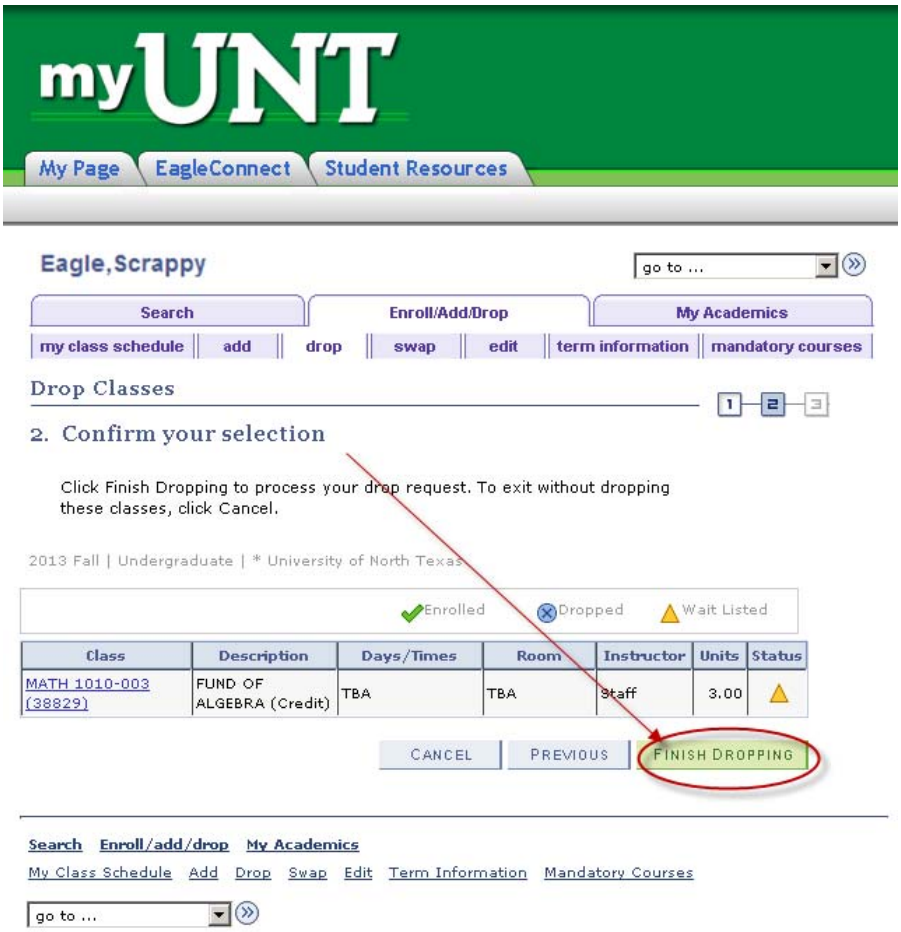
2. Click on the Drop Tab and choose the semester and click continue.



