2020-2021

PARENT HANDBOOK

The Information Manual for the Parents of New Students
Essential Phone Numbers

Admissions .......................................................................................................................... 940.565.2681
Answer Line Recorder (comments, complaints, etc.) ....................................................... 940.565.4100
Bookstore .............................................................................................................................. 940.565.2592
Campus Operator .................................................................................................................. 940.565.2000
CARE Team ........................................................................................................................... 940.565.4373
Career Center ...................................................................................................................... 940.565.2105
Center for Leadership and Service ....................................................................................... 940.565.3021
Center for Student Affairs - Discovery Park ...................................................................... 940.369.5847
Computing Help Desk ........................................................................................................ 940.565.2324
Counseling and Testing Services ......................................................................................... 940.565.2741
Dean of Students Office ....................................................................................................... 940.565.2648
Dining Services ................................................................................................................... 940.565.2462
Disability Accommodation .................................................................................................. 940.565.4323
Emerald Eagle Scholars program ........................................................................................ 940.369.5251
Greek Life Office .................................................................................................................. 940.369.8463
Housing ................................................................................................................................ 940.565.2610
Information/Campus Tours, ESSC ....................................................................................... 940.565.4104
Information, Union .............................................................................................................. 940.565.3805
Learning Center ................................................................................................................... 940.369.7006
Motorist Assistance (campus only) ....................................................................................... 940.565.3000
Multicultural Center ............................................................................................................ 940.565.3424
Off-Campus Student Services .............................................................................................. 940.565.3807
Orientation and Transition Programs .................................................................................... 940.565.4198
Parent Programs .................................................................................................................. 940.565.4198
Parking and Transportation Services ..................................................................................... 940.565.3020
Recreational Sports ............................................................................................................. 940.565.2275
Registrar .............................................................................................................................. 940.565.2111
Student Financial Services .................................................................................................. 940.565.3225
Student Activities ............................................................................................................... 940.565.3807
Student Financial Aid and Scholarships ............................................................................ 940.565.2302
Student Health and Wellness Center ................................................................................... 940.565.2333
Student Legal Services ....................................................................................................... 940.565.2614
UNT at Dallas Campus ......................................................................................................... 972.780.3600
UNT Health Science Center ............................................................................................... 817.735.2000
UNT-International ............................................................................................................... 940.565.2197
UNT Internships & Cooperative Education ......................................................................... 940.565.2861
UNT Police ........................................................................................................................... 940.565.2261
Willis Library ...................................................................................................................... 940.565.2411

Residence Hall Numbers

Bruce Hall ............................................................................................................................... 940.565.4343
Clark Hall .............................................................................................................................. 940.565.4588
College Inn ............................................................................................................................ 940.565.4131
Crumley Hall ......................................................................................................................... 940.565.4844
Honors Hall .......................................................................................................................... 940.565.3978
Kerr Hall ............................................................................................................................... 940.565.4676
Legends Hall ........................................................................................................................ 940.565.3862
Maple Hall ........................................................................................................................... 940.565.4389
McConnell Hall ..................................................................................................................... 940.565.4955
Mozart Square ...................................................................................................................... 940.565.3322
Santa Fe Square .................................................................................................................... 940.565.2701
Traditions Hall .................................................................................................................... 940.565.2701
Victory Hall .......................................................................................................................... 940.565.4409
West Hall ............................................................................................................................. 940.565.4685
Dear Parents and Family Members,

While nothing about this year looks the way we all thought it would due to COVID-19, I want you to know how glad I am to welcome you to the University of North Texas. Whether this is your first child to attend college or your last, congratulations on reaching this milestone. I hope you will find UNT and the Denton community to be a wonderful place for your student to grow personally and learn valuable skills to prepare them for their career aspirations.

AT UNT, we value our partnership with parents. The years your child are in college are as much a growing experience for you as it is for them. We recognize that each student’s success depends, in part, on our ability to form strong relationships between the university, the family, and the student. You will find that your child needs your support and guidance in new ways as they become more independent. We understand that you may also need support as you navigate your child gaining independence and your transitioning role in your child’s life.

Parent Orientation is an excellent first step in your family’s college journey. Research has shown us that Parent Orientation plays a critical role in helping you start to establish relationships with UNT. The program is designed to provide you with the resources and tools you will need to help guide your student appropriately through their first year at UNT. We hope you will leave orientation confident that our campus community is committed to helping your family, not just your student, transition to our campus.

Our shared goal is your student’s success at UNT. We know that students’ success depends on how prepared they are for the academic rigor of college. I hope you will help us reinforce the following tips students, faculty, and staff has said are critical to a student’s success at UNT:

» Show up. You can’t learn if you don’t show up to class.

» Find support. Everyone needs help sometimes and there is plenty of support (many outlined in this handbook) to go around.

» Get advised. Meeting with an academic advisor each semester will help you stay on track.

» Be prepared. Complete homework (mandatory and optional), read ahead, and study.

» Get involved. Step outside your comfort zone and get involved. This will allow you to experience all that this great university has to offer.

» Stay focused. College is hard, but you’re not alone; meet challenges head-on.

Thank you for entrusting UNT with your student’s college experience. You can be assured that you are sending your child to a campus that takes seriously our commitment to each of our students. Welcome to the Mean Green Family!

Elizabeth With, Ed.D.
Vice President for Student Affairs
# UNT PARENT HANDBOOK 2020-2021

## THE IMPORTANCE OF SUCCESSFUL STUDENT & FAMILY TRANSITIONS TO UNT
- Office of Orientation & Transition Programs Mission Statement .......................................................... 1
- Office of Orientation & Transition Programs Areas of Responsibility .................................................. 1
  - Transition Programs ................................................................................................................................. 1
  - Eagle Camp ............................................................................................................................................. 1
  - Mentoring Programs ................................................................................................................................. 1
  - The Transfer Center ................................................................................................................................. 1
  - Parent Programs ...................................................................................................................................... 1

## JUST FOR PARENTS
- Parent Programs ......................................................................................................................................... 5
- Parent Association ...................................................................................................................................... 5
- Summer Send Off Parties ............................................................................................................................ 5
- UNT Special Events ................................................................................................................................... 6
  - Homecoming ........................................................................................................................................... 6
  - UNT Family Weekend ............................................................................................................................... 6
  - Flight Memorial ........................................................................................................................................ 6
  - Honors Day ............................................................................................................................................... 6
  - University Day ......................................................................................................................................... 6
- Insights and Suggestions for Parenting a College Student ........................................................................ 7
- Do’s and Don’ts for Parents ....................................................................................................................... 7
- Succeed at UNT ......................................................................................................................................... 8
- Get Involved with the UNT Parent Association ......................................................................................... 9

## ACADEMIC ESSENTIALS
- Academics—General ................................................................................................................................. 13
  - Confidentiality of Educational Records .................................................................................................. 13
  - Proof of Enrollment ................................................................................................................................. 13
  - Establishing Residency ........................................................................................................................... 13
  - Bachelor’s Degree Basics ....................................................................................................................... 13

## PROGRESSING THROUGH A DEGREE
- Understanding Grade Point Average ........................................................................................................ 14
- Academic Recognition ............................................................................................................................... 15
- Academic Standing/Status ......................................................................................................................... 15
- Academic Advising .................................................................................................................................... 16
- Advising Responsibility ............................................................................................................................. 16
  - Advising Clearances ................................................................................................................................. 16
  - Advising Offices ...................................................................................................................................... 17
  - Specialized Advising ............................................................................................................................... 17
- Registering for Classes ............................................................................................................................... 18
- Schedule Changes/Dropping Courses ..................................................................................................... 18
- Policies that Impact Dropping Courses .................................................................................................... 19
- Registration Periods .................................................................................................................................. 20
- Course Duplication .................................................................................................................................... 20
- Grade Reports .......................................................................................................................................... 20
- Class Attendance and Absences ................................................................................................................ 21
- Incomplete Grades .................................................................................................................................... 21
# ACADEMIC SUPPORT PROGRAMS AND HELPFUL ACADEMIC SERVICES

- Learning Center ........................................................................................................... 22
- Libraries ......................................................................................................................... 22
- Office of Disability Access ............................................................................................. 22
- Specialized Labs and Help Centers .................................................................................. 23
- Student Support Services – TRIO .................................................................................... 23

# ACADEMIC ENRICHMENT OPPORTUNITIES

- UNT-International .......................................................................................................... 24
- Honors College ................................................................................................................ 25
- Definition of Other Academic Terms ............................................................................... 26

# CAMPUS INVOLVEMENT

- Athletics ......................................................................................................................... 29
- Center for Leadership and Service .................................................................................. 30
- Center for Student Affairs – Discovery Park .................................................................... 30
- Mary Jo & V. Lane Rawlins Fine Arts Series .................................................................. 30
- Center for Fraternity and Sorority Life .......................................................................... 30
- Honor Societies ............................................................................................................. 31
- Multicultural Center ....................................................................................................... 31
- Recreational Sports ........................................................................................................ 32
- Spiritual Life ................................................................................................................... 32
- Student Activities .......................................................................................................... 33
- Student Government Association ................................................................................. 33
- University Program Council .......................................................................................... 34
- University Union ........................................................................................................... 33
- Student Veteran Services ............................................................................................... 34

# FINANCIAL ESSENTIALS

- Payment of Tuition and Fees ............................................................................................. 37
- Student Financial Services ............................................................................................... 37
- Processing Student Refunds ............................................................................................. 38
- Student ID Cards ............................................................................................................. 38
- Mean Green Debit Cards ................................................................................................. 38
- Student Financial Aid and Scholarships ......................................................................... 39
- Emerald Eagle Scholars Program .................................................................................... 39
- Importance of Timely Graduation .................................................................................... 40
- Student Money Management Center ............................................................................ 40

# STUDENT SERVICES

- Campus Police and Emergency Services ....................................................................... 43
  - UNT Police ................................................................................................................... 43
  - Eagle Alert ................................................................................................................... 43
  - Emergency Management & Safety Services ................................................................. 43
- CARE Team ....................................................................................................................... 44
- Career Center .................................................................................................................. 44
- Computer Services ......................................................................................................... 45
- Counseling and Testing Services ..................................................................................... 46
- Dean of Students Office ................................................................................................... 46
- Conduct ............................................................................................................................ 47
The Importance of Successful Student & Family Transitions to UNT
The Office of Orientation & Transition Programs coordinates programs and activities intended to provide new students with a successful academic and developmental transition to the University of North Texas. Beginning with first year students, the office serves as a central location for students to make connections across campus. These connections help guide and direct students and their families throughout their experience at UNT. Programs are designed with consideration to the particular needs and interests of each class of students and promote four-year graduation.

The mission of the Office of Orientation and Transition Programs is: “To be an evolving office for students and their families that facilitates successful transition into the UNT community by: helping them connect to the university; creating opportunities; and building relationships.” The programs and services offered through our office include:

**TRANSITION PROGRAMS** are programs that help students connect to fellow classmates. From service projects focused on a cause to various spirit activities, we want to make sure the first year at UNT is full of opportunities for students to get to know their peers.

**EAGLE CAMP** is a retreat for new students designed to ease the transition to UNT. Eagle Camp takes place before school starts. At Eagle Camp, students will participate in small-group activities and have time to make friends and enjoy activities like: volleyball, swimming, a ropes course, frisbee golf and more. After Eagle Camp, students have more friends and feel more comfortable starting the school year.

**MENTORING PROGRAMS** connect faculty, staff, and “seasoned” UNT students with first and second year students to help ease the transition into college life. All of us have experienced a time in our life where we thought, “I wish I would have known that.” By being a part of UNT’s mentoring program, mentees have the opportunity to hear this advice and mentors are able to give back to the university and teach new students some of those lessons they “wish they knew.”

**THE TRANSFER CENTER** is located in the University Union, Suite 377. Created in the spring of 2008, the Transfer Center is organized to help transfer students transition to life at the University of North Texas. We provide students with assistance and connections to campus resources to better ensure a successful transition to campus through programming and by providing a space for transfer students to lounge between classes and network with other students.

**PARENT PROGRAMS** is also part of the Office of Orientation and Transition Programs. All parent programs activities including the coordination of Family Weekend are handled through this office. More information about Parent Programs is included in the Just for Parents section of this handbook.
JUST FOR PARENTS
At the University of North Texas, we understand that no student reaches the milestone of attending college without the caring assistance and guidance of important role models. The transition to college is also not a process students make alone. Family members are also affected. Parent Programs, part of the Office of Orientation and Transition Programs, is specifically dedicated to meeting the needs of the parents and families of our students. Through its various programs and services, Parent Programs hopes you will learn to love the Mean Green as much as your students will. We also want to serve as a resource just for you. Our institutional research, and common sense tell us that when students have challenges or successes during their time at UNT, they are likely to contact you, first. We want you have the tools you need (including this handbook) to direct your student toward all the resources and opportunities UNT has to offer.

We also have programs just for you. They include:

» The Parent Association
» Summer Send Off Parties
» Family Weekend
» More information on Family Weekend can be found under UNT Special Events
» Parent CHAT Email account where parents can email parents@unt.edu

Parent Association

Established and run by parent volunteers, the Parent Association is designed to support positive relationships between students, parents and the university. Established in 2003, the organization currently includes more than 1,200 families. The Parent Association is very proud of its commitment to student scholarships. Annual memberships are available for $70, two-year memberships are available for $125, and lifetime memberships are available for $300. For more information about the Parent Association visit transition.unt.edu/parents or speak with one of the Parent Association volunteers at Parent Orientation. A membership form for the Parent Association is also included in this section.

Summer Send-off Parties

Each summer, the UNT Parent Association and the Office of Orientation and Transition Programs co-sponsor “send-off parties” in key cities across Texas. The parties offer incoming students and their parents an opportunity to ask last minute questions and meet other new Eagles from their hometown area. Parties are typically scheduled for late summer. For more information, visit our website.
Homecoming
Coordinated By: Student Activities

Homecoming week, held each fall, offers activities that emphasize the tradition, spirit, and pride of UNT. It is an exciting time for students, employees, alumni, parents, and the entire Denton community. Student events and competitions run throughout the week. Friday night is Bonfire, built by Talons (UNT’s spirit organization), followed by the football game on Saturday. Homecoming Royalty, a student chosen to represent UNT, is crowned during the football game. Alumni events include the Golden Eagle 50-year reunion, Distinguished Alumni Achievement Awards banquet, reunions for colleges, student organizations, and affinity groups, and tailgating before the game.

Family Weekend
Coordinated By: The Office of Orientation and Transition Programs
Website: www.unt.edu/familyweekend

Family Weekend is the first big event for students and their families. Statistical evidence indicates that new freshmen that stay enrolled for the first six weeks of their fall semester dramatically increase their potential for success. Family Weekend comes just at the right time for students to be able to share their new environment with friends, parents, and family. But events aren’t just for freshmen families. There’s something for everyone. We hope you’ll make a special effort to come back to campus, spend time with your student, visit departments and instructors and meet your student's new friends and their families. A variety of activities make this a special time for both parents and students. Please check our website for details.

Flight Memorial
Coordinated By: The Dean of Students

The Flight Memorial is the annual memorial service where the university community honors all faculty, staff, students and alumni who have passed on during the last year. This event is typically held in April.

Honors Day
Coordinated By: The Vice President for Student Affairs & The Honors College

UNT recognizes current students for outstanding academic and extracurricular accomplishments, including those selected for the Who's Who in American Universities and Colleges award. Students are chosen by academic departments and university-wide committees. Student-selected awards for outstanding faculty are also announced at this ceremony. A reception follows the convocation for honorees and guests.

University Day
Coordinated By: Student Activities

First held May 10, 1961, when North Texas State College became North Texas State University, this spring event includes free food, music, activities, and a celebration of the day UNT became a university. The ceremony traditionally includes a welcome by the UNT President; a proclamation by the Mayor of Denton, pronouncing the college a university; and music by the pep band. The ceremony culminates in a picnic lunch open to the UNT community.
DO’S AND DON’TS FOR PARENTING A COLLEGE STUDENT

Rule #1  
Write (even if they don’t write back).

Although freshmen are eager to experience independence, most will admit that they’d love some news from home, however simple it may be. Students also enjoy care packages filled with pictures, homemade cookies, laundry money or necessities like shampoo. There’s nothing more depressing than a week of empty mailboxes. Warning: Don’t expect a reply to every letter you write.

Rule #2  
Visit (but not too much).

Visits by parents (especially when accompanied by shopping sprees and/or dinners out) are also important. This gives the student a chance to show off their new home and introduce parents to their friends. Surprise visits are not recommended, as students may need to adjust their studying schedule or other activities. It’s always nice to have a cheering section so continue to come to your student’s athletic, theatrical or academic performances.

Rule #3  
Listen (and don’t worry too much about manic-depressive phone calls or letters).

