College of Business – Undergraduate Advising
Pre-Major Changer Session Exercise

Before you are eligible to attend a Major Changer session, you need to complete the following exercise. This activity is designed to familiarize you with resources available at UNT to improve your educational experience within the College of Business.

☐ **Online Degree Audit**
Your online Degree Audit Report outlines the specific requirements you need to complete in order to obtain your degree. This will display the audit for your current major.
1. Go to: mydegreeaudit.unt.edu
2. Below the first paragraph, view your audit by clicking on *Online Degree Audit*
3. Log on using your EUID and Password
4. Select *Run Current Programs*
5. Scroll to the bottom of the page, and click on the green *Run Audit* button
6. A list of audits you have run will appear on the next page. Select *View Audit* next to the audit you wish to view

> Sample EUID:
> abc0123
>
> To reset password:
> **www.ams.unt.edu**

☐ **"Selected Program" Degree Audit**
The "Selected Program" Degree Audit Report allows you to view an audit as if you had declared a specific major/minor. Please view the audit for the major you now plan to pursue.
1. Follow instructions 1-3 above
2. Select *Run Selected Programs*
3. Under the *College* dropdown menu, select Coll/BUSI
4. Under the *Major* dropdown menu, select the name of the business major you wish to pursue
5. Under the *Degree* dropdown menu, select the degree type
6. Under the *Catalog Year* dropdown menu, select the year in which you entered UNT (for students entering in Spring terms, select the Fall semester and catalog year prior to enrollment)
7. Click on the green *Run Audit* button at the bottom of the page
8. Review the course requirements that you still have left to complete (boxes labeled "No"). Count the number of courses remaining (courses remaining are indicated with a "-" symbol next to them).
    a. Multiply the number of remaining courses by "3." (Example: 21 courses remaining X 3 = 63 hours remaining) _____

> View all majors at UNT:
> **advising.unt.edu/majors**

☐ **Four-Year Major Guides**
These guides list requirements for each specific CoB major, and provide a sample schedule for each semester.
1. Go to: http://cob.unt.edu/
2. Select *Academics* at the top
3. Click on *Undergraduate Degree Programs* from the drop down menu
4. Find *Four Year Guides – Current year* on the left hand menu (CAUTION: these will be the requirements for the most current catalog year. Previous requirements may be found under *Four Year Guides – Previous Years)*
5. Select a guide for a CoB Major
6. *List* one course in the "**Professional Field**"_____

☐ **UNT Undergraduate Catalog**
The Undergraduate Catalog provides information regarding academic policies and procedures, major and minors, and course descriptions.
1. Go to: http://catalog.unt.edu
2. Review the *Majors, minors, certificates* section on the left hand menu
3. Use the *Course Descriptions* link on the left hand menu.
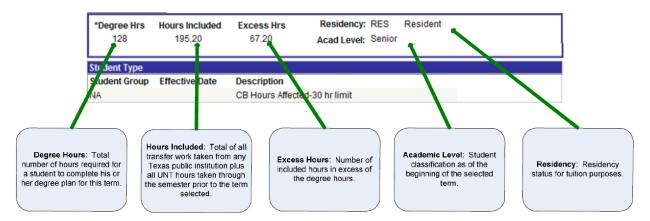   a. Search for BCIS 3610. List the prerequisite(s) _____

☐ **Excess Hours (*may skip if you are an out-of-state student*)**
Undergraduate students who have enrolled at any Texas public institution of higher education since fall 1999, who are classified as Texas Residents and/or pay in-state tuition rates may be subject to higher tuition rates for attempting excessive hours.
1. Go to: https://my.unt.edu/
2. Select the **Student Center** button from the left-hand menu
3. Scroll down to the bottom right of the page and click on the **Excess Hours** link
4. Select the upcoming semester with **Hours Included** to show all hours counting toward degree

*Degree Hrs	Hours Included	Excess Hrs	Residency: RES Resident
128	195.20	67.20	Acad Level: Senior

Student Type

Student Group	Effective Date	Description
NA		CB Hours Affected-30 hr limit

Degree Hours: Total number of hours required for a student to complete his or her degree plan for this term.

Hours Included: Total of all transfer work taken from any Texas public institution plus all UNT hours taken through the semester prior to the term selected.

Excess Hours: Number of included hours in excess of the degree hours.

Academic Level: Student classification as of the beginning of the selected term.

Residency: Residency status for tuition purposes.

5. List the number of **Hours Included**: _____
6. Near the beginning of this exercise, you calculated an estimate of the hours you would have remaining if you changed to a CoB major (#8 under **"Selected Program" Degree Audit**). Please list the number of credit hours you estimated:

_____

7. Add the number from #5 and #6 together (Example 96 Hours Included + 63 hours remaining = 159 hours):

_____

	Term: 1068 2006 Fall	ID:	
*Degree Hrs	Hours Included	Excess Hrs	Residency: RES Resident
128	195.20	67.20	Acad Level: Senior

Student Type

Student Group	Effective Date	Description
NA		CB Hours Affected-30 hr limit

The **Description** area on your **Excess Hours** page will indicate the number of hours you are allowed to attempt beyond the number required for your degree. *Most* students will be subject to a 30 hour limit. Any hours beyond 30 are considered excessive and will result in additional tuition charges.* If the total number you calculate is over 150, you *may* run the risk of paying excess hours tuition.

*More information regarding Excess Hours may be found online at http://registrar.unt.edu/registration/excessive-hours

☐ Bring your *completed* Pre-Major Changer Session Exercise with you to your upcoming Major Changer Session. You **will not** be able to attend the session without it!

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