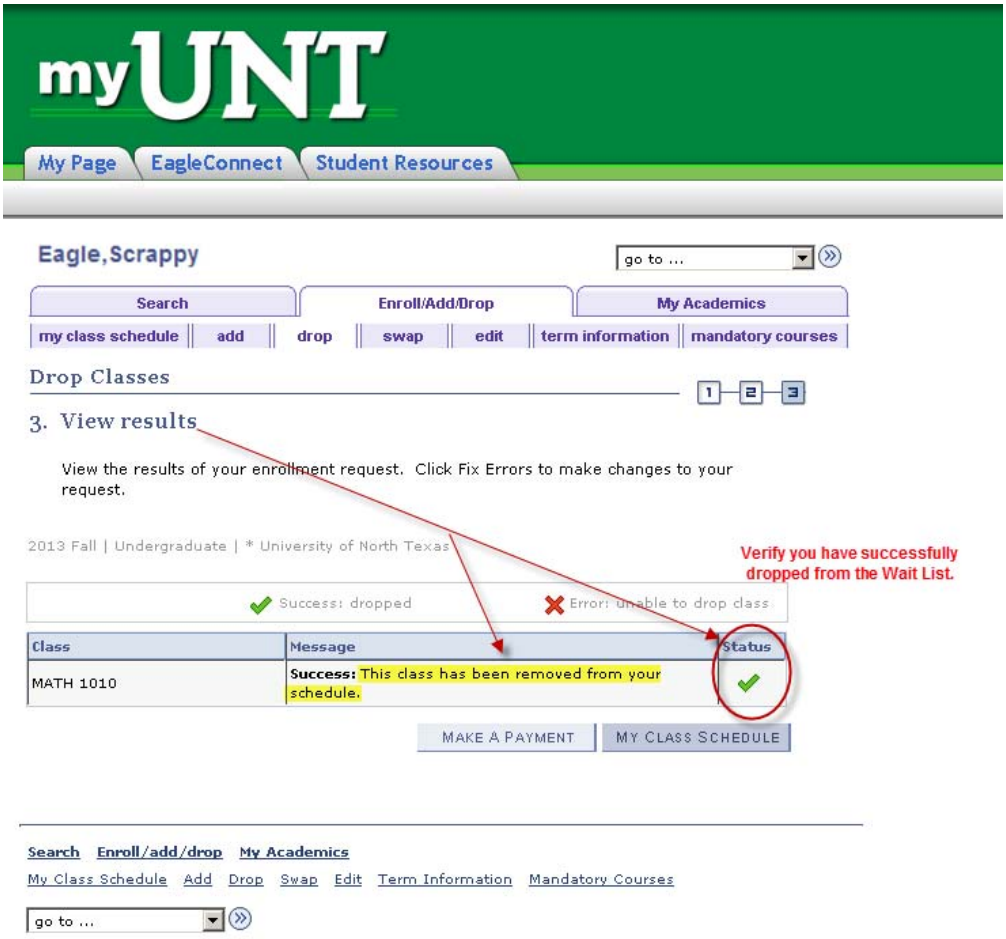
3. Choose the class to be dropped and submit “Dropped Selected Classes”