Often when troubles become too much to handle (a bad test grade, a roommate disagreement, and mashed potatoes for dinner...again), students will call home looking for a sounding board. Don’t worry too much if you never hear of the A on last week’s paper, the fun date planned for the weekend, or the club meeting they attended for the first time. Unfortunately the urge to communicate is sometimes felt only during a ‘crisis’. Be patient with those ‘nothing-is-going-right-I-hate-this-place’ calls or letters. Just listen and, if asked, offer advice. While it may make you feel lousy, it works wonders for the student.

Rule #4  
Expect Change.

Your student will change (either drastically within the first months, slowly over four years, or somewhere in between that pace). College and experiences associated with it can effect changes in social, vocational, and personal behavior and choices. A soft-spoken wallflower may become the next Homecoming Queen, a pre-med student may discover that biology isn’t for them, or a high school clown may become a devoted honors student. It’s to your advantage (and the student’s) to accept these changes. Try to support those studies or activities that seem to interest your student the most.

Rule #5  
Ask Questions (but not too many).

College students are ‘cool’ and have a tendency to resent interference with their newfound lifestyle. Even so, it is still comforting to know that someone is interested in you. While parental curiosity can be obnoxious and alienating, it can also be relief giving and supportive depending on the attitudes of the persons involved. ‘I-have-a-right-to-know’ questions, ulterior motives or nagging should be avoided. Honest inquiries and ‘between friends’ discussion definitely further the parent-student relationship.

Rule #6  
Begin to treat them as adults (especially when they return home for the summer or holidays).

When living away from home students become accustomed to coming and going whenever and wherever they please. While the rules of your house and the respect of the family remain, perhaps such things as curfew or ‘calling when you get there’ can be better adapted to the life of an adult. Expect different social hours and activities.
As a student, you’ve got a lot on your plate. But you’ve also got lots of resources and plenty of people at UNT who want you to succeed. Start strong. Define your future. Take control.

Follow these tips for success:

**Show up.**
Go to class every day, take notes and participate in discussions. It’s a pretty big campus, but we’ll help you find your way.

**Find support.**
Ask for help when you need it. Whether it’s tutoring for a tough class or finding someone to talk to, we’ve got you covered.

**Get advised.**
Explore and achieve your academic goals. Meet with your advisor for help navigating and choosing the right courses to stay on track for graduation.

**Be prepared.**
Do your homework and study. Take advantage of resources to conquer a college-size workload.

**Get involved.**
Meet new people and gain new perspectives by getting involved on campus and in the community. Find your place in student organizations and campus activities.

**Stay focused.**
College is hard, but you’re not alone. Meet your challenges head-on and ask for help to reach your goals.

succeed.unt.edu
Join the Parent Association Online this Summer to Receive a 10% discount on your new membership fee!

Join the Mean Green Family on Facebook!

Exclusive benefits for you and your student!

Exclusive benefits for members of UNT Parent Association Include:
- Discounts at the UNT Bookstore
- Discount on Family Weekend
- Exclusive eligibility for Parent Association Scholarships
- Special parties to meet other UNT parents
- A Parent Association Newsletter emailed monthly

Check us out in your Parent Handbook!

Phone: 940.565.4198 | Website: transition.unt.edu/parents
Confidentiality of Educational Records

The Family Educational Rights and Privacy Act (FERPA) governs access to the educational records of students. Except for university personnel with a legitimate need to view the documents, only students may access their individual academic records. Students can provide access of their record to others by signing a written release specifying the release to the individual. Parents of dependent children can view their child’s record either by providing a release from the student or providing proof the child was claimed on the most recent federal tax return. Either a Parental Affidavit or a copy of the tax return is acceptable proof.

Proof of Enrollment

Enrollment verifications are completed in the Registrar’s Office and are based on a student’s registration. Undergraduate students are classified in the following way for enrollment purposes:

- **Full Time**: 12 or more hours per semester
- **Three-quarter Time**: 9-11 hours per semester
- **Half-Time**: 6-8 hours per semester

Establishing Residency

Legal state of residence determines the tuition fee per hour for enrollment at UNT. Rules and regulations for determining residence status are specified under Title 3 of the Texas Education Code and are available in the Office of Admissions and the Registrar’s Office. In-state tuition status requires physical residence in Texas for the 12-month period immediately preceding initial registration at UNT (or for the semester during which the change in residency is requested). In addition to the 12-month period, there are other requirements that are necessary for residency determination. Please contact the Office of Admissions or the Registrar’s Office for further information.

Bachelor’s Degree Basics

UNT offers 100 bachelor’s, 83 master’s and 37 doctoral degree programs — many nationally and internationally recognized.

Every class taken at UNT is measured by units called credit hours. In most cases, a credit hour represents the number of hours a student is expected to be in class every week to fulfill the requirements of that class. Most undergraduate classes are three-credit-hour courses, so taking a 15-hour course load means that a student can expect to be in class approximately 15 hours per week.

A bachelor’s degree shows that a student has completed coursework and met the requirements of a specialized curriculum. Below are some details about bachelor’s degrees at UNT:

- Minimum 120 credit hours*, depending on major
- 42 credit hours* of university core requirements
- College/School requirements
- Advanced hours, 3000-4000 level (varies by major)
- Major requirements
- Minor requirements (varies by major)
- Electives (varies by major)
Academic Classification is based on the number of hours you have earned.

Classifications for an Undergraduate Degree are as follows:

<table>
<thead>
<tr>
<th>Classifications</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29 hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 + hours</td>
</tr>
</tbody>
</table>

* Graduate students are defined as students who have earned an undergraduate degree from an accredited college or university.

During early registration students register based on their current classification, not what it will be once a semester is completed.

Understanding Grade Point Average

Grade Point Average (GPA) plays an important role determining a student’s eligibility for admission to the university, financial aid, academic standing and eligibility for certain programs and majors. The GPA is a critical component of determining whether or not a student is eligible for graduation, after a student has completed all required coursework and semester credit hours.

Each letter grade is assigned a different grade point value. Course grades recorded as I, NP, P, PR, CR, W or Z are not counted in GPA calculations. The grade point values for other grades are:

- A= 4 points per credit hour
- B= 3 points per credit hour
- C= 2 points per credit hour
- D= 1 point per credit hour
- F= 0 points per credit hour

Beware of F’s. A grade of F is still considered an attempted course, and they count heavily against the student.

Use the following steps to calculate either a student’s semester GPA or an overall GPA:

1. Total the number of grade points earned.
2. Divide the total grade points by the total number of attempted credit hours.

Note: Credit hours earned through AP, CLEP, IB or other placement exams are not included in the GPA.

Types of GPA

There are several different types of GPA students encounter during their college career:

- **Semester GPA** - The GPA earned only for the courses taken at UNT for the specific semester.
- **UNT Cumulative GPA (CGPA)** – A student’s cumulative GPA for all of the hours attempted at UNT (determines academic status). Does NOT include transfer work.
- **Overall GPA** - A combination of the UNT and transfer GPA (graduation GPA).
- **Major GPA** – GPA required in the major. Can either be a pre-major GPA requirement to enter the program and/or to graduate from the program.
**Academic Recognition**

Students are eligible for certain academic honors based on grade point average. The UNT Semester GPA is used to calculate **semester honors**. Students must complete at least 12 hours of regularly graded coursework to earn semester honors. Semester honors are only awarded in the fall and spring semester.

- **President’s List**: Students must earn a 4.0 semester GPA in graded coursework taken at UNT.
- **Dean’s List**: Students must earn at least a 3.5 semester GPA in graded coursework taken at UNT.

The Overall GPA (UNT and transfer hours combined) is used to determine whether a student is eligible to **graduate with honors**. The requirements to graduate with honors are:

- 3.500 – 3.699 GPA – cum laude
- 3.700 – 3.899 GPA – magna cum laude
- 3.900 – 4.000 GPA – summa cum laude

**Academic Standing/Academic Status**

The university will track the UNT Cumulative GPA and the Semester GPA to determine a student’s academic standing or academic status. Students must maintain certain academic standards to remain at the university. Certain programs also require students to meet a minimum GPA. The chart below details the steps taken based on academic status:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DEFINE</th>
<th>WHAT TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Good Standing</strong></td>
<td>The minimum cumulative UNT grade point average (UNT CGPA) a student must achieve to remain in good standing is 1.8 in their first semester and 2.0 for all subsequent semesters.</td>
<td>Maintain your UNT GPA at a 2.0 or higher</td>
</tr>
<tr>
<td><strong>Academic Alert</strong></td>
<td>Lower than 1.8 UNT cumulative GPA following first semester ONLY, and lower than a 2.0 subsequent semesters &lt;br&gt;<strong>Freshmen Only</strong>&lt;br&gt;Mandatory Advising &lt;br&gt;May be required to attend Academic Coaching</td>
<td>Raise your UNT GPA to 2.0 to return to <strong>Good Standing</strong> or be placed on <strong>Probation</strong></td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>Lower than 1.8 UNT cumulative GPA following first semester enrollment for Transfer students, and lower than 2.0 UNT cumulative GPA subsequent semesters &lt;br&gt;<strong>Freshman who have previously been on Academic Alert</strong>&lt;br&gt;Mandatory Advising may be required to attend Academic Coaching</td>
<td>Raise UNT GPA to 2.0 to return to <strong>Good Standing</strong> OR earn a 2.25 semester GPA to be on Continued Probation to avoid <strong>Suspension</strong></td>
</tr>
<tr>
<td><strong>Continued Probation</strong></td>
<td>Lower than 2.0 UNT cumulative GPA Previously on Probation but earned semester GPA of 2.25 of higher &lt;br&gt;Mandatory Advising</td>
<td>Raise UNT GPA to 2.0 to return to <strong>Good Standing</strong> OR earn a 2.25 semester GPA to be on Continued Probation to avoid <strong>Suspension</strong></td>
</tr>
<tr>
<td><strong>Suspension</strong></td>
<td>Lower than 2.0 UNT cumulative GPA Previously on Probation or Continued Probation but earned lower than 2.25 semester GPA in either of the long semesters (Fall/Spring) &lt;br&gt;Mandatory Advising</td>
<td>Meet with advisor to discuss course equivalencies for the community college; May be allowed to enroll in the Summer semesters; Raise UNT GPA to 2.0 and return to <strong>Good Standing</strong>; Return to UNT after <strong>Suspension</strong> and enroll on <strong>Probation</strong></td>
</tr>
</tbody>
</table>
Academic Advising at UNT

Academic advising is a student’s guide to success and timely graduation. Advisors work with the students to make progress toward completing the degree plan requirements and take courses suited to their educational and career goals. **Academic advising involves helping the student select the courses in the proper sequence.**

**Understanding the Advising Responsibility**

Academic advising is a student's guide to success and timely graduation. An academic advising office is the place to go for assistance in understanding and planning how to make decisions about the connections between personal goals and a student’s educational career.

Academic advising is a collaborative educational process in which the student is an active participant; students and their advisor are partners in ensuring their academic success.

<table>
<thead>
<tr>
<th>Advisors will partner and collaborate with your student to guide he/she in:</th>
<th>Student Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing a plan to accomplish he/she educational goals.</td>
<td>Schedule regular appointments or make regular contacts with advisor during each semester.</td>
</tr>
<tr>
<td>Utilizing campus resources including online resources and advising tools.</td>
<td>Become knowledgeable about college programs, policies, and procedures. Use the catalog and schedule of classes.</td>
</tr>
<tr>
<td>Understanding and applying knowledge about degree requirements to allow graduation in an efficient and timely manner.</td>
<td>Clarify personal values and goals, and provide advisor with accurate information regarding interests and abilities.</td>
</tr>
<tr>
<td>Understanding the importance of deadlines, policies, procedures, and student responsibility in upholding them.</td>
<td>Come to each appointment with questions or material for discussion. Ask questions not understanding an issue or have a specific concern.</td>
</tr>
<tr>
<td>Succeeding at UNT by showing up, finding support, getting advised, being prepared, getting involved, and being persistent.</td>
<td>Accept responsibility for educational plan and decisions.</td>
</tr>
<tr>
<td>Accepting and embracing responsibilities as engaged citizens of UNT and the world.</td>
<td>Use their Guidebook and on-line advising tools to track academic process.</td>
</tr>
</tbody>
</table>

**Advising Clearances**

New freshman students for fall and spring, students on academic alert, probation, and students returning from suspension are required to have an advising clearance code to register for their classes. These codes are available from the academic advisor of the student’s major. Students with an advising hold on their account will not be able to register without seeing an advisor. Specific departments may also have additional advising requirements for students as they reach various levels.

**Tip:** Advising is not the only reason a student might have a registration hold on their account. More information on financial holds will be addressed in the Financial Essentials section of the Parent Handbook.
Advising Offices

Students are responsible for scheduling meetings with their academic advisors as necessary for future enrollment periods. If a student is unsure who that advisor is, it is appropriate to call the advising office of the academic college or school in which he/she has a major, as indicated below:

**College of Business**, Business Leadership Building 110 .................. 940.565.2110  cob.unt.edu
**College of Education**, Matthews Hall 105 ................................... 940.565.2736  coe.unt.edu/sao
**College of Engineering**, Discovery Park A101 ............................ 940.565.4201  engineering.unt.edu
**College of Information**, Discovery Park C232 ............................ 940.565.2445  ci.unt.edu
**College of Liberal Arts & Social Sciences**, General Academic Bldg 220 940.565.2051  class.unt.edu/advising
**College of Merchandising, Hospitality & Tourism**, Chilton Hall 385. 940.565.4635  cmht.unt.edu
**College of Music**, Chilton Hall 211 .......................................... 940.565.3860  music.unt.edu/advising
**College of Health and Public Service**, Chilton Hall 289 ................. 940.565.4115  hps.unt.edu/advising
**College of Science**, Hickory Hall 283 ....................................... 940.369.8606  cos.unt.edu/advising
**College of Visual Arts & Design**, Art Building 111* ...................... 940.565.2216  art.unt.edu
**Frank W. and Sue Mayborn School of Journalism**, General Academic Bldg 107 940.565.3365  journalism.unt.edu
**Honors College**, Sage Hall 229 .............................................. 940.565.3305  honors.unt.edu
**New College**, Sage Hall 302 .................................................. 940.369.8129  unt.edu/baas

Specialized Advising

The university offers specialized advising for students interested in certain careers where a specific major is not necessarily required.

**Health Professions Career Advising**
940.369.8606
[cos.unt.edu/advising/health-professions](http://cos.unt.edu/advising/health-professions)
Location: Hickory Hall 256

Dentistry, Medicine, Optometry, Veterinary Medicine, Physician Assistant, Podiatry and Physical Therapy, Occupational Therapy and Chiropractor: UNT offers most (if not all) of the prerequisites for admission to the professional schools listed above. Students interested in these professions should schedule an appointment with a counselor in the office of Health Professions. The counselor will provide assistance with entrance requirements, the application process, interview preparation and the required letters of recommendation.

**Honors College Advising**
940.565.3305
[honors.unt.edu](http://honors.unt.edu)

The Honors College Office can be contacted for advising for Honors College classes. The Honors College is located in Sage Hall, Suite 229. Students in any major may join the Honors College.

**Pre-Law Advising**
940.565.4413
[class.unt.edu/advising/pre-law](http://class.unt.edu/advising/pre-law)
Location: Wooten Hall 153

Pre-law is not an academic major at UNT. There is no required major for those wanting to go on to law school; any major that emphasizes strong writing and reasoning skills will help you prepare for law school. The pre-law advisor is available to provide answers to questions about how to get into law school and what you can do now to prepare.
Texas Success Initiative
(940) 369-7006, Sage Hall 170
learningcenter.unt.edu/hsi
tsi@unt.edu

Students working towards completing the Texas Success Initiative (TSI) requirements must complete TSI advising in the Learning Center each semester prior to registration. The TSI Coordinator will provide assistance with questions regarding TSI requirements and developmental courses.

Teacher Education and Certification
(940)565-2736
coe.unt.edu/sao
Location: Matthews Hall #105

To become a certified teacher in Texas, students must meet state requirements, which include completion of an Educator Preparation Program, obtaining a bachelor’s degree, and passing the state certification examinations. Students must be admitted to UNT’s Teacher Education Program before enrolling in most education courses.

Registering for Classes
The my.unt.edu Portal
Students will register for classes, accept financial aid awards, review grade reports and conduct much of their official university business through this online portal. Students will need their EUID and password to access the portal.

Online Degree Audit
An online degree audit lists all degree requirements in a user friendly format referred to as the “interactive audit”. It is a great tool for staying on track for graduation and to prepare for advising appointments. To access the audit visit mydegreeaudit.unt.edu. The audit will show:

» Credit hours earned and credit hours in-progress
» How courses you take will apply to your degree requirements
» University, overall, and major GPAs
» "What if" degree audits, if you are considering a change of major

As grades post and requirements are completed at the close of each semester, audits will update automatically. The online degree audit is not an “official” document. An official degree audit is a document which can be requested in your academic advising office.