4. Confirm the dropped class by reviewing schedule and clicking



5. Verify the Waitlisted course has successfully been dropped from your schedule.

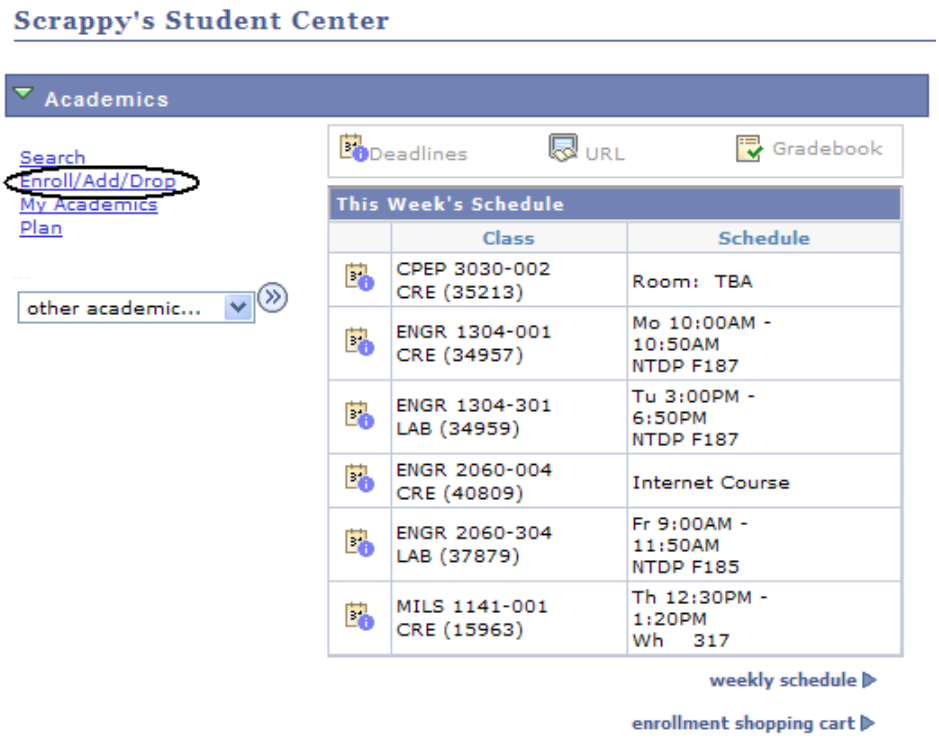

myUNT
My Page
EagleConnect
Student Resources
Eagle,Scrappy
go to ...
Search
Enroll/Add/Drop
My Academics
my class schedule
add
drop
swap
edit
term information
mandatory courses
Drop Classes
1 2 3
3. View results
View the results of your enrollment request. Click Fix Errors to make changes to your request.
2013 Fall | Undergraduate | * University of North Texas
Verify you have successfully dropped from the Wait List.
Success: dropped
Error: unable to drop class
Class
Message
Status
MATH 1010
Success: This class has been removed from your schedule.
MAKE A PAYMENT
MY CLASS SCHEDULE
Search
Enroll/add/drop
My Academics
My Class Schedule
Add
Drop
Swap
Edit
Term Information
Mandatory Courses
go to ...

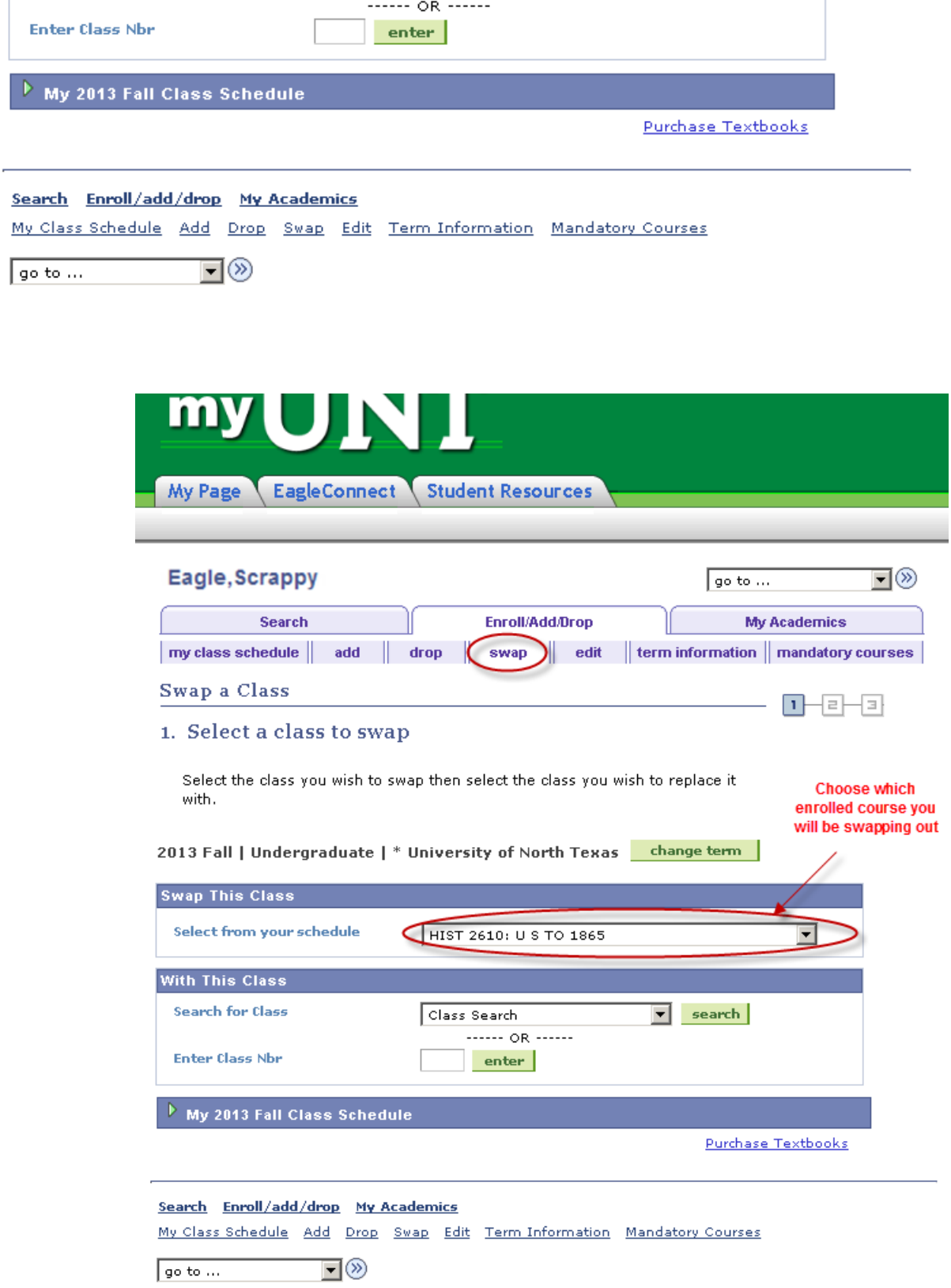
Swapping and Waitlisting:

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.

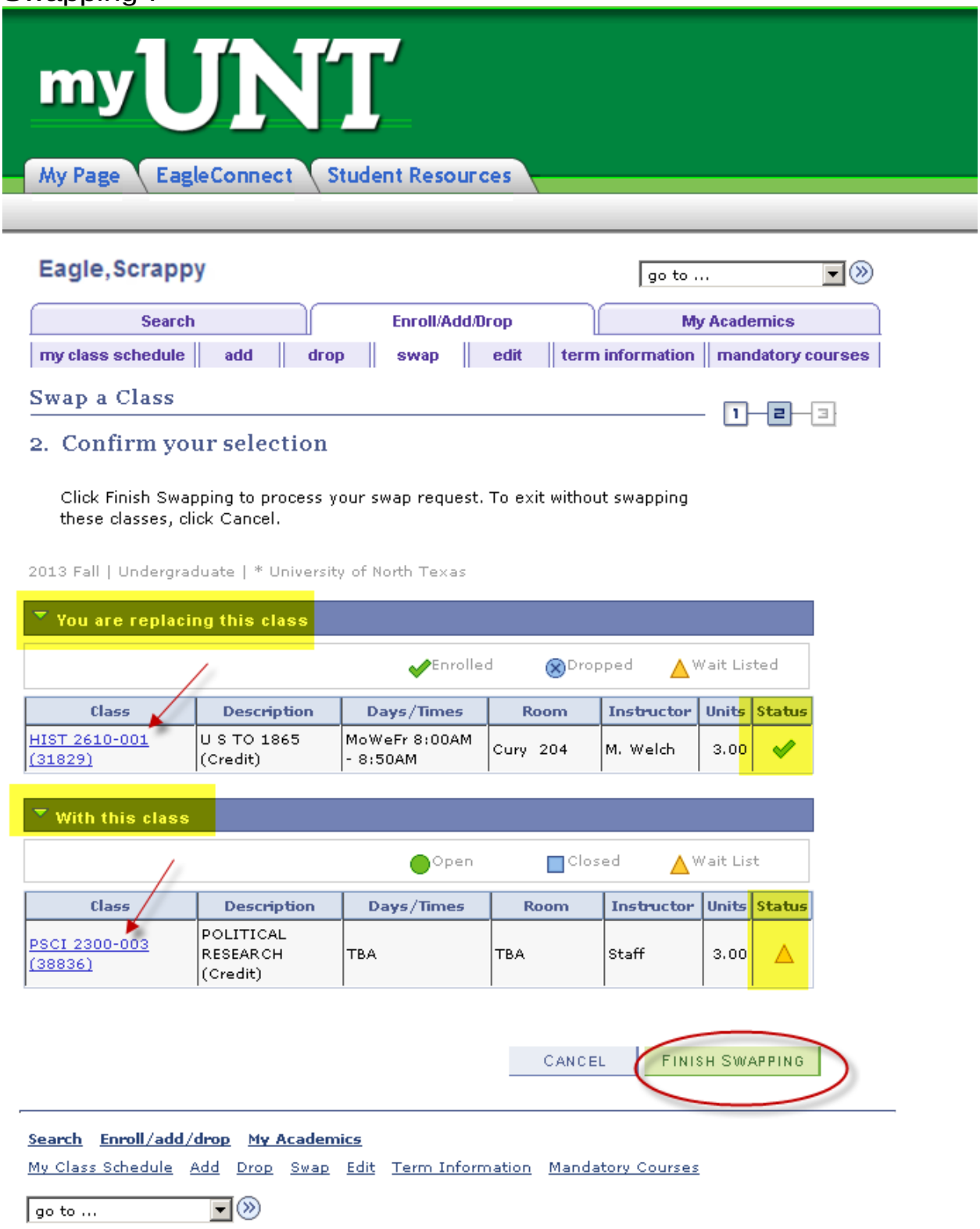
1. Click on the Enroll/Add/Drop Class link in Student Center