Using this tool in collaboration with an academic advisor will help you make the most of the time, money and course selection while attending UNT. For more information about the audit, please contact an academic advising office to schedule an appointment.

Schedule Changes/Dropping Courses
Students are permitted to revise their schedules during a specific period of time at the beginning of the each semester. It is important that students understand the registration dates for each semester in order to avoid various academic and financial consequences of dropping courses or withdrawing from the university after a certain time period.

Understanding the Difference Between Dropping a Class and Withdrawing
A drop refers to a student dropping an individual course from their schedule. A drop can occur either before or after the 12th class day of each semester, generally referred to as the census date. If the drop occurs before the census date, the enrollment is never considered to have been official and it will not be reflected on the student’s transcript. If the drop occurs after the census date, the enrollment is considered to have been official and a grade of W will be assigned to the course.

Withdraw refers to when a student drops all of their courses for a term, resulting in a complete withdrawal from the university. If the withdraw occurs prior to the census date, the courses will not be reflected on the transcript. If the withdraw occurs after the census date, the courses will be reflected on the transcript with a grade of W. Courses dropped as a result of withdrawing from the university are not subject to the Six Drop Rule. For more information regarding withdrawing from UNT for medical reasons, please review the Dean of Students pages in this publication.
Important Policies that Impact Dropping Courses

SIX-DROP RULE
Students enrolling in higher education for the first time during the Fall 2007 academic term or any subsequent terms may drop a total of six courses in their academic career. This includes any course(s) a transfer student has dropped at another Texas public institution of higher education. This does not apply to courses dropped prior to the census date and does not apply if the student withdraws for the term or session. Information on exceptions can be found at essc.unt.edu/registrar/schedule/droplimit.html. http://registrar.unt.edu/registration/dropping-class

Determining Whether or Not to Drop A Course
Students should be encouraged to exhaust all possibilities, and seek out academic success resources when considering whether to drop a class or complete a course. Dropping classes could delay graduation and potentially wastes a student’s time and money. Students should also speak with their instructor, Financial Aid Office and academic advisor before making this decision.

Questions for a student to consider when dropping a class:
1. Have I met with my advisor or instructor?
2. Have I utilized any of the Academic Resources?
3. How far behind am I on my assignments? How far behind am I on my assigned reading?
4. What kind of grades have I earned so far on assignments? On quizzes? On exams?
5. How many more chances do I have to earn a grade in this particular class?
6. How has my attendance been in this particular class?
7. When are the drop deadlines? What are the procedures?
8. What is my status with Student Financial Aid and Scholarships and/or International Admissions?
9. Is this a pre-requisite or a co-requisite?
10. How many times have I taken this course at UNT?
11. How many courses have I dropped?

Once a student decides to drop a course attention must be paid to Academic/Registration deadlines, as posted on the Academic Calendar on the Registrar’s Office website. The date a student drops or withdraws may determine how much, if any, financial aid will need to be repaid.
Understanding these three key registration periods can be helpful.

<table>
<thead>
<tr>
<th>REGISTRATION PERIOD</th>
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<tbody>
<tr>
<td><strong>Add/Drop Period</strong></td>
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</tbody>
</table>
| **Open Drop Period (no adds)** | • After the Add/Drop Period ends but before the census date you may no longer add courses, but you can still drop a course through your UNT portal (my.unt.edu). (Go to http://registrar.unt.edu/registration-guides-by-semester.html for summer add/drop dates.)  
  • Courses dropped during this period will not be recorded and will not count as one of your six drops.  
  • May be done online or in person at the Registrar’s Office.  
  • You may receive a full or partial refund of course fees for courses dropped from your schedule during this time.  
  See website (https://sfs.unt.edu/class-drop-and-withdrawal-refunds) for specific refund dates. |
| **Recorded Drop Period** | • Courses dropped during this period will be recorded (ex: “W”).  
  • Courses dropped during this period will count toward your six drops.  
  • Refunds are not granted for courses dropped during this period.  
  • Please go to registrar.unt.edu for detailed procedures and deadlines regarding these drops. |

Course Duplication

A student may take a course a second or subsequent time. The Registrar’s Office will post duplications at the request of the student, at the request of an academic advisor or upon review of the student’s record. Until a duplication is posted, the Registrar’s Office includes a repeated course in the student’s cumulative record of hours attempted and grade points earned. The Registrar includes without exception any course repeated more than once in the student’s cumulative record of hours attempted and grade points earned. Departments may count the highest grade for departmental GPA requirements; however, the academic dean uses only the last grade recorded in certifying the student’s eligibility for graduation. Undergraduate students who enroll in the same course more than twice may be charged additional tuition amounts.

Grade Reports

Grade reports, generated at the end of each semester, are available through the my.unt.edu portal. If the grade report or the academic standing is believed to be in error, the student should contact the Registrar’s Office within 30 days following the first class day of the succeeding term/semester. At mid-term/semester in the long session, instructors may provide individual written warnings to students who are doing unsatisfactory class work. These warnings are mailed from the Registrar’s Office upon request by the instructor.

Tip: Course duplications can help students boost their GPA, but all attempted courses stay on a student’s transcript.

Reminder: FERPA regulations prevent parents from automatically accessing student grade information. Make sure you read about FERPA in the Just for Parents Section.
Class Attendance

Regular and punctual class attendance is expected. Although in general, students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered part of the grade, the instructor should so inform students at the semester's beginning by a written notice. Departments and similar academic units have authority to establish a department or course attendance policy, so long as the policy is in accord with the above stipulations.

Authorized Absences

Absences due to participation in sponsored activities must be approved in advance by the department chair and academic dean. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students, located in the University Union, Suite 319, for presentation to their instructors. Students with authorized absence cards may make up the work missed when practicable or be given special allowance so that they are not penalized for the absence. See the Dean of Students information in this publication for more details regarding absence verification.

Absence for Religious Holidays

In accordance with state law, a student absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day(s) missed, including those missed for travel, within a reasonable time after the absence. The student should notify the instructor of each class of the date of the anticipated absence as early in the semester as possible.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may respond appropriately if the student fails to complete the assignment or examination.

Incomplete Grades

The university permits students to receive a grade of incomplete in emergency situations. These designations must be approved by an instructor.

Students have one year from the time an “I” grade is granted to complete the specified requirements. An Incomplete Grade is a non-punitive grade and can only be assigned during the last one-fourth of a term. In order to receive an I grade students must:

- Be passing the course in which the “I” is to be granted
- Have a justifiable and documented reason for not being able to complete the course on schedule (such as serious illness or military service)

The student must arrange with the instructor to finish the course requirements at a later date. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. Course receiving a grade of “I” will default to an F if the coursework is not completed within the time given unless the instructor has designated a different automatic grade.

Removal of an Incomplete

A student may remove a grade of “I” within one year by completing the stipulated work. After the student completes the stipulated work, the instructor records the final grade on a UNT Grade Change Form and obtains the department chair’s signature. The instructor’s academic dean completes processing the form with the Registrar’s Office, where the grade point average is adjusted accordingly. If a student does not complete the stipulated work within the time specified, the grade of “I” will default to “F”, unless the instructor has designated a different automatic grade. The GPA is adjusted accordingly and the student will be subject to academic penalty should any exist.
Learning Center
Location: Sage Hall, Suite 170
Phone Number: 940.369.7006
Website: learningcenter.unt.edu
Hours: Monday - Friday 8:00 am - 5:00 pm

The Learning Center provides programs and services that enhance learning and facilitate academic excellence for all UNT students. Individual and online tutoring is provided at no cost to currently-enrolled students. Students can also seek free individual consultations with Academic Coaches to develop their academic skills and create an action plan based on their semester and long-term goals. Additionally, various study skills workshops, and a GRE preparation course are available to undergraduate and graduate students. See our website, learningcenter.unt.edu, for more information.

Libraries
Phone: 940.565.2413
Website: www.library.unt.edu

UNT Libraries empower and equip students to succeed at UNT. Whether in person at one of our four campus Libraries—Willis, Media, Eagle Commons or Discovery—or online either through our website or online Subject Guides for research. Our Subject Librarians work with faculty and students, and can be contacted for one-on-one appointments or help via email. At our various locations you can check out laptops, books, games, use the makerspace, and more. Get involved through the Student Library Advisory Board or library events. Are you looking for a course assigned reserves item for your class? Email askus@unt.edu or visit the Ask Us library website page at https://library.unt.edu/ask-us/ or help with library questions. The First Year Experience library guide is available to get you started: https://guides.library.unt.edu/fye

Office of Disability Access
Location: Sage Hall, Suite 167
Phone: 940.565.4323
Fax: 940.369.7969
TTY callers: 940.369.8652
Website: www.unt.edu/oda

The Office of Disability Access (ODA) exists to prevent discrimination on the basis of disability as mandated by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended. This is accomplished by determining eligibility for qualified students by reviewing disability-related medical and psychological documentation along with the student’s individual experiences, to determine appropriate, reasonable accommodations which are recommended to the campus. As part of this process, our office strives to facilitate the development of students through independence and autonomy. UNT is a student centered research institution; our office compliments this mission by providing leadership in the areas of equal access and advocacy for students with disabilities. In turn, our campus diversity will be richer and UNT will be more accessible to everyone. ODA provides a wide variety of services and resources spanning the full range of disabilities, dyslexia, including but not limited to, hearing loss, visual impairment, mobility impairment, brain injury/organic brain impairment, learning disabilities, ADHD/ADD, mood disorders, chronic diseases and injuries, and other conditions that meet ADA definitional criteria. In addition, the ODA provides testing facilities for administration of classroom exams when faculty are not able to provide this accommodation.
How to Register with the Office of Disability Access (ODA) for Accommodations

In order to request classroom accommodations through the ODA, students must adhere to the following guidelines:

1. Attain full acceptance to enroll in classes at the University.

2. Visit https://disability.unt.edu and login to the AIM Student Portal and complete the registration form.

3. Submit disability documentation. ODA staff will review the student’s registration form and documentation and reach out to the student to schedule a registration meeting.

4. Schedule and attend a registration meeting with an ODA Coordinator.

The website will inform students of the registration process, including guidelines for documentation of disability or medical condition that supports the accommodation request.

Students may register with the ODA once admitted into UNT; however, it is strongly recommended that new students attend New Student Orientation, receive academic advising, and register for classes prior to requesting classroom accommodations.

Specialized Labs and Help Centers

- Accounting Lab – (Curry Hall 311) Provides free tutoring in accounting for students.
- Chemistry Resource Center – (Chemistry Bldg 231, 940.565.2556) Provides tutoring for chemistry, especially organic and introductory courses.
- Computer Science Help Lab – (Discovery Park F205) Provides tutoring for all Computer Science courses.
- Economics Help Center – (Hickory Hall 152, https://economics.unt.edu/help-center) Provides free tutoring for principles of economics for current students.
- History Help Center – (Wooten Hall 220, 940.565.4772) Provides tutoring for students in history classes and advises students on how to write term papers.
- Student Writing Lab – (Auditorium Bldg 105, 940.565.2563, www.unt.edu/writinglab) Provides free tutoring and workshops with individualized and group work in all areas of writing.

TRiO: Student Support Services

Phone: 940.565.4754
Location: Sage Hall, Room 215
Website: trio.unt.edu/sss

TRIO programs are funded by the United States Department of Education. Student Support Services (SSS) provides free of charge the following to students who meet the criteria for TRIO:

- Academic support and guidance
- Tutoring – one-on-one or small groups
- Workshops – topics include information on study abroad, graduate school, financial literacy, financial aid, career services – including resume assistance and interviewing skills
- Campus engagement/connections
- Social enrichment events – include the symphony and/or ballet performances, musicals, etc.
- LEAD Mentoring – a program designed for first year students; study skills/speed reading and comprehension, note taking/note cards, health, time management, campus involvement, stress relief, test anxiety, etc.

To be eligible for TRIO programs, students must meet the following criteria: must be a United States citizen or Permanent Resident; first generation college student (meaning that neither parent has a bachelor’s degree); meet income guidelines determined by the U. S. Department of Education; and/or have a disability, (as documented by the UNT Office of Disability Accommodation); and have an academic need for services.
International Affairs is a guide and champion for internationalization at the University of North Texas. International Affairs supports international teaching, research, and service. IA strives to enrich campus life by welcoming international students and scholars, cultivating global citizens among students, and fostering global connections between UNT and institutions, communities, and people around the world. International Affairs functions in a leadership and facilitation role to support the university’s global endeavors and international agenda. We provide expertise, assistance, and support to faculty, staff, students, and administration in all international activities.

Global Engagement
The Global Engagement Office advises colleges on the development of global programs, manages UNT’s international agreements and contracts, and oversees the division’s data collection and analysis. Global Engagement acts as steward for campus internationalization by encouraging global scholarship, administering Fulbright and intramural grants, and promoting other global opportunities for faculty and students. Global Engagement manages UNT’s special programs with partner institutions abroad, such as the China Undergraduate Transfer Program, undergraduate/graduate transfer program, short-term programs, and others. Contact 940-369-5292 or international.unt.edu/globalengagement.

Intensive English Language Institute
The Intensive English Language Institute, established in 1977, is the longest-standing program of its kind in North Texas and one of the most prestigious programs for learning academic English in the United States. IELI also conducts the International Teaching Assistants testing and training program for UNT. Contact 940-565-2003 or Marquis Hall, Room 223 or visit international.unt.edu/ieli.

International Recruitment Office
The International Recruitment Office recruits well-qualified and diverse international students to UNT colleges and schools. Its core activities include converting international prospects to applicants via digital outreach and recruitment at feeder institutions both abroad and in the U.S. Office staff work regularly with high school counselors, foreign faculty, U.S. higher education advisors and UNT alumni. Contact 940-369-7624 or Marquis Hall, Room 125 or visit https://international.unt.edu/content/international-recruitment-office.

International Student and Scholar Services
The International Student and Scholar Services Office provides immigration advising and support to international students and scholars engaged in academic activities at the University of North Texas System. The office serves as the primary campus and system resource on immigration matters pertaining to all non-immigrant visa types. Contact 940-565-2195 or Marquis Hall, Room 125 or visit https://international.unt.edu/content/international-student-scholar-services.

Programming and Communications
International Affairs provides both domestic and international students opportunities for cross-cultural engagement and exposure to countries and cultures around the world. Programs and activities allow for international experiences for students right here on campus. In addition to international and cultural programming, the department provides specialized services to international student populations including new student orientations, tax workshops, and an international student workshops series. The office also oversees the divisions scholarships and the International Texas Public Education Grant application process.

Study Abroad Office (SAO)
The Study Abroad Office coordinates affiliate, exchange and faculty led programs for UNT students in collaboration with the university’s colleges and schools. The office works to create programs that inspire global citizenship, enhance curriculum, and support the academic and personal goals of UNT students from all majors and backgrounds. The office also serves as a U.S. Passport Acceptance Facility and is open to the UNT and local Denton communities. Contact 940-565-2207 or Marquis Hall, Room 145 or visit studyabroad.unt.edu.
The Honors College welcomes highly talented and motivated students who wish to build the finest possible educational foundation in an enriched, challenging, and supportive college atmosphere. Honors College membership is open to all qualified students, whatever their major. Members may take Honors classes, participate in Honors programming, apply to live in Honors housing, and enjoy all the other benefits of membership. Members of the University’s highly qualified faculty offer Honors classes in small sections to foster student involvement and classroom discussion. In addition, students find that most Honors classes meet university core requirements. The student's transcript provides a permanent record of Honors College membership. Admission to the Honors College is competitive and by separate application. Freshmen students are assessed on test scores, as well as class rank and GPA, courses taken in high school, and writing skills. Continuing and transfer students may be admitted to the Honors College on the basis of a cumulative GPA of at least 3.35 on a minimum of 15 semester credit hours of college work.

Honors College graduates receive a special medallion to wear at commencement, are invited to a celebration for graduates, and receive special recognition during the commencement ceremony.
DEFINITION OF OTHER ACADEMIC TERMS

**Blackboard (WebCT) and Canvas:** Secure, web-based course platform that supports course content delivery, collaboration and assessment.

**Census Date:** A date determined by the state of Texas (the 12th class day in long semesters) where universities and colleges must report how many students are enrolled in classes. The state then disperses the state tuition rate difference that in-state students do not pay.

**Classification:** This is a way the university identifies you by earned credit hours (Freshman, Sophomore, Junior, Senior)

**Common Course Numbering System:** A numbering system in which common courses in Texas are considered directly equivalent between colleges and schools.

**Concurrent Enrollment:** Requires pre-approval from the student’s advisor when they take classes at two different institutions at the same time.

**Add/drop dates:** When a student either online (allowed between certain dates) or in person at the Registrar’s Office (required after a certain date) removes themselves from one or all-but-one course for a semester or summer term.

**Registration:** A time period when a student selects courses for the upcoming semester. The dates for this event are listed in the Schedule of Classes.

**FERPA:** Acronym for the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law, also known as the Buckley Amendment that protects the privacy of a student’s educational records. The law applies to all educational agencies or institutions, like UNT, that receive funds under any program administered by the Secretary of Education.

**Greenbook or Bluebook:** A blank book used in taking college examinations, with a green or blue cover.

**Hold/block:** A registration restriction placed on a student either due to grades, library fees, parking tickets, mandatory advising, transcripts, etc. To register for classes the student must contact the appropriate office based on the type of block. Students can read what block they have by going to their student center at the my.unt.edu website.

**ID/EUID:** The ID is an 8 digit number used to identify the student. The EUID is another identifier of a student that uses the initials of a student’s name (including middle name if the student has one) followed by four numbers (EX: ZZZ1122).

**Office Hours:** These are hours outside of class that an instructor for a course must make her/himself available to discuss any student questions and/or concerns.

**Online Classes / Catalog:** Students should contact the department where the course is offered to determine how to access the online classes. This publication has degree plan requirements, course descriptions, and course pre-requisites.

**Overload:** When a student chooses to take more than 19 hours in any given Fall/Spring semester. Student must meet qualifications and be approved by an advisor

**Reading Day:** The Friday before final exams begin. No classes meet this day every long semester to give you time to study for exams.

**Scantron:** Papers on which students mark answers to academic test questions.

**SI/ST (Supplemental Instructor/Tutor):** A resource provided through the UNT Learning Center. Academically successful students in a particular course (usually more challenging freshman/sophomore level courses) are hired or volunteer to lead separate class times to give current students additional support and exposure to class material. Students who attend these sessions or go to tutoring tend to perform better in their classes.

**Student Center (MyUNT):** An online central location for students to find out information about holds/blocks, class location for their registered classes, to register for classes, update their update their contact information.

**Syllabus:** Outline/summary of topics that will be covered in a course. It will also state the course grading policy and test dates.

**TA:** A graduate student that assists a professor with course instruction, grading papers, and/or teaching parts of the class.

**W:** Abbreviation for Withdraw – this is when you drop a class after the 12th class day until a designated date.

**Withdraw:** When a student removes themselves from all of their classes. This requires permission from the Dean of Students and is completed in writing.
Athletics

Location: 1301 S. Bonnie Brae
Phone: 940.565.2662
Website: MeanGreenSports.com

North Texas Athletics is a vital component of university life. The Mean Green athletic program provides a rallying point for fans, friends, and, most importantly, students of the University of North Texas. A student’s collegiate experience wouldn’t be complete without enjoying the opportunity to tailgate with friends and family, stand and cheer on the Mean Green, and sing “Glory to The Green” at the conclusion of an athletic event.

Mean Green Athletics strives to be a University partner and works diligently with multiple aspects of the University to enhance student’s participation and enjoyment of the collegiate experience. Students are admitted free to home football and men’s and women’s basketball games by claiming their ticket at www.UNTtix.com; and to all other home sporting events by showing their UNT Student ID.

The University of North Texas competes at the Division I level of the National Collegiate Athletic Association and is a member of Conference USA. The University is represented by athletic teams in the following sports:

**Mens Basketball**
**Women’s Basketball**
**Men’s and Women’s Cross Country**
**Football**
**Men’s and Women’s Golf**
**Soccer**

Mean Green athletic teams have captured numerous conference championships and received national recognition by appearing in four consecutive football bowl games from 2001-04, winning the Heart of Dallas Bowl during the 2013 season, playing in 3 straight bowl games in 2016-2018, reaching the NCAA men’s basketball tournament in 2007 and 2010, and winning the CBI championship in men’s basketball in 2018.
### Center for Leadership & Service

**Location:** Union 345  
**Phone:** 940.565.3021  
**Website:** [https://studentaffairs.unt.edu/center-for-leadership-and-service](https://studentaffairs.unt.edu/center-for-leadership-and-service)

The Center for Leadership & Service provides opportunities and programs to develop students to become engaged leaders in the community. Students develop leadership skills by attending workshops and participating in retreats and conferences. Students can also gain skills and make a difference in the community through a variety of community service initiatives. Including: Alternative Service Break trips, local volunteer opportunities, and large annual days of service.

### Center for Student Affairs – Discovery Park

**Location:** Discovery Park, G140  
**Phone:** 940.369.5847  
**Website:** [https://studentaffairs.unt.edu/center-for-student-affairs-at-discovery-park](https://studentaffairs.unt.edu/center-for-student-affairs-at-discovery-park)

The Center for Student Affairs at Discovery Park represents the Division of Student Affairs to students in the Colleges of Engineering and Information. We provide students with social and academic-related programming, leadership training, student organization development and manage the student lounge. We work to create a greater sense of community and campus spirit by connecting students with university-wide events such as Homecoming.

### Mary Jo & V. Lane Rawlins Fine Art Series

**Location:** Union 345  
**Phone:** 940.565.3815  
**Website:** [www.unt.edu/fas](http://www.unt.edu/fas)

The UNT Fine Art Series has continued to provide a wide variety of the visual, performing and literary arts for the university and communities in the greater Dallas-Fort Worth region. UNT students may receive free tickets to performances with a current UNT ID.

### Center for Fraternity and Sorority Life

**Location:** The Center for Fraternity and Sorority Life, 621 South Welch Street  
**Phone:** 940.369.8463  
**Website:** [cfsl.unt.edu](http://cfsl.unt.edu)

Since 1952, the UNT Fraternity and Sorority community has been a viable and integral part of campus life. With four councils consisting of 40 plus organizations, the UNT Greek community offers a unique and valuable lifelong skills for students. Membership in a fraternity or sorority can be one of the most significant and beneficial experiences for any college student. The value of Greek Life for students who choose to participate is the combination of virtually every facet of campus life into one cohesive program. Fraternities and sororities promotes the experiences of independence, leadership development, academic achievement, community service, social opportunities and lifelong relationships and skills. We hope you'll take the time to learn more about the endless opportunities that await you in Greek Life at UNT!
Honor Societies

Some school and colleges offer honor societies for students who excel academically in their majors. Requirements for those specific societies are available in each of the academic areas where such opportunities are available. UNT also offers an honor society for first-year students and for transfer students. An induction ceremony takes place in the spring for Alpha Lambda Delta and in the fall for Tau Sigma.

**ALPHA LAMBDA DELTA (ΑΛΔ) & TAU SIGMA (ΤΣ)** seek to honor a student’s academic achievement in his/her first-year of college. To be eligible for Alpha Lambda Delta (Freshman) or Tau Sigma (Transfer), a student must receive a 3.5 or higher grade point average in his/her first semester at UNT. An induction ceremony takes place in the spring for Alpha Lambda Delta and in the fall for Tau Sigma. For more information, please contact the Office of Orientation and Transition Programs at 940.565.4198.

**THE HONOR SOCIETY OF PHI KAPPA PHI** Founded in 1897 at the University of Maine, Phi Kappa Phi is the nation’s oldest, largest, and most selective all-discipline honor society. Each year, the top ten percent of juniors and seniors at the University of North Texas are invited to join PKP at UNT. Membership in PKP is recognized as a stamp of excellence by graduate and professional schools as well as employers. PKP members are eligible for numerous scholarships and awards from the local chapter as well as the national organization. For more information, please see the website at [www.PhiKappaPhi.org](http://www.PhiKappaPhi.org).

Multicultural Center

**Location:** Union 335  
**Phone:** 940.565.3424  
**Website:** [edo.unt.edu/multicultural-center](http://edo.unt.edu/multicultural-center)

The center is committed to cultivating a campus environment where people of all identities and experiences can thrive. It fosters the success and awareness of historically underrepresented student populations and its programs and activities are developed to increase the awareness, understanding, and intersectionality of the various identities in the UNT community through:

- Cultural celebrations & identity development
- Asian Pacific Islander Desi American Heritage Month, Black History Month, Disability Awareness Month, Hispanic Heritage Month, Native American Heritage Month, Women’s History Month
- Cesar Chavez Day of Action, MLK Day of Service, Indigenous People’s Day and La Vida Denton

**Student Success & Leadership Development:**

- Black Student Experience
- F.L.Y. Peer Ambassador Mentoring Program
- Latin Dreams Residential Community
Recreational Sports

Location: Pohl Recreation Center
Phone: 940.565.2275
Website: recsports.unt.edu

Recreational Sports is located in the state-of-the-art 138,000 square-foot Pohl Recreation Center and offers an incredible array of programs and experiences to support and inspire the wellness of the UNT Community. We’re also one of the largest employers of students on campus, offering positions in every program area to develop their work experience and leadership skills. More than just a place to work out, we pride ourselves on being a welcoming, engaging, and supportive family aimed at bringing faculty, staff, and students together. We purposefully do this through seven unique program areas:

AQUATICS
Overseeing a lap and leisure pool, as well as a 29 person spa, the aquatics program offers instructional classes such as adult and child swim classes, private swim lessons, and lifeguard certification and recertification courses.

ESPORTS
Esports at UNT is a varsity program that is dedicated to developing, guiding, and encouraging our varsity players to compete at the highest level within the collegiate arena, as well as training and facilitating the competitive growth of each player and team. Varsity teams include Hearthstone, League of Legends, Rocket League, and Overwatch. Esports also supports students in the gaming community through club and intramural competitions.

FITNESS
The fitness program oversees a spectacular 14,500 sq. ft. weight room with over 100 pieces of cardio equipment, along with a variety of free weights and weight machines. For more structured fitness routines we have nationally certified personal trainers who work one-on-one with clients to create custom training programs and personal guidance and support. The certified group exercise staff instruct over 40 classes a week including cycle, HIIT®, Pilates, Zumba, and a variety of yoga classes.

INFORMAL RECREATION
Informal recreation offers drop-in activity in basketball, indoor soccer, racquetball, swimming, badminton, volleyball and even tailgate games at the Rec Center, as well as 12 lighted tennis courts at the Waranch Tennis Complex. Equipment at both locations can be checked out at no charge.

INTRAMURAL SPORTS
UNT students versus UNT students! Major team sports include flag football, outdoor and indoor soccer, basketball, softball, and volleyball. Intramurals also offers single day events including racquetball, tennis, PS4 tournaments, and many more. Divisions for men, women, and co-rec teams are offered for most events, as well as competitive and non-competitive leagues. Winners receive the coveted intramural champion and all-campus champion t-shirts!

OUTDOOR PURSUITS
The Outdoor Pursuits program includes a 45-foot indoor climbing wall and bouldering wall with free climbing events throughout each semester, as well as instructional clinics for top rope and lead climbing. The Outdoor Pursuits Center rents high quality outdoor equipment like tents, sleeping bags, canoes, kayaks, and more for all of your outdoor excursions. It also serves as the hub for the adventure trips and clinic program, leading groups on day, weekend, and extended trips to state and national parks around the region…all designed for beginners. Free clinics range from star gazing and kayak roll to outdoor photography and backcountry cooking tips.

SPORT CLUBS
Sport Clubs provide an opportunity for UNT students to compete against other colleges and universities in the Texas region and nationally. Our 36 clubs compete recreationally and competitively and welcome all those interested in the sport, regardless of skill level. From wakeboard to equestrian, lacrosse and soccer to ultimate, paintball, volleyball, running, rugby and more, you’re sure to find a club to fit your passion. If we don’t offer your sport then we’ll work with you to help create the club you want.
Spiritual Life
Location: Union, Suite 376
Phone: 940.565.3288

Spiritual life at UNT is as varied as our student body is diverse. For some students, spirituality is deeply connected to religious belief; for others, it is not. Regardless of their specific beliefs, students are encouraged to invest in their spiritual development during their time at UNT by joining one of the many religious/spiritual student organizations offered through the Student Activities Center and through participating in our many on-campus programs that focus on various aspects of spirituality, including engaging in interfaith dialogue and addressing life’s big questions. The Office of Spiritual Life can help students find the right organization for them, locate a local place of worship that fits their needs, or identify other campus resources that might be helpful during their individual spiritual journeys.

Student Activities
Location: Union 345
Phone: 940.565.3807
Website: studentactivities.unt.edu

The goal of Student Activities is to help students get involved on campus. Through a variety of events, services, and resources, we provide students with opportunities to connect to the University and to other students. We promote a sense of community and loyalty to the University while serving to enhance the social, intellectual, and developmental growth of students as individuals or as members of organizations. We do this through three main areas: campus-wide events and traditions, including Mean Green Fling and Homecoming; Off-Campus Student Services (part of Student Activities) provides a variety of events. Website: offcampus.unt.edu

Student Government Association
Location: Union 344
Phone: 940.565.3850
Website: sga.unt.edu

The Student Government Association (SGA) is the official voice of undergraduates at UNT. SGA is comprised of three branches: executive, legislative, and judicial. The executive branch is made up of the President, Vice President, and their executive staff. The legislative branch is made up of forty-five senators elected by the undergraduate student body to represent the academic colleges. Senate meetings are held weekly and are open to the public. The judicial branch is made up of Supreme Court justices. All of these student representatives sit on University committees. SGA offers an Intern Program for qualified incoming students. It is known to students, faculty, and administrators as “The Ultimate Leadership Experience” for incoming students. SGA offers an Intern Program for qualified incoming first-year students. It is known to students, faculty, and administrators as “The Ultimate Leadership Experience” for incoming students. The program is designed to develop leadership skills, orient incoming students to the UNT community, foster working relationships with administration, and continue the future of the Student Government Association as its emerging leaders on campus. Interns engage in events including community service, fundraising, and leadership workshops. During weekly meetings, Interns work on projects and have guest speakers from various departments and organizations on campus. Applications are available in the summer and due in the mid-to-late August.

University Program Council
Location: University Union, Suite 345
Phone: 940.565.3825
Website: unt.edu/upc

The University Program Council (UPC) is a student-run programming board that coordinates fun and exciting programs around the UNT campus. UPC is dedicated to providing programs that are entertaining, educational, diverse and always free for students. UPC is comprised of several student executive positions and a student volunteer board that plan and implement events on campus. Students have the opportunity to join UPC by volunteering to assist in developing new event ideas as well as promoting and implementing events. We hope you encourage your students to get connected to UNT by attending a UPC event! All of our UPComing events can be found by liking our Facebook page at ‘UNT University Program Council’ or following us on Twitter and Instagram at @UNT_UPC.
University Union

Phone: 940.565.3805  
Website: union.unt.edu

The University Union is the center of campus life at UNT. As the “community center” of campus, the Union provides services and programs that members of the campus community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations. The Union is home to many different offices, services and student organizations. These groups include: Barnes & Noble at UNT, Union Administration, Student Activities, Student Affairs, Dean of Students, Student Legal Services, The Mainframe: Apple Authorized Campus Store, banking services, post office, Design Works, Multicultural Center, Center for Leadership and Service, University Program Council (UPC), Orientation & Transition Programs (OTP), Substance Abuse Resource Center (SARC), Student Government Association (SGA), Graduate Student Council (GSC) and much more. The Union is also home to many dining options, including Starbucks, Jamba Juice, Chick-Fil-A, Taco Bueno, Burger King, Fuzzy's Taco Shop, Which Wich, and much more.

The University Union renovation project was completed in the Fall 2015 semester and has revitalized campus life at UNT. The new Union was voted by students and is 90% funded by the students. New features of the facility include: new food options, new retail vendors, sustainable design, rooftop garden, dedicated organization space, more lounge space, two-level event space in The Syndicate, and much more. From an environmental standpoint, the facility is on track for the highest LEED certification level, Platinum. The new Union really does “Mean Green.”

Have a question about the campus or Denton community? Stop by the Information Center. The knowledgeable staff at the Information Center provides students with general information, campus activities or program information and is also the campus lost and found department. Hours of operation, Monday - Saturday, 7:00 a.m. - midnight and Sundays, noon - midnight. For the most up to date information regarding the Union, please visit union.unt.edu or contact the Union at 940-565-3805. Find us on social media @UNTunion on Facebook, Twitter, Instagram, Snapchat, and YouTube. Contact Union Scheduling Services for catering, event planning and facility use at 940-565-3804 or visit union.unt.edu/scheduling.

Student Veteran Services

Location:  
Sage Hall Room 236  
Phone: 940.369.8021  
Website: http://studentaffairs.unt.edu/student-veterans-services

The Student Veteran Services Office, in collaboration with a diversity of university departments, aims to serve as a safe place to help student veterans navigate the university resources for academic success. The SVS Student Affairs Division's (within the SVS) primary focus is to help remove barriers for veteran students through an emphasis on transition support through campus life; to provide connection to resources both on and off campus; to give due recognition of service members, student veterans and their families in our UNT community through programs and scholarship.
FINANCIAL ESSENTIALS
UNT Student Financial Services, located on the first floor of the Eagle Student Services Center, is the go-to department for making payments for your tuition and fees each semester. Payments in the form of cash, checks, money orders, or cashier’s checks may be presented at our Cashiering Service window. Electronic check (eCheck) and debit/credit card payments can be made online at my.unt.edu. Online payments are processed by a third-party vendor. The vendor assesses an additional service fee of 2.7% of the payment amount for processing credit and debit card payments. The service fee is calculated based on the payment amount and displayed at the time of payment. The service fee is not a fee assessed by UNT and is not refundable, even if the payment to which it relates is cancelled or refunded. After hours and on weekends, students may utilize self-service options such as myUNT, Ask Scrappy and Financial Aid TV at financialaid.unt.edu.