3. 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.

4. Confirm your selections and finish by selecting “Finish Swapping”.

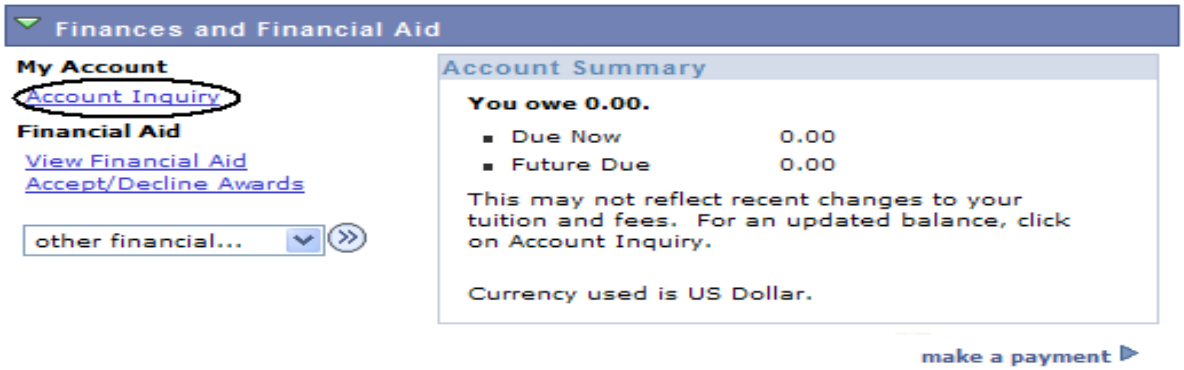


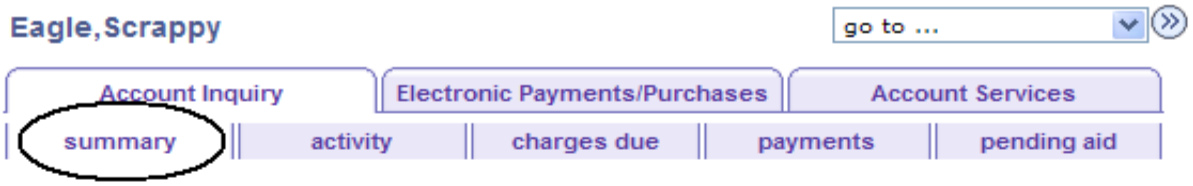
5. You can review results by selecting “My Class Schedule” and including “Show

Waitlisted Classes”

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

What I Owe

Campus	Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
University of North Texas	2010 Spring	1,629.51		8,424.00	
Total		**1,629.51**		**8,424.00**	

Currency used is US Dollar.

MAKE A PAYMENT

Financial Aid

Account Inquiry Electronic Payments/purchases Account Services

Summary Activity Charges Due Payments Pending Aid

go to ...