IMPORTANT NOTE: Electronic check (eCheck) payments can be submitted online within the same portal without incurring the service fee. The eCheck payments are debited directly from the payers checking or savings account. Checks, cashier checks and money orders can be mailed to:

University of North Texas
Student Financial Services
1155 Union Circle #310620
Denton, TX 76203-5017

Our dedicated staff is ready and willing to help you in any way we can!

Our dedicated staff is ready and willing to help you in any way we can!
The University of North Texas has partnered with Nelnet to process student refunds for all UNT students. This partnership allows for more efficient processing of refunds. Refunds sent to Nelnet will be processed according to the refunding method the student has elected.

In order to minimize delays, students should log into myUNT and make a refund method selection. Failure to select an option will result in a paper check being mailed to your mailing address on file.

Direct Deposit (ACH) – If you choose this option, you will need to enter your existing bank routing and account numbers. Typically this takes 3-4 days for the money to become available in your account from the date your refund is processed.

Prepaid Debit Card - If you choose this option, you will need to enter the routing and account numbers for the card. Typically this takes 3-4 days for the money to become available in your account from the date your refund is processed.

Important Information Regarding Refunds

Some types of financial aid can only be used to pay for certain charges. Therefore, you may receive a refund even if you have outstanding charges on your student account. If a balance remains on your account after you receive a financial aid refund, you are responsible for paying it in full on time each semester. Please review your student account frequently throughout each term for balances owed.

It is important to note that credit balances resulting from self-payments (ex. Cash, check, credit card, etc.) will be used to pay any outstanding debt owed to the University, to include debt for future terms. Credit balances resulting from sponsored payments will be reviewed to determine whether the funds should be returned to the sponsor.

Student ID Cards

Email: idcards@unt.edu
Phone: 940.565.3225

The official UNT ID card provides access to several on-campus amenities such as: Library access, events on campus, access to recreational center and athletic events, access to on-campus dining and resident halls, and more!

Getting your student ID card is easy! There is no charge for your first UNT ID. Replacement fee is $10.

1. Submit a photo using our online ID Request Forms. (UNT ID Systems reserves the right to refuse any photo that does not meet the requirements).

2. After submission and approval of your photo, we will print the ID in our office and send a confirmation email to your UNT email address.

3. Once you receive your confirmation email, you can pick your ID up at the ID system counter. (A valid government issued ID will be required to receive your UNT ID).
Student Financial Aid and Scholarships (SFAS)

Location: Eagle Student Services Center, Levels 1 and 2
1155 Union Circle #311370
Denton, TX 76203-5017
Phone: Direct: 940.565.2302, Toll Free: 877.881.1014, Fax: 940.565.2738
Website: financialaid.unt.edu

Student Financial Aid and Scholarships (SFAS) at the University of North Texas is committed to helping students obtain the financial assistance necessary to pursue their education. SFAS offers a variety of educational assistance including scholarships, grants, work-study programs and loans for students who meet criteria based on financial need, enrollment status, academic progress, etc. SFAS is located on the first and second levels of the Eagle Student Services Center (ESSC). Financial Aid Advisors are available to assist students Monday through Friday from 8:00 a.m. to 5:00 p.m. After hours and on weekends, students may utilize self-service options such as myUNT and Financial Aid TV at financialaid.unt.edu. UNT offers financial resources beyond financial aid and scholarships. Visit www.unt.edu for more information.

Emerald Eagle Scholars Program

Emerald Eagle Scholars Suite
Location: Sage 240
Phone: 940.369.5251
Website: emeraldeagles.unt.edu

The UNT Emerald Eagle Scholars program is a program for students who are academically talented, as shown by their admission acceptance into UNT, but may have limited financial resources to put towards a college education. As an Emerald Eagle Scholar, a student joins in a partnership with UNT to have their undergraduate tuition and fees paid through a combination of federal, state, and institutional funds for eight consecutive fall and spring terms. In addition to being a financial assistance program, it is a student success program that actively engages students in university life. Emerald Eagle Scholars must enroll in at least 12 hours each fall and spring semester, complete 24 hours per academic year, and maintain a 2.5 cumulative UNT G.P.A.

All of these components promote timely completion of a bachelor degree. Students who meet the financial eligibility criteria in addition to previously demonstrating academic success are invited to be a part of this program during the Spring prior to their first semester at UNT.
**The Importance of Timely Graduation**

UNT encourages timely graduation for all students. Students are encouraged to seek assistance from their academic advisor to avoid enrolling in excessive hours.

By using an efficient timeline, a student can spare the expense of additional costs, requirements, mandates and/or fees. The undergraduate catalog, schedule of classes and advising staff will help students create and review their timely graduation plan.

**UNT's Eagle Express Tuition Plan**

For more information regarding UNT's Eagle Express Tuition Plan please see our website at studentaccounting.unt.edu.

**Additional Tuition for Repeated Courses**

Undergraduate students classified as Texas residents or who pay Texas resident tuition rates who attempt certain courses more than twice at the University of North Texas are subject to an additional tuition rate per semester credit hour for the repeated course. For more information please see our website at registrar.unt.edu/registration/repeating-courses.

**Additional Tuition for Excessive Undergraduate Hours**

Undergraduate students classified as Texas residents and non-resident students paying in-state tuition rates with excessive hours will be charged an additional tuition rate per semester credit hour for all enrolled hours. For more information please see our website at registrar.unt.edu/registration/excessive-hours.

**Tuition Rebate Program**

Texas resident students who meet all of the State of Texas’ program criteria may be eligible for a $1000 Tuition Rebate upon graduation. Detailed rules and information may be found at registrar.unt.edu/graduation-and-diplomas/1000-tuition-rebate.

**Student Money Management Center**

Location: Chestnut Hall  
Phone: 940.369.7761  
Website: moneymanagement.unt.edu

$25,680 Average 2020-2021 cost of attendance for resident student living on campus.

$21,460 Average UNT undergraduate student loan debt upon graduation.

» College is expensive  
» Students face new financial realities and responsibilities.  
» Financial Readiness Program – more than 200 educational programming and resources offered in person and online  
» Financial Wellness Program – personal coaching sessions led by trained staff and peer mentors  
» Financial Support Program – loan based emergency assistances program to help students in need  
» We help Eagles soar!
UNT Police

Location: Sullivant Public Safety Center, 1700 Wilshire Street, Denton, TX 76201 (Open 24 hours)
All Emergencies: 911
UNT non-emergency: 940.565.3000
Website: www.police.unt.edu
Facebook: http://www.facebook.com/UNTPolice
Twitter: @UNTPolice

The University of North Texas Police Department provides police and security services to students, faculty, staff, visitors, and property. Our full service police department consists of the following divisions: patrol, communications, criminal investigations, and community relations. The UNT Police Department provides 24 hour, year round, standard police patrol coverage, consisting of foot, bicycle, and vehicular patrol.

UNT Police Officers routinely offer FREE presentations to students and student organizations throughout the year on personal safety, alcohol awareness, identity theft, and general crime prevention. Officers are also available to assist crime victims in locating available resources. For a complete list of services we provide and contact information, please visit our web site shown above.

Eagle Alert

Website: www.unt.edu/eaglealert

Eagle Alert is UNT’s official, campus-wide emergency notification system. Eagle Alert allows UNT administrators to quickly contact the campus community members by phone, text, and email. In addition to receiving direct messages by phone and email, the system includes a feature called desktop override that takes control over most UNT-owned computers in offices, classrooms, and public spaces on campus. During the test or in the event of an emergency, computer screens, presentation screens, and digital signs will display a full-screen test alert. Students are automatically enrolled in the system. If a student’s contact information changes, they need to be sure to update it at my.unt.edu.

You can also following Eagle Alert on Twitter @UNTEagleAlert.

Emergency Management & Safety Services

Phone: 940.369.6143
Website: emergency.unt.edu

Emergency Management & Safety Services is the primary department on campus for emergency preparedness information and resources. Emergency Management & Safety Services offers a wide-range of services to the UNT campus including 24/7 weather monitoring, inspecting buildings for fire safety and fire code compliance, providing safety guidelines, creating and distributing emergency preparedness resources, coordinating fire drills, designing and maintaining building emergency floor plans, providing emergency preparedness trainings, and so much more. For more information, please visit www.emergency.unt.edu.

Social Media: You can following Emergency Management & Safety Services on Twitter, Facebook, or Instagram at @MeanGreenReady for up-to-date weather predictions and other safety related information.
CARE Team

Phone: 940.565.4373
Website: studentaffairs.unt.edu/care; deanofstudents.unt.edu/resources/care

The University of North Texas cares about students’ success, not only academically, but emotionally and physically. This commitment to our students allows the CARE Team to work with departments, offices, and services across campus that respond to our students’ unique needs.

The mission of the CARE Team is to:

• Assist in protecting the health, safety, and welfare of the students and members of the UNT community.

• Support student success.

• Provide a comprehensive response to students whose behavior could be harmful to themselves or others.

The CARE Team is one of several resources available to the campus community to address these concerns. Other offices with similar purposes include Counseling and Testing Services, UNT Police Department, and the Office of Disability Access.

To refer a student to the CARE Team, please go to report.unt.edu. After submitting a report, a UNT staff member will reach out to the student within the next business day. A crisis or emergency involving a UNT student should be reported to the UNT Police Department by calling 911 or (940) 565-3000.

Career Center

Location: Chestnut Hall, Suite 103
Phone: 940.565.2105
Website: http://careercenter.unt.edu

Is your student uncertain about their career path or how to connect with opportunities? The Career Center can help. Our services and programs will put your student on track for career success. From resume tips and mock interviews to career fairs to internships and job postings, we can help prepare your student for their future career.

The Career Center offers individual career and employment advising, which provides each student with personalized career advice. Career Development Specialists are assigned to academic colleges offering students a focused and familiarity approach regarding industry trends relating to the student’s field of interest. Career Development Specialists and Peer Advisors also visit classrooms and provide workshops on a variety of career development topics, including: What Can I do with a Major in..., Resume Writing, Interview Skills, Job Search Strategies, Networking, Salary Negotiation, Creating a Service Attitude, and Internships. Students who visit the Career Center will be able to practice their interviewing skills, learn tips and techniques, and receive feedback by participating in mock interviews. The Career Center also offers opportunities for students to engage with company recruiters through career fairs and networking events, the Take Flight Job Shadowing Program, and the Etiquette Dinner, which provides students the opportunity to connect with professionals over a 3-course meal while learning professional dining etiquette.

Is your student seeking an on-campus job? The Career Center oversees UNT Student Employment, so students can find out about all hourly on-campus jobs in addition to off-campus jobs and internships through Eagle Careers powered by Handshake.

In addition to career advising, programs and events, the Career Center has online resources and tools that can help your student identify and explore career options and employment information: This includes job search databases, employment outlook surveys, salary surveys, employer contact information, graduate school listings, and much more.

The Career Center is available to students in all academic programs and at every degree level (bachelor, master, and doctoral). Students should visit with the Career Center early and often. Please encourage your student to visit the Career Center today.
Computer Services
Help Desk Location: Sage Hall, Room 330D
Phone: 940.565.2324
Website: it.unt.edu/helpdesk | Email: helpdesk@unt.edu

General Information: Computer Services

University IT: Campus computing services that support instruction, research, and student learning are provided through University Information Technology (UIT) in various offices of Sage Hall and the General Academic Building. More info: https://it.unt.edu University IT services include support for a wide range of research computing platforms, testing, training, consulting and the UIT Help Desk, https://it.unt.edu/helpdesk.

Note: Take the Tech Tour! The Tech Tour is an essential orientation to UNT technology resources, take the tour here: https://it.unt.edu/techtour.

Other IT Support Offices: In addition to the services directly supported by UIT, computer services are also available from the University Libraries, Classroom Support Services, Student Computer Labs, and many college, school, and departmental computer-support centers.

Wireless networking, such as the UNT secure network, is available in all major campus classroom and public buildings. This includes the University Union, UNT Libraries, and outdoor locations in the core of the campus.

Online courses are offered with support from the Center for Learning Enhancement, Assessment and Redesign (CLEAR), using Canvas. More info: https://clear.unt.edu

Student Computer Labs

Fourteen general access computer labs, housing approximately 1,000 computers, are available for use by all students with a current UNT ID. Laser printers are provided in all labs. Find a lab here: https://computerlabs.unt.edu

Adaptive Lab: For students who benefit from adaptive technologies, the UIT Adaptive Computer Lab, is available in Sage Hall, Room 330. https://it.unt.edu/adaptivelab

Laptops may be checked out for short-term use in various computer labs and in the Willis Library. Approximately 30 additional special purpose labs serve students in academic disciplines or living in the university residence halls. Also, all residence-hall rooms have network connections, allowing students to have high-speed computer access to the internet and the campus network.

Information Technology Shared Services (ITSS) provides electronic mail to all students via EagleConnect, a web-based email and calendar system. EagleConnect is an official communication medium between the university and students. Through the EagleConnect service, currently enrolled students also can download and install Microsoft® Office 365 to their computing devices. Visit https://it.unt.edu/eagleconnect to access EagleConnect.

Research Computing Support

University Information Technology’s team in Research IT Services (https://it.unt.edu/rits) supports UNT’s high-performance computing services (https://hpc.unt.edu), the system that is used for computationally intensive scientific research. UIT provides support for multiple statistical analysis and mathematics programming languages that are available for use in many of the general access computer labs and on personally owned computers through the office of Research and Statistical Support, R&SS, http://it.unt.edu/researchappsupport. Documentation, training and consultation support are available for all supported statistical programming applications through R&SS office, https://it.unt.edu/research, located in the General Academic Building, Room 535.

UIT supports access to machine-readable data collections including the Inter-University Consortium for Political and Social Research, ICPSR. The University Libraries also maintain many databases and other research materials that are accessible through the campus network.
Consulting, Training and Help Desk Services

Consulting and training are provided by University Information Technology to facilitate the use of research and instructional computing facilities. Short courses are offered on statistical packages and research techniques that are of interest to students involved in research activities through the Research and Statistical Support Office, General Academic Building, Room 535. Experienced consultants are available to assist students with research computing questions. More info: https://it.unt.edu/research

Computer-based training programs are accessible via UNT’s subscription to LinkedIn Learning, https://it.unt.edu/LinkedInLearning.

Counseling and Testing Services

Location: Chestnut Hall, Suite 311
Phone: 940.565.2741
Website: http://studentaffairs.unt.edu/counseling-testing-services

For currently enrolled UNT students, Counseling and Testing’s diverse staff of professional psychologists, counselors, and practicum students offer assistance with social/family/relationship difficulties; psychological issues like depression and anxiety; crisis counseling; referrals, consultation and education programs; and career counseling and testing. All counseling is short-term. Group therapy (no session limit) on various topics are held each semester. Students who’s issues exceed CTS’s ability to serve adequately will be offered referrals to private professionals or longer-term care agencies. Appointments should be made in advance, and confidentiality is consistent with professional standards.

During normal business hours students can be seen for crisis counseling at the Counseling Center in Chestnut Hall. For any after hours crisis situations students may call the Denton County MHMR Crisis Hotline at 800-762-0157. Students may call the office at 940/565-2741 and press 1 to speak to a live counselor or may contact the UNT Police Department at 565-3000 (who can contact a counselor on call) or students

Computer based testing for GRE, TOEFL, TSI College Readiness Testing, and CLEP is available, as well as information for other national tests. This is located in the Gateway Center Room 140.

Dean of Students Office

Location: Union 409
Phone: 940.565.2648
Website: https://studentaffairs.unt.edu/dean-of-students
Email: deanofstudents@unt.edu

Mission of Dean of Students

The Dean of Students Office (DOS) Office fosters the development of leadership, civility, accountability, and responsibility in the University of North Texas student; builds community through service and involvement; and serves as an advocate for all students. This office is dedicated to supporting the UNT student who may need assistance in resolving complex, social, personal, financial and academic matters. We strive to help all students achieve their academic and personal goals and enhance the UNT student experience.

Absence Verification

Students are expected to attend classes regularly and to abide by the attendance policy established by their instructor. However, the University is aware that there will be times when a student is unable to attend class due to emergency situations, health issues or the death of a loved one. The Dean of Students Office is available to assist a student with documenting their
absence. Students must provide the DOS with official and verifiable documentation related to the reason for absence. Once the absences are verified, the decision to allow a student to make up course work is left to the discretion of the instructor and/or the department.

**Authorized Class Absence/ Field Trips**

All travel by students off the campus for the purpose of participation in athletics, music groups, AFROTC and Army activity, dramatics, exhibitions, debate, student government, conventions and field trips must be authorized by the dean of the school or college of the sponsoring department. Absence lists must be approved by the department chair and sent to the office of the dean in advance of the travel date. Sponsors must report to the DOS all students listed who did not make the trip.

Within three days after the absence, students must obtain an authorized absence form from the Dean of Students Office to provide to their instructors. Students with an authorized absence form may make up the work missed when practicable or be given special allowance so that they are not penalized for the absence. Additional information regarding Authorized Class Absences may be found in the Faculty Handbook.

**Conduct**

**Phone:** 940.565.2648  
**Website:** deanofstudents.unt.edu/conduct  
**Email:** conduct.dos@unt.edu

The Dean of Students Office is responsible for addressing concerns about student behavior. The Code of Student Conduct outlines prohibited conduct and the process the DOS uses to address alleged misconduct. DOS also assists departments in enforcing specific policies (e.g., parking regulations, residence hall community living standards, study abroad program expectations). Students are expected to know and abide by the university’s expectations.

Anyone can report alleged student misconduct to the DOS by calling 940.565.2648, visiting the DOS Office in the University Union (Suite 409) or emailing conduct.dos@unt.edu. There is no requirement that a report be made within a certain period of time, but a delay in reporting may hinder the university’s ability to hold students accountable for their conduct. DOS can also answer questions about university policies that relate to expectations for students, and can make referrals to other agencies to assist someone having a conflict with a student when the conduct process may not be appropriate.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students’ educational records. Under FERPA, the university is typically not permitted to share information about disciplinary action it takes towards its students, except under certain, limited exceptions. This means while the DOS receives and reviews all reports, it generally cannot share how a report was addressed.

Students accused of misconduct meet with a university official to discuss the report and have the opportunity to provide their perspective and any relevant information to inform the university’s decision. The goal is to hold students accountable in a way that facilitates learning and ensues UNT is a place where all community members can succeed.

Anyone can report misconduct at report.unt.edu and “Report Student Misconduct”.
Pregnant & Parenting Students

The US Department of Education Office for Civil Rights released new Title IX requirements regarding pregnant and parenting students in June 2013.

The requirements and suggestions include:

- Schools must excuse a student’s absences because of pregnancy or childbirth for as long as the student’s physician deems the absences medically necessary.

- Absence policies in classes must accommodate pregnancy or childbirth related absences and allow for make-up work. “A teacher may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if a teacher’s grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

- A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work.

Pregnant students may contact the Dean of Students Office and a staff member will assist the student by discussing their options regarding their coursework and/or advocate to instructors regarding their situation.

The DOS will provide a Verified Absence form for pregnant students whose absences are deemed medically necessary by the student’s physician as well as parenting students (both male and female) who need to take their children to doctors’ appointments or to take care of their sick children as long as they provide proper documentation.

Additionally, the DOS will provide a Verified Absence form for parenting students (both male and female) who need to take their children to doctors’ appointments or to take care of their sick children as long as they provide proper documentation. Students needing a Verified Absence form should contact the DOS.

Students needing a Verified Absence form should contact the DOS. To apply for accommodations and submit documentation, visit report.unt.edu and complete a Pregnancy or Parenting report. If you would like to read more about these requirements and guidelines please visit: https://deanofstudents.unt.edu/resources#Pregnant

Seeking Options and Solutions (SOS Program)

Union 409, 940-565-2648

One of the primary aspects of the Dean of Students Office is to help students resolve University related issues. Through the Seeking Options and Solutions (SOS) Program, the DOS assists students and their families in navigating diverse concerns, as well as identifying resources for personal, academic, financial and social issues.

For more information or assistance, visit report.unt.edu and complete the “Refer to SOS Program” form

Sexual Assault and Intimate Partner Violence

Union 411

The Dean of Students Office Survivor Advocate provides advocacy and resources for any student who has experienced sexual assault, harassment, dating/domestic violence or stalking. The Survivor Advocate will discuss different options and connect students to campus and community resources to aid their physical and emotional well-being. The survivor advocate can be reached by calling the Dean of Students Office at 940-565-2648 or emailing SurvivorAdvocate@unt.edu. To report an incident of sexual misconduct, go to report.unt.edu and select “Report Sexual Misconduct, Relationship Violence, and Stalking”.

48
**Student Complaints**

The Dean of Students Office is available to assist students through complaints they may have or direct them to the appropriate department or individual. To file a complaint, visit report.unt.edu and “Report a Complaint”

**Student-Initiated/Withdrawals**

Students needing to drop all of their courses for the semester may contact the Dean of Students Office for assistance. Students will meet with a staff member to complete their withdrawal. During the meeting, students will be advised of withdrawal implications and be informed of any obligations they may have or need to fulfill prior to withdrawing. For information on the withdrawal process and deadlines, please visit: Sage 110, deanofstudents.unt.edu/withdrawals or call 940.565.3633.

If by chance a student is incapacitated and the student cannot make the request on their own, the DOS will assist. Verifiable documentation related to their condition will be required. For more information or assistance please contact the DOS at 940.565.3633.

**Temporary Disability and Temporary Illness**

It’s not unusual for students to encounter temporary illnesses or injuries during their time at UNT. The flu, broken bones, extended hospitalizations, surgeries etc. all represent temporary conditions which may result in missed classes and other academic difficulties. Such temporary conditions do not qualify for protection under the Americans with Disabilities (ADA) Act so long as they do not last more than 6 months.

Since there is no legal requirement for UNT to accommodate temporary illnesses, a student’s instructor may or may not allow them to make up missed work due to a temporary illness, or provide other accommodations.

Faculty members are encouraged to make adjustments for temporary illnesses when contacted by the DOS via email or when a student provides an Absence Verification form from the DOS.

Students may request temporary illness/disability assistance by completing the following steps:

1. Provide the Dean of Students Office with a letter from a physician, or other qualified professional, which must contain the following:
   a. A diagnosis and how the diagnosis impacts your academic pursuits
   b. Duration of illness, from the time it began to impact you academically and until the expected recovery
   c. Recommendations for academic adjustments (excuse absences, tardiness leniency, time for tests)

2. After receiving the medical documentation, the DOS will send an email to your professors or provide you with an Absence Verification form to take to your instructors.

3. It is your responsibility to discuss the letter with your instructors and work out the details of the adjustments.

4. Remember, your instructors have no obligation to make temporary adjustments. If they decline to allow adjustments you may need to drop the course, ask for an incomplete (I) (if allowed), or repeat the class in the future.

If your illness does not improve after 6 months, you should contact the UNT Office of Disability Accommodation at 940.565.4323 or www.unt.edu/oda to inquire about permanent accommodations.
Dining Services
Location: 5 Dining Halls and 20+ Retail Restaurants all over campus!
Phone: 940.565.2462
Website: www.dining.unt.edu
Facebook: UNTDiningServices
Twitter: @UNTDining
“It’s About the Food.” That’s our motto at Dining Services. From the beginning, we’ve dedicated ourselves to caring for our students. After all, food is more than just sustenance. When you sit down to a good meal with friends, you feel better about the day ahead. When you enjoy a satisfying and healthy meal, you’ve got the energy to focus and the resilience to keep working hard. So at the end of the day, at the heart of what we’re doing, we believe “It’s About the Food.” With our 20+ Retail Restaurants, five Dining Halls (and a brand new standalone Food Hall on the way), upscale dining restaurant, central bakery, on-campus hydroponic garden and full-service catering department, we serve nearly 5 million meals annually. As the largest employer on campus, Dining Services provides resume-building part-time job opportunities to more than 1,000 student employees. Our award-winning food service program is regularly featured in such trade publications as Food Management and FoodService Director magazines, and in 2018 UNT was named #2 on Delish.com’s list of “The 30 Colleges With The Best Campus Food You’ve Ever Seen.” We are the recipient of the prestigious Loyal E. Horton Award from the National Association of College and University Food Services, and UNT is also a member of the Menus of Change University Research Collaborative. Save big with a Meal Plan. All undergraduate and graduate students may become Meal Plan Members—even if you live off campus. Our Meal Plans provide convenient ways to save on everything Dining Services has to offer – from all-you-care-to-eat, scratch-made Dining Hall meals to Retail favorites like Starbucks, Chick-fil-A and the Campus Chat Food Court. Customize your plan to fit your lifestyle! Purchase online any time at dining.unt.edu

Division of Institutional Equity and Diversity
Location: Hurley Administration Building, Suite 175
Phone: 940.565.2711
Website: http://edo.unt.edu/
Find us on Social Media at:
Facebook - UNT Division of Institutional Equity & Diversity
Twitter - @EquityDiversity
Instagram - untequitydiversity
The Division of Institutional Equity and Diversity partners with the University of North Texas faculty, staff and the entire campus community to create an inclusive environment that prepares and promotes UNT student success in a global marketplace. At UNT, all members of our community value, support and respect each other and the educational benefits of diversity. The following scholarship opportunities, honoring diversity champions, are available to all students:
» The A. Tennyson Miller and Joe L. Atkins Scholarship, named for two of the university’s pioneering African-American students.
» The Gay, Lesbian, Bisexual, Transgender and Ally Scholarship, in honor of Mary Finley, recognizing Finley’s efforts in establishing UNT’s Ally Program.

Housing and Residence Life
Location: Crumley Hall 128
Phone: 940.565.2610
Website: housing.unt.edu
Housing and Residence Life strives to provide fully functioning, safe, and welcoming accommodations for our residents while also assisting in their academic success through various initiatives such as living-learning communities and faculty-in-residence programs. Housing actively seeks out opportunities to provide these services while establishing caring relationships with our residents. Through the Residence Hall Association, residents also have the opportunity to participate in hall government and contribute to their halls’ thriving communities.
Approximately 6300 students live on campus in fifteen residence halls. All unmarried undergraduate students who have graduated from high school the semester prior to enrolling at UNT, who have completed fewer than thirty (30) semester hours of university work (any hours completed while in high school may not be included in the thirty hours) and who enroll for nine or more semester hours are required to reside in university operated residence halls during their first year at UNT under a contractual room and board plan as long as space is available.
Exemptions from living in on-campus housing may be obtained if the student is either commuting from their parents’ home or meets one of the exceptions stated in the Housing Policy, available at http://policy.unt.edu/policy/18-5-11.
Housing Application and Payment Information

To complete a Housing application, students need to log in to the eHousing system through the Housing website using their EUID and password. The Housing application will allow students to select their preferred hall and room type from the spaces that are still available. If all spaces are full, students are directed to sign up for the Assignment Queue via the online application. Historically, freshman students on the Assignment Queue are able to be assigned a space in Housing. Space to assign upperclassmen or transfer students from the Assignment Queue can be limited. Housing contracts are signed for the full academic year. To complete the Housing application and hold a room preference selected by the student, students must make payment to Housing for a $50.00 non-refundable application fee and a $350.00 prepayment (applied to the balance for Housing during the first term living on campus) within 10 days of starting the application. Once billing for the semester has been applied, Housing will transfer the account balance for Housing and Dining to the student’s myUNT account for payment through Student Financial Services. Students are able to review the details of their charges through their eHousing account, including any changes that occur due to change in meal plans, room assignments or additional charges incurred. All billing and payments will be summarized by semester on the myUNT account and payments for Housing will have to be directed through Student Financial Services and the myUNT account. Payment plans for Housing and Dining, payment reminders and past due notices will be managed through the Student Financial Services.

What to Bring and What Not to Bring

Resident rooms are furnished with a bed, desk, chair, closet, and drawer storage for each occupant. All rooms have cable TV connections and both wired and wireless high-speed internet access. Residents should bring towels, pillows, and extra-long twin size linens, in addition to personal items such as toiletries and clothes. Housing recommends roommates communicate about what they are bringing to avoid doubling up on items. No additional storage is available and all university-provided furniture must remain in the room. Bicycles may be brought to campus but should be registered with the Parking and Transportation Office in case of theft. Bicycle racks are available at the residence halls and around campus; residents are responsible for securely locking their bicycles when not in use. Prohibited items include weapons of any kind, candles, incense or other heated scent producers, string lights or other flammable materials, pets (except fish), open coil appliances (such as toasters/toaster ovens, hot plates), alcohol (for underage residents), and illegal drugs or paraphernalia. For more information about what is and is not permitted in the residence halls, please see the Housing Handbook, which is available in the Housing Policies section of the Housing website.

Resident Safety

Exterior doors other than main building entrances to public space are always locked. Most halls require entrance and exit past the reception desk, which is staffed 24/7 in all halls except College Inn, Honors Hall, Legends Hall, Mozart Square and Santa Fe Square. Interior doors to residential space are always locked and require a student ID card for access.
Mail Service

Students living in the residence halls have the opportunity to be provided a UNT Mail Box from Eagle Express in the University Union as part of their Housing contract. Boxes are assigned by Eagle Express and can secured during First Flight Week. Students living off campus may use their home addresses and/or rent a postal box. The box rental fee is payable with cash, by check, money order, or credit or debit card. You can pay in advance for 6 months or 1 year. With the completed Application Card, two types of identification are required. One ID must contain a photo.

*Please note that students are not allowed to share a P. O. Box.

Off-Campus Student Services

Location: Union 345  
Phone: 940.565.3807  
Website: http://offcampus.unt.edu

Off-Campus Student Services (part of the Student Activities Center) provides a variety of events, services, and resources for the commuter, off-campus, non-traditional, and graduate student populations in an effort to connect these students to campus and maximize their collegiate experience. Among other things, the office assists students with locating off-campus housing; provides information on transportation options (e.g., carpooling, bus); and coordinates events, including Commuter Student Week, Non-Traditional Student Week, Professional Picture Day, and Family Fun Night.

Transportation Services

Location: Highland Street Garage  
Office Hours: 7:30 a.m. - 5:30 p.m. Monday-Friday  
Phone: 940.565.3020  
Website: https://transportation.unt.edu/  
Email: transportation.services@unt.edu

The University of North Texas Transportation Services welcomes you to campus and congratulates you on becoming the newest addition to the Mean Green family! Transportation Services is committed to providing safe, reliable parking as well as related motorist assistance to the University community. We support the mission of the University through a collaborative effort that emphasizes flexibility, fairness, sensitivity, and mutual respect. Our goal is to help you understand the ins and outs of parking and getting around at UNT. We are here for you!

As a new incoming student, you have options! Incoming students who choose to bring a car to campus will need to purchase a UNT parking permit. Parking permits allow students to park their vehicles in lots throughout campus. Permits can be purchased online and in the Transportation Services office on the first floor of Highland Street Garage. Visit the UNT Transportation Services website, transportation.unt.edu, for more information. For students who choose not to bring a car to campus, the means of transportation at UNT are vast and navigating around campus is easy. Purchasing a permit is not required for students without cars. The following options show the transit methods available to you at UNT:

>> UNT Bus Service – Bus service for students, provided by our partners at Denton County Transportation Authority (DCTA), includes daily routes and year-round service. Service on UNT’s main campus and throughout the City of Denton is free for current students. For the latest bus schedules, please visit Transportation.unt.edu. We suggest you download the DCTA Transit Tracker for real-time bus information.

>> E-ride – Service provides late night transportation across campus. There are fixed, continuous routes at UNT between the hours of 7pm – 7am, Monday – Thursday and 4pm – 7am, Friday – Sunday. Service can also be requested by calling an on dispatcher or using the UNT e-ride app.

>> Car Share (Zipcar) – Service allows UNT students, 18 and older, to rent a car by the hour, allowing access to the Denton community and surrounding areas with a reserved parking spot upon return.
**Bike Share (Veo)** – With 500 bikes on campus and service that extends throughout the City of Denton, rental bikes are always available for everyone from the occasional user to daily riders who can purchase a yearly subscription for about $50 per year. Download the app at Veoride.com/unt.

For more information about parking on campus -- including day passes and hourly and special event parking, please visit Transportation.unt.edu. Please contact us by phone, email, social media or in person (620 Central Ave., across from the BLB) if you have any questions or concerns. We are always here to help!

Follow us on Twitter or Facebook @UNTTransit

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**Student Health and Wellness Center**

**Location:**
- Clinic: Chestnut Hall, Second Floor
- **Meadows Center for Health Resources:** Chestnut Hall, Suite 301
- **Pharmacy:** Chestnut Hall, Suite 102

**Phone:**
- Clinic: 940.565.2333
- **Meadows Center:** 940.565.2787
- **Pharmacy:** 940.565.2790
- **Email:** askSHWC@unt.edu

**Website:** www.healthcenter.unt.edu, **Patient Portal:** myosh.unt.edu

The Student Health and Wellness Center (SHWC) provides medical services and health education programming to enrolled students who have paid the Medical Services Fee. Medical care is not available on official University holidays.