Payment History

View By University of North Texas From 05/16/2009 To 11/16/2009 go

Posted Payments Find | View All First 1-5 of 5 Last

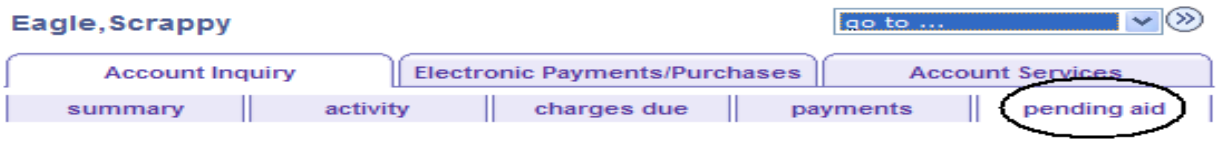
Date Paid	Payment Type	Paid Amount
09/28/2009	Fed Pell Grant	2,450.00
08/18/2009	Fed Direct Stafford Sub Loan	2,239.00
08/18/2009	UNT Tuition Grant	750.00
08/18/2009	Fed Direct Stafford Unsub Loan	2,985.00
	Total Posted Payments for this view	**8,424.00**

First 1-5 of 5 Last

Currency used is US Dollar.

Pending Payments

You have no pending payments.



Pending Financial Aid

View By University of North Texas All Terms go

Pending Financial Aid Find | View All First 1-5 of 5 Last

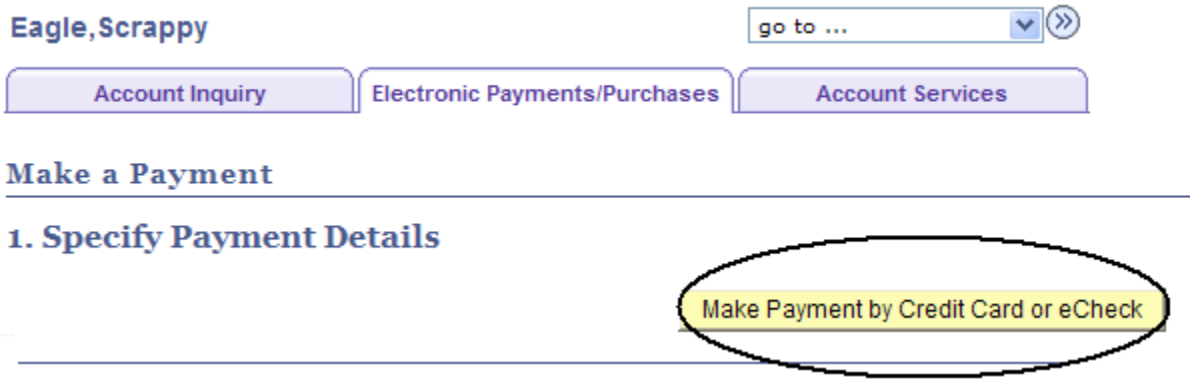
Award	Term	Amount
Fed Pell Grant	2010 Spring	2,450.00
UNT Tuition Grant	2010 Spring	750.00
Fed Direct Stafford Unsub Loan	2010 Spring	2,985.00
Fed Direct Stafford Sub Loan	2010 Spring	2,239.00
Total Pending Financial Aid for this view		**8,424.00**

First 1-5 of 5 Last

Currency used is US Dollar.