The SHWC provides primary care services to all eligible students including diagnosis and treatment for acute issues and monitoring of chronic conditions. Available specialty services include gynecological services, nutritional consultations, and limited psychiatric services. Allergy injections, breathing treatments, laboratory services, immunizations, injections, and x-rays are also available for patients. Patients with a complex medical condition are urged to meet with one of our medical providers within your first few weeks at UNT to ensure we understand your needs. A parent or guardian must complete the Minor Consent Form on our patient portal before students who are 17 years of age or younger can receive treatment at the SHWC.

**Charges and Insurance**

Students are charged an office visit fee for primary care and specialty services, as well as fees for labs, prescriptions, procedures, treatments, and x-rays. The SHWC accepts the University endorsed student insurance plan and other private insurance plans. Patients are encouraged to upload their health insurance information to the Insurance tab of the patient portal before their first appointment so the Insurance Department can verify benefits and determine anticipated costs.

The Health Center has over 1,800 visits a month during the fall and spring semesters.

The UNT Pharmacy has almost 70 items available over the counter and over 500 prescription only items.
**Allergy Injections**

Allergy injections are administered by a licensed nurse under physician supervision. The student must provide a written physician order, instructions and the allergy serum before they can receive injections at the SHWC.

**Immunizations and Screenings**

For the most current information regarding immunization requirements and recommendations, including forms and specific guidelines, please refer to the Immunizations Requirements page on the SHWC web site at: healthcenter.unt.edu/immunization-requirements

**Bacterial meningitis:** As mandated by state law, all students who are new to UNT and under the age of 21 must provide the University with documentation indicating that the student has been vaccinated against bacterial meningitis within the last 5 years, or that the student is claiming a waiver from the vaccination requirement. The vaccine must have been received at least ten (10) days prior to the student to the start of classes. Bacterial meningitis vaccinations are available at the SHWC during nurse treatment hours. Please call 940.565.2333 for hours of availability. Additional fees for the immunization will apply.

**Tuberculosis Screenings:** Within two (2) weeks of an international student’s 12th class day on campus, the student must complete the Patient TB Screening Form on the patient portal. Students will receive a message in the portal indicating clearance or if further action is necessary. Students may also provide documentation verifying the negative results of a TB test administered to the student in the United State within the previous (6) months or documentation in English verifying the negative results of a TB test and/or negative chest x-ray administered in their home country if completed within the previous (3) months.

**Pharmacy**

At the UNT Pharmacy students can fill prescriptions and purchase over-the-counter medications and personal care items like shampoo and deodorant. Prescriptions from SHWC and outside providers are accepted. The UNT Pharmacy accepts many prescription insurance plans. For more information, call the pharmacy at 940.565.2790 or email askSHWC@unt.edu.

**Meadows Center for Health Resources**

The Meadows Center for Health Resources (MCHR) strives to increase student wellbeing through various health education programs and services. Student fees provide programs in areas such as fitness, nutrition, sexual health, and stress management to promote lifelong healthy lifestyle choices. The MCHR also provides free health consultations with a certified health educator, reduced cost massage therapy by licensed massage therapists, free safer sex kits and free HIV screenings.

**College Optical Express at UNT**

**Location:** Chestnut Hall, Suite 101  
**Website:** www.coeunt.com  
**Phone:** 940.369.7441

College Optical Express at UNT is a full service optical office located on campus at The University of North Texas. The office is passionate about promoting eye health care for the UNT students, faculty and staff. We understand that in order for students and employees to make their education and career a success, they need to have proper eye care at all times. There is a UNT Affiliation Discount available! Make sure you stop by for your FREE vision screening to determine if you can benefit from vision correction. Make your appointment by calling 940.369.7441 or visit our website at www.coeunt.com.

**UNT Dental Office**

**Location:** Chestnut Hall, Suite 154  
**Website:** http://campus-smiles.com/unt  
**Phone:** 940.273.2184

The University of North Texas Student Health & Wellness Center is proud to offer quality, affordable and convenient dentistry to the University community. The UNT Dental Office is a special service open to currently enrolled UNT students, faculty, and staff.
Student Legal Services

Location: Union 411
Phone: 940.565.2614
Website: www.unt.edu/legal

Student Legal Services provides free legal assistance to UNT students. A licensed attorney is available to provide legal advice on such issues as consumer matters, landlord-tenant disputes, employment law and other civil matters. Simple wills, powers of attorney, and physicians’ directives are examples of documents that are drafted free of charge to UNT students. In certain instances, legal representation may be provided at no cost to students except for related court fees. No representation is provided on criminal matters, although free information and referrals are available to students. Information on mediation services may also be obtained through this office.

Walk-ins are served on a “First Come, First Served” basis. Please check our website or call our office for the walk-in schedule.

Barnes & Noble @ UNT Bookstore

Phone: 940.565.2592
Fax: 940.565.4042
Website: unt.bncollege.com
Facebook.com/TheUNTBookstore

The Barnes & Noble @ UNT Bookstore has more options for course materials than ever! Students have the choice of purchasing or renting either new or used textbooks or purchasing or renting digital textbooks. *

The Barnes & Noble @ UNT Bookstore not only offers all required course materials, but also has a wide variety of school supplies, UNT spirit wear, graduation regalia, UNT gifts and other products geared for the needs of the college student. The bookstore offers a discount to members of the UNT Parent Association on regular priced UNT logoed clothing and gifts when you show your card at checkout. For your convenience, we have extended store hours during the back-to-school weeks of August and January.

Online Textbook Ordering: Students may purchase and rent physical and/or digital textbooks online at our website unt.bncollege.com. If the course material isn’t in stock when the order is placed, the item will be backordered and the student will be notified via email when the order is ready for pickup. Online orders can be picked up at the bookstore or can be shipped to the address of choice via UPS.

» Refund Tips:
» A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
» With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
» No refunds on unwrapped loose leaf books or activated eBooks.
» Textbooks must be in original condition.
» No refunds or exchanges without original receipt.

Buyback:

Bring your textbooks back to the bookstore at the end of the term to get up to 50% cash back. Finals week is the best time to get the most cash back, so sell early!

Books must include all original materials (CDs, workbooks, etc.) and a Student ID is required at the time of buyback. Please check with the bookstore for more details.

Fall and Spring Term Regular Store Hours.

Monday-Thursday: 7:45 a.m. – 6:00 p.m.
Friday: 7:45 a.m. – 5:00 p.m.
Saturday: 11:00 a.m. – 3:00 p.m.

Check our website for special summer hours and extended hours during back to school.

*Options available on most but not all textbooks.
GENERAL INFORMATION

More information about Denton can be found in the University Guide for Parents.

The City of Denton is approximately 90 square miles in size and is located at the intersection of Interstate 35 E and Interstate 35 W. Denton has approximately 120,000 residents, nearly 40 percent of the population is between the ages of 18 and 34.

Climate

UNT is located in the Sunbelt and boasts an average of 250 days a year of normal sunshine with short mild winters. Seasonal high and low temperatures are Spring 74/53, Summer 92/71, Fall 75/54, and Winter 56/35. Students will want to be prepared not only for the rapid changes of temperature which characterize Texas weather, but also for unexpected rain, which may impact them more since they will typically be walking between buildings to and from classes.

Transportation

DFW Airport - The Dallas/Fort Worth International Airport, the largest airport in Dallas, is located about 45 minutes from UNT, and handles all major air carrier services. DFW features on-airport hotels as well as rental cars, taxis, and public transportation via the Trinity Railway Express, Dallas Area Rapid Transit, and the Airport shuttle service.

Dallas Love Field Airport – Dallas Love Field Airport is located an hour from UNT, off of Mockingbird Lane in Dallas. Dallas Love Field offers flights from Continental, Delta, and their main carrier Southwest, offering 121 direct flights to destinations in Texas, Louisiana, Arkansas, Oklahoma, New Mexico, Mississippi, Alabama, Missouri, and Kansas. Rental cars, shuttle service, taxi service, and access to the Dallas Area Rapid Transit are available at Dallas Love Field.

Denton County Transportation Authority – The Denton County Transportation Authority offers several services to the general public. Transportation services are provided throughout Denton and surrounding areas as well as to downtown Dallas. Students may use the transit service at no cost with their student ID. Transit maps are available at the Information Desk located in the University Union. For more information contact UNT Transportation services, 940.565.2593 or www.unt.edu/transit. For a location off campus call, 940-243-0077.

Taxi Service

A1 Transportation (972)-762-6061
AA Shuttle and Taxi Service (940)-566-2744
AA Cab (940)-566-2755
Celebrity Transportation (940)-497-9599
Executive Taxi (940)-591-1152
North Texas Airport Transportation (940)-565-9936
Academic Questions

1. **How does a student find out who his/her advisor is?** Students meet their advisors during orientation. Orientation leaders will ensure that students meet with the correct academic advisor.

2. **How can a student change his/her advisor?** Students should contact the department of the planned major for a list of advisors. [advising.unt.edu](advising.unt.edu)

3. **How does a student change a major or declare one?** Students should consult with the academic advising office of their intended major for specific procedures regarding declaring or changing majors.

4. **When should a student obtain a degree plan?** Students should consult with their academic advisor to determine when to obtain a degree plan. [catalog.unt.edu](catalog.unt.edu)

5. **What areas of study are available at UNT?** The UNT Undergraduate Catalog lists all degree fields, majors, minors and certificates at the university.

6. **How does a student review his/her degree audit?** A student can review his/her degree audit information online at mydegreeaudit.unt.edu. The online degree audit, also found in the Student Center, allows students to review major degree requirements and run sample degree audits for majors offered at UNT that they may be considering.

Bookstore Questions

1. **Does the Barnes & Noble @ UNT Bookstore offer textbook reservation services?** Once you have completed registration for classes, you can order your books online at unt.bncollege.com or by clicking the “Purchase Textbooks” link on your schedule in MyUNT. We begin processing online orders approximately 3 weeks prior to the term start date. The orders are processed in the order in which they are received. We are unable to “hold” books without payment.

2. **Can we wait until Fall to purchase textbooks?** Yes, although the bookstore is open all summer for purchases. Our goal is to have every title in stock by the time the Residence Halls open. Used textbooks are in high demand and will sell first. Shopping early guarantees the best availability of used books for both purchase and rent. You can order used books online at www.unt.bncollege.com or visit the bookstore during move-in weekend before the First Day of class.

3. **Can we charge textbooks and supplies?** Barnes & Noble @ UNT Bookstore accepts cash, all major credit cards, and Barnes & Noble gift cards. Parents can purchase textbooks for their students online and the student can pick them up in store. The bookstore cannot deduct purchases from the student’s campus account but when Financial Aid is disbursed to their BankMobile VIBE Credit Card that can be used for in store purchases.

4. **What if my student has to drop a class and return their books?** The full refund period lasts for one week after the First Day of classes. We will honor returns of textbooks with proof of schedule change for the first 30 days of the fall and spring semester. Please contact bookstore for specific information on proof needed.

5. **What do I need to rent a book?** 1) A valid Student ID 2) You must be 18 years of age or older to rent 3) A valid credit card for collateral (We will keep this card on file and the card will be charged if the rental books are not returned by the deadline, or if the books are not returned in salable condition) 4) a phone number and e-mail address for account verification and reminders.

6. **Can my student get a refund or resell a used book?** Yes. Used books can be refunded or resold under the same guidelines as new textbooks. Refunds are honored during the first week of classes with a valid receipt. Buyback prices are offered at the current market value.

7. **Does my student have to keep a New book Rental in New condition?** No. The student can treat the book as their own for the term. The requirement is that the books are returned in resalable condition. That means no excessive highlighting, no water damage or missing pages.
8. How can a student save money on textbooks? The cheapest option for students is typically renting books when that option is available. Rental titles average 50% savings off the new retail price. It’s important to check the prices on the shelf tag or on the bookstore website. Shopping early guarantees the availability of the most choices.

**Computer Support Questions**

1. What kind of computing resources does the university offer students? Central computing services in support of instruction and research are provided through University Information Technology (UIT). UIT has various offices in Sage Hall and the General Academic Building. Fourteen general access computer labs are located across the UNT campus and at Discovery Park for student use. The labs provide access to a wide range of computer applications on Windows and Mac computers with both draft- and laser-quality printers. Info available at https://computerlabs.unt.edu. Students living in residence halls may connect their personal computers directly to the internet via the Resnet service, https://www.myresnet.com/. UNT also provides free anti-virus software for students, information available at https://it.unt.edu/techtour6.

Recommendation: Take the Tech Tour for an overview of UNT information technology services and links to essential service websites. https://it.unt.edu/techtour

2. What are the computer and online services for students? Email: Every student is provided a free EagleConnect account which includes email, Microsoft Office, cloud storage, chat, and calendar capabilities among other features, accessible from anywhere on the internet. Read more at https://it.unt.edu/eagleconnect.

Account Management: Students activate their account with their UNT enterprise user identification, EUID, and supply a password through a web portal for the Account Management System, https://ams.unt.edu.

Online Learning: Online courses are offered via Canvas at https://canvas.unt.edu. Canvas is accessible to registered students via their EUID and password. Students also have access to LinkedIn Learning for additional online learning. LinkedIn Learning is a leading online learning platform where students can learn business, software, technology and creative skills to achieve personal and professional goals. Read more at: https://it.unt.edu/LinkedInLearning

MyUNT: Students can register for classes, pay their tuition, receive financial aid, and see their schedule through MyUNT, https://my.unt.edu/, the online portal to non-academic matters.

UNT Mobile App: Students can access their grades, find classes, learn about university events and contact faculty members—all with a few swipes and taps, https://mobile.unt.edu.

Computer services also include the UNT Libraries’

3. What type of computer should I get for my student to bring to campus? A general recommendation for a new computer is a Windows 10 or macOS Catalina system with at least a recent generation dual-core processor, 8GB or more of RAM and an SSD. Note: Students in some majors, e.g., art, music, computer science and engineering, may need higher specifications for their computing needs. For more information, students are encouraged to contact their college. In addition to having access to Microsoft Office 365 through EagleConnect, the Office products are available in the computer labs on campus and are good choices for writing papers and developing spreadsheets and presentations for class projects.

4. Is there an E-mail resource number or a place where students can get help with problems? Yes: The UIT Help Desk. Students may call, email, or use Live Chat for assistance. On the UIT Help Desk website, https://it.unt.edu/helpdesk, students can access help and find answers to other frequently asked questions. Contact info: UIT Help Desk: 940-565-2324 | helpdesk@unt.edu • https://it.unt.edu/helpdesk  | Sage Hall, Room 330D
Dean of Students Questions

1. **Who can I talk to if I have a concern about my student?** The Dean of Students Office 940.565.2648 is able to provide general information, connect with your student and see how we can help. If we are not the appropriate office to help, we will connect the student to the right area.

2. **Where can I find information about crime on campus?** The personal safety and security of every member of the university community is of paramount concern to all at the University of North Texas. In keeping with this concern, each year the university publishes a report informing the campus about programs and services to enhance campus security, crime statistics and student disciplinary referrals for certain crime-related conduct. You can visit this report at http://studentaffairs.unt.edu/clery.html.

3. **I think my student is missing. I have not heard from him/her in three days. Who can I contact for help?** You can contact the Dean of Students office for assistance at 940.565.2648 or the UNT Police Department at 940.565.3000. The Dean of Students will look into every avenue to help you find your student (check class schedule, residence halls, etc).

4. **My student received a letter stating they are facing university disciplinary action. How can I find out what is happening?** A good place to start is by having a conversation with your student. The Dean of Students’ (DOS) policy is to communicate directly with students on all disciplinary matters. There may be times such out of concern for a student’s whereabouts or if we believe a student may be in crisis we may contact the parents directly. You can find out more information in regards to the disciplinary process at https://studentaffairs.unt.edu/dean-of-students/conduct

5. **To whom should I report a death of a currently enrolled or past UNT student?** If a death of a student occurs, the Dean of Students office needs to be contacted immediately for the necessary departments to be notified. The office number is 940.565.2648 or you may email us at deanofstudents@unt.edu. The Dean of Students provides assistance to the student’s family, roommates, and friends.

Dining Services Questions

Dining Services operates five Dining Halls and 20+ Retail Restaurants, conveniently located all over campus and at Discovery Park. Find a map of all locations and hours of operation at dining.unt.edu.

Our five Dining Halls serve a wide variety of fresh, made-from-scratch dishes, and our professional Chefs provide creative menus and frequent special celebrations.

**Bruceteria:** Centrally-located and offering all your home-style favorites daily, Bruceteria is popular and well-loved by the entire UNT community. Enjoy everything from scratch-made pasta and pizza to a full vegan line.

**Champs:** Located near Apogee Stadium and other Mean Green athletic facilities, Champs is especially popular among student athletes thanks to its focus on sports nutrition. Perfect for all students with active lifestyles.