Financial Aid

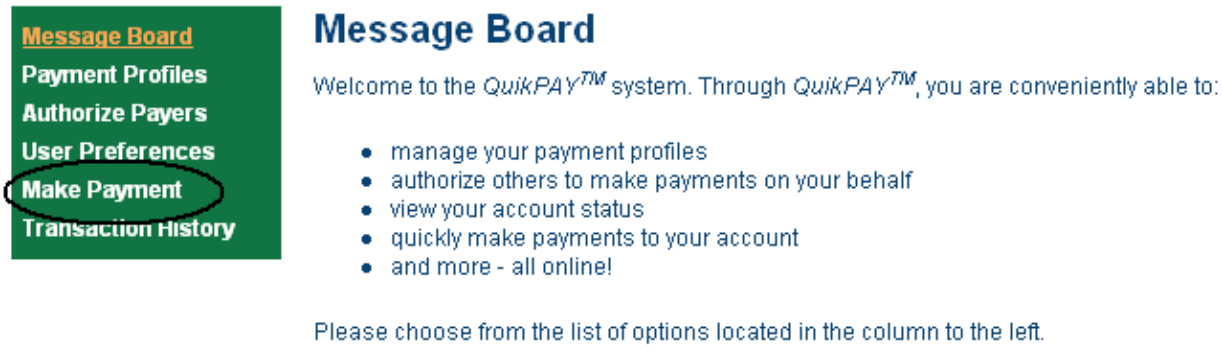
To Complete a Payment



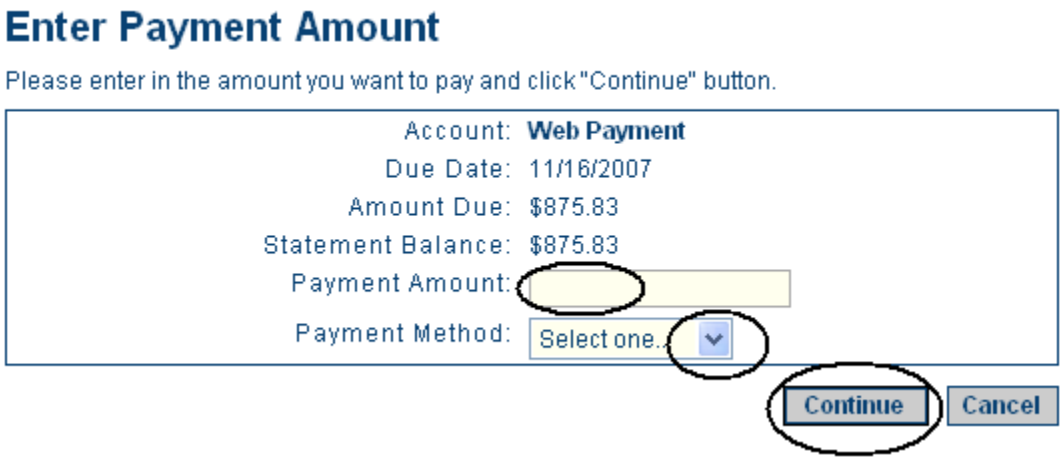
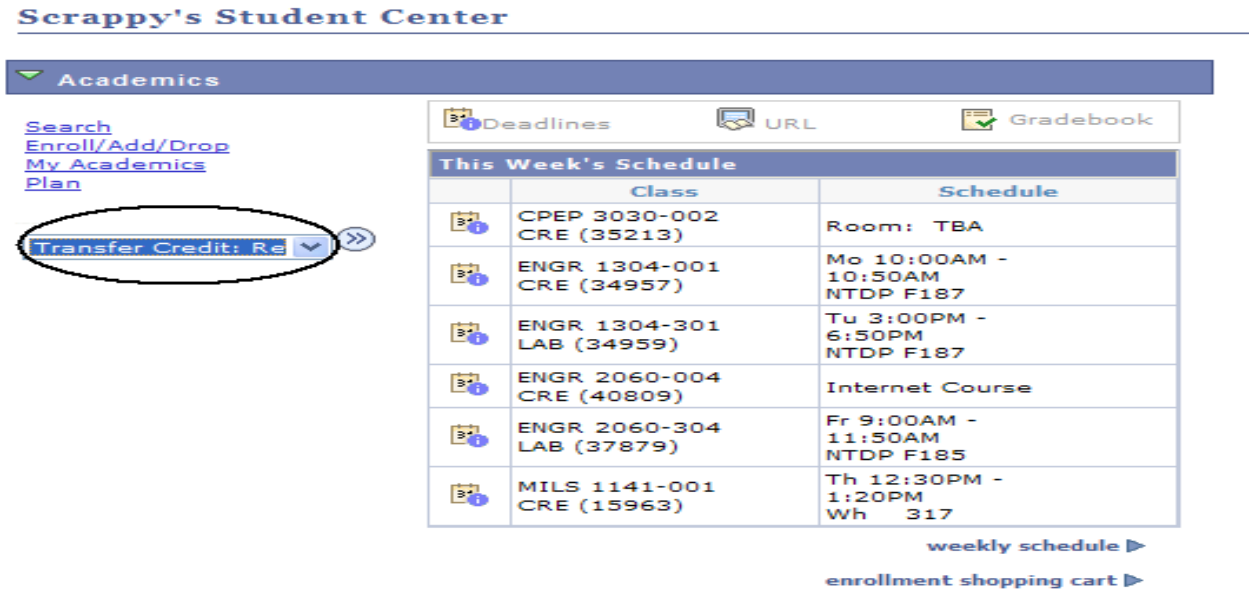
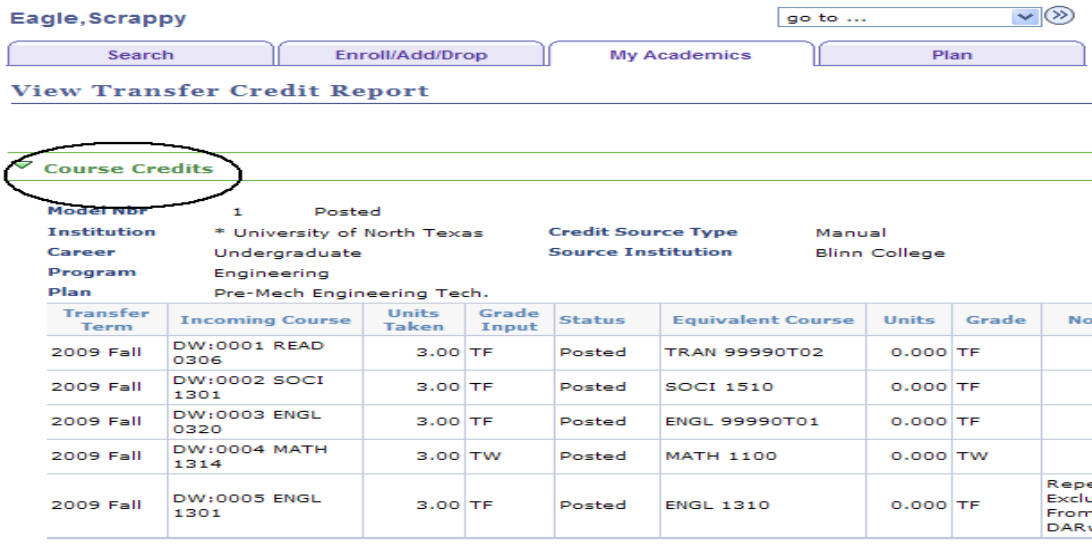
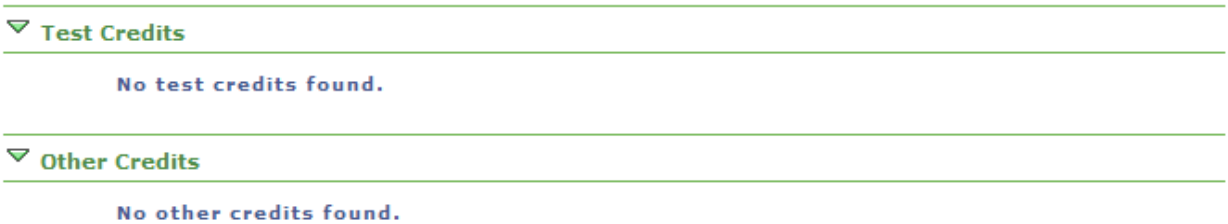
Click on Pay Bill

Click on the "Pay Bill" button below to continue with your payment. You will receive an email upon completion of the payment process.

Click on Make Payment



Enter Payment Amount, Select Payment Method and click Continue



TRANSFER CREDIT PAGE: The transfer credit page summarizes all the transfer credit a student has earned and its source.