**Mean Greens Café:** Proudly holding the title of the first 100% vegan dining hall in the country, Mean Greens at Maple Hall isn’t just for vegans and vegetarians. It has a campus-wide reputation for satisfying, healthy, plant-based fare.

**Kitchen West:** West Hall is home to Texas’ first university Dining Hall Certified Free From™ the Big 8 Food Allergens and Gluten. Our culinary team crafts delicacies that are free of allergens, yet still full of flavor. The familiar home-style goodness we serve up in every dish and the array of incredible desserts will keep you coming back for more.

**Kerr Dining Hall:** This tribute to Denton, Texas and UNT history houses seven food stations, two salad bars and spacious seating areas—you’ll even find the perfect ending to your meal with UNT’s own Scrappy’s ice cream and milkshakes.
Eagle Landing: Set to open in late 2020 and replace Kerr Dining Hall, Eagle Landing is our new, state-of-the-art food hall. One swipe offers your pick of a wide array of cuisines—from Latin fusion to home-style favorites, from Asian-inspired dishes to Italian classics and more. Eagle Landing is also home a separate Retail venue where you can find delicious grab-and-go options.

1. What about dining on weekends and late at night? One dining hall is open on weekends and also in the event of inclement weather. Several of our Retail Restaurants are open late at night and on weekends as well. Dining.unt.edu/hours is the best source for current hours.

2. What if my student is on a special diet? All of our five Dining Halls serve from a diverse catalogue of over 4,000 menu items and recipes, covering a wide range of dietary needs. Dishes are marked for the eight most common allergens and each Dining Hall offers several vegan and vegetarian options at every meal period. Managers are always available to help with any specific questions about that day’s fare. And be sure to check out Kitchen West, Texas’ first university Dining Hall Certified Free From™ the Big 8 Food Allergens and Gluten, and Mean Greens Café, the nation’s first 100% vegan dining hall. If your student has specific dietary concerns, please reach out to us at Dining@unt.edu anytime.

3. What is the difference between the Unlimited 7-Day and 5-Day Meal Plans? Each of our Unlimited Plans includes a combination of unlimited Dining Hall meals plus a starting balance of Flex Dollars for the semester. We think of unlimited Dining Hall access as “food insurance” – your student will always have reliable access to a wholesome, all-you-care-to-eat meal. For just $4-10 more per weekend, our Unlimited Everyday (7-Day) Plans provide the peace of mind that your student will always have access to a good meal, no matter where their weekend takes them.

4. What is Flex? Flex Dollars are an easy-to-use, cashless payment method accepted at every Dining Services venue on campus, including your favorite Retail Restaurants like Starbucks, Chick-fil-A and The Campus Chat Food Court, as well as every Dining Hall. Flex expires at the end of each semester. Perfect for snacks on-the-go and late-night eats. Convenient - all you need to carry is your student ID. Use Flex instead of cash or credit cards. Meal Plan Members can add Flex Dollars at any time. Great budgeting tool that is 100% dedicated to on-campus meals.

5. Is my student required to have a Meal Plan? All first-year student rooms on campus and some Upperclassman rooms on campus are bundled with a Meal Plan. Meal Plans are optional — but recommended — for all other UNT students living off-campus, including graduate students, and Upperclassmen living in College Inn, Honors, Legends, Mozart, Santa Fe and Traditions. No matter where your student lives — a residence hall, an apartment in the city of Denton or in a nearby north Texas town — a Meal Plan is a great way to save time and money.

6. What if my student misses a meal because of a class? Our Dining Halls and retail food shops that are spread across campus remain open from early morning until night. Many of our venues offer takeout and grab-and-go options, so students are never far from a great meal.

7. My student needs a part-time job. Are you hiring? No matter where your career path will take you after UNT, you can gain valuable experience and skills working with Dining Services. Get paid to learn outside of class, with hands-on experience in a professional setting that builds your resume. We offer a variety of positions — from cashiers and waiters to baristas and bakers—alongside industry professionals bringing years of experience from leading hotels, restaurants and more. Our student employees come from diverse backgrounds and fields of study, and we have positions that suit every schedule, including late nights and weekends—all without having to leave campus. We offer competitive pay with opportunities for advancement and leadership roles. You’ll also get a meal per four hour shift, and flexible scheduling around your classes. We’re always hiring. To see available positions and apply, visit unt.joinhandshake.com and search for “UNT Dining”.
General Questions

1. Should my son/daughter have a checking account in Denton? It may be easier for a student to conduct financial business in a timely manner with a local account. Out-of-town checks will be accepted at all campus locations with proper identification, and most Denton vendors also readily accept out-of-town checks as payment for purchases.

2. Is it necessary for my son/daughter to have a car in Denton? If your son or daughter will be working away from the campus or frequently leaving town, a car might be necessary. UNT has an excellent shuttle system that transports students around campus, as well as to several local apartment complexes. There are also several private shuttle services that provide transportation to the airport. The Denton County Transportation Authority offers a full service A Train between Denton and Carrollton.

3. How much extra money will my son/daughter need each week/month? For on-campus students, a “Fullweek” or “Eagle” meal plan provides all meals Sunday-Friday and the “Weekday” or “Scrappy” meal plans provide meals Monday-Friday. Most on-campus activities and programs are cost-free or very inexpensive. Other expenses include personal items and laundry. You and your student may want to spend some time establishing a weekly or monthly budget to help him/her with money management.

4. Should my son or daughter buy books during Freshman Orientation? If so, how much will we need for books? The UNT Bookstore allows students to reserve books during Orientation and pay for them when they return in the fall, so that students need not necessarily expect a cash outlay during orientation for books. The cost of books varies depending on the number of hours, the major and whether or not used books are available. Student Financial Aid and Scholarships uses an average figure of $500 per semester for books and supplies, based on a 15-hour schedule.

5. Where is the closest bank? Wells-Fargo has a branch inside the University Union, second floor. Other banks are located near the Courthouse Square, approximately four blocks from campus, along University Drive and along I-35 South. See the Yellow Pages for a list of banks.

6. Does my son/daughter need a mailbox? In order to receive mail, students living in the residence halls are provided a postal box in the University Union. Students that are commuting may use their home address and/or rent a P.O. Box from Postal Services in the University Union. Postal Services is located on the 1st level of the University Union. Students must maintain an accurate address with the Registrar during all periods of enrollment.

Housing Questions

1. My son/daughter has financial aid. Does that apply toward their Housing? Because your students Housing and Dining bill will be consolidated with their balance for tuition and fees through Student Financial Service, financial aid and scholarships are applied to the Housing balance owed, after being applied to the full payment of tuition and fees for the semester.

2. How can my son/daughter request a specific roommate? Students should utilize the Roommate Request functionality in the housing application to send/accept an invitation to form a roommate group. Roommate groups should be completed prior to being assigned in order to be accounted for in the room assignment process. Students can make use of the eHousing Roommate Matching system to locate potential roommate matches.

3. Can I see my son/daughter’s room? Housing staff provides a guided tour of the residence hall facilities during each orientation session. You may visit any hall that is open for tours but you will not be able to see exact
room due to ongoing maintenance of occupancy by a student or summer conference guest. The tour rooms available in the residence halls will be a good representation of the room that your student will be living in so that you can plan accordingly.

4. When can my son/daughter move into the residence hall? Mean Green Move-In Weekend for Fall 2020 is scheduled for Saturday, August 15th and Sunday, August 16th. Students will receive email correspondence from Housing with a suggested move in date and time that is intended to help facilitate a smooth check in process and reduce traffic congestion. In the spring semester, the residence halls will open at 2 PM on the Wednesday before classes start.

5. Can my son/daughter switch to another hall if he/she doesn’t like the one assigned? Yes, Housing allows residents to request room changes and accommodate requests to move as space is available. Residents desiring a room change should talk to the staff at the front desk of their residence hall to submit a room change request. Residents wishing to move due to a roommate conflict may be provided with conflict mediation assistance in an effort to resolve the issue without requiring a move. In accordance with the university’s policy on nondiscrimination, moves will not be made based on race, color, national origin, etc.

6. Can we paint the room? Only the maintenance staff can paint residents’ rooms. If there is a problem with the condition of a room, please notify the front desk.

7. Is there a curfew in the residence halls? UNT Housing does not impose a curfew. There is, however, a restriction on visitation hours for guests. Details are available in the Housing policy guide, The Housing Handbook, which is available on the Housing website.

Question not answered here? More information is available on the Housing website, http://www.unt.edu/housing. You can also contact Housing at 940.565.2610 or housinginfo@unt.edu.

**Insurance Questions**

1. Does UNT provide health insurance coverage for students? Group injury and sickness insurance is offered to currently enrolled students and their dependents by United Healthcare® Student Resources. All currently enrolled students are eligible to enroll themselves and their dependents in this plan. The annual policy is effective mid August to mid August but can be purchased for individual semesters as well. Additional information can be found at unt.myahpcare.com

2. Will the Student Health and Wellness Center accept my student’s health insurance? The Student Health and Wellness Center currently files insurance claims on the University endorsed student insurance policy as well as Blue Cross/Blue Shield PPO and EPO plans, Cigna PPO and Open Access plans, and Multiplan PPO plans. Students should upload their insurance information to the Insurance tab on the patient portal at myosh.unt.edu. We do not currently accept Medicaid, Medicare, or Tricare policies. Questions about insurance coverage can be directed to the SHWC Insurance Department at SHWCInsurance@unt.edu or at 940.369.5446. *3. Where can we get more information about health insurance at the Student Health and Wellness Center?* You can visit www.uhcsr.com/unt for more information. For general questions about health insurance and billing at the SHWC, please contact the SHWC Billing Department at 940.369.8543.

**Registration Questions**

1. May I go to registration and advising with my son/daughter? It is important for your student to learn the procedures so that in the future he/she can independently register. We ask that you not accompany your student to the individual advisement sessions or through the registration process due to space restrictions.

2. How does my student register for classes? Once a student has been advised, he/she is eligible to register using a computer in a designated laboratory during orientation. All registration is completed via my.unt.edu. Details and instructions are on line at essc.unt.edu/registrar in the Schedule of Classes.

3. Who will help my student construct a schedule? The students advisor will work with your student to develop a full-time schedule with alternative recommendations. Following the advising session, Orientation Leaders will help students construct their schedules and advise them of the average course load (15-16 hours); the hours required to be considered a “full-time” student (12 hours); the advantages and pitfalls of early classes; the importance of a mid-day break/lunch period; required core courses and electives.
**Student Financial Services Questions**

Frequently asked questions are also available at [sfs.unt.edu/frequently-asked-questions](sfs.unt.edu/frequently-asked-questions)

1. **When are tuition and fees collected?** New students are encouraged to visit their student center at my.unt.edu for amounts due and payment due dates. Important semester dates are published on our website at sfs.unt.edu/important-dates.

2. **What payment options are available?** Students can choose to pay tuition in full prior to payment deadline, select the installment plan (available only during the Fall and Spring semesters), or set up the short-term loan. There is a $20 handling fee to utilize the installment plan or the short-term loan. There is also a 1% origination fee to utilize the short term loan. Please see our website for more information regarding payment options at [sfs.unt.edu](sfs.unt.edu).

3. **How can I make payment?** You may pay online with e-check, credit card, (additional 2.7% processing charge) or International Payments via Flywire. You can pay in person at our office (ESSC, first floor) with cash, check, or money order. Checks can also be mailed to:

   University of North Texas  
   Student Financial Services  
   1155 Union Circle #310260  
   Denton, TX 76203-5017 (Please add Students name & 8-digit ID code)

4. **How are refunds handled?** All refunds are processed through Nelnet. Students can choose their refund preference in their student center at my.unt.edu. Students can choose to have direct deposit into an existing US checking or savings account or can choose a pre-paid debit card (provided by the student). More information about refunds can be found at sfs.unt.edu/refunds.

5. **How can I receive information about my student’s account?** Student records are protected under the Family Educational Rights and Privacy Act of 1974. Students must provide consent for release of educational records through their Student Center at my.unt.edu.

6. **What if my student is a Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund) participant?** Please let us know about your account by emailing sponsoredbilling@unt.edu. Please include the students name, student ID number, plan name, and account number.

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**Student Health & Wellness Center Questions**

1. **What does it cost to see a medical provider or nurse?** Payment of the Medical Services Fee allows students to access the Student Health and Wellness Center (SHWC) and covers the cost of health education services. Office visit fees in the clinic are determined by the type of appointment, insurance plan benefits and other factors. Typically, students with insurance accepted at the SHWC can expect to pay their usual copay for primary care or specialty visits as determined by their policy. Students without insurance or those with insurance not accepted at the SHWC can talk to the SHWC Insurance Department for pricing on specific appointment reasons and services at SHWCInsurance@unt.edu or at 940.369.5446.

2. **What must my student present in order for you to file on my insurance?** Students can upload their insurance information to the Insurance tab of the SHWC patient portal at myosh.unt.edu prior to their first appointment. Students on the UNT student insurance plan need to activate their insurance at unt.myahpcare.com to access their virtual insurance card to be used at the SHWC and all other in-network providers. For prescription insurance policies, students should present their prescription insurance cards at the time of service in the Pharmacy to determine if we can file on their insurance or not.
3. Can my student get an excuse from class from the Student Health and Wellness Center? We typically do not provide excuses from class unless for special circumstances, such as contagious conditions or the student needs hospitalization. Students can request a statement at the time of checkout from the SHWC to show professors that they were seen at the clinic. Statements handed out for this purpose do not contain any protected health information.

4. Where does my student park when being seen at the Student Health and Wellness Center? The Student Health and Wellness Center has reserved patient parking spaces in the parking lot adjacent to Chestnut Hall. A parking validation can be requested at the time of checkout for students using clinical or pharmacy services.

5. How and where does my student pay? Payment in full is expected at the time of service in the form of cash, check, or credit card. We can accept flexible spending account cards as well, as long as they are tied to an accepted credit card company. Payments can be made at the payment window on the second floor of Chestnut Hall or in the pharmacy on the first floor of Chestnut Hall.

6. What immunizations are required to attend the University of North Texas? For the most current information, please refer to the Immunizations Requirements page on the Student Health and Wellness Center website at healthcenter.unt.edu/immunization-requirements.

7. Where can my student go to be treated when the Student Health and Wellness Center is closed? If a student is in need of medical treatment when the SHWC is closed, they can call the 24 hour nurse call line at 214-266-8777 free of charge. Students enrolled in the UNT student insurance plan can also use the 24 hour telehealth line at 855-355-7998 free of charge. If their symptoms indicate an issue that can wait until the SHWC reopens, they will be advised on over the counter medications and home care techniques that can be utilized until they can be seen at the SHWC. If their symptoms indicate an urgent issue that needs to be seen immediately, they can visit several different clinics or hospitals in the area. In Denton, they can choose from:

   Medical City of Denton: (940) 384-3500
   Texas Health Presbyterian Hospital Denton: (940) 898-7000
   Minor Emergency of Denton: (940) 220-3224
   Care Now Urgent Care of Denton: (940) 383-2700
   Denton Regional Urgent Care Center (940) 220-5901

8. Can my student’s prescriptions from another doctor be filled at the SHWC pharmacy? Absolutely – as long as the SHWC pharmacy carries the medication your student needs. If the pharmacy does not carry the type of medication needed, arrangements may be made to special order the medication. Students with a prescription from an outside doctor should talk to a pharmacist about their medication needs before they run out of a medication.

9. Can a prescription at another pharmacy be transferred to the SHWC pharmacy? Yes, prescriptions may be transferred from any pharmacy to the SHWC pharmacy by calling the pharmacy at (940) 565-2790 and requesting a prescription transfer. They will need to know the name and telephone number of the pharmacy that currently has the prescription, the name of the prescription, and the prescription number. For prescriptions that have been previously filled at the SHWC pharmacy, refills can be requested by phone. When requesting refills, be aware that it may take up to 48 hours to fill the request.

10. What should my student bring to an appointment? Your student will need to bring their student ID card and a form of payment.

11. What if my student cannot make it to their appointment? We ask that students please call (940) 565-2793 at least 1 hour before their appointment time to cancel and avoid being charged a no-show fee. Students can also go online to myOSH.unt.edu to cancel their appointment as well. We are very busy and another student can use the appointment time.
12. Does the Student Health and Wellness Center offer laboratory services and x-rays?
Yes, both services are available on site. The patient will incur charges for any tests or x-rays that are performed.

Student Financial Aid & Scholarships (SFAS) Questions

1. What types of financial aid are available? UNT offers a variety of assistance to students and their parents. Scholarships, grants, work-study programs and loans are available to assist in financing a student’s education.

2. How do students apply for financial aid? All students must complete the Free Application for Federal Student Aid (FAFSA) annually to apply for all federal, state and institutional aid available at UNT. UNT’s Priority Date to complete the FAFSA is January 15. Complete descriptions of all programs, requirements and qualifications are available at financialaid.unt.edu. To access the FAFSA, visit www.fafsa.gov Students who have questions about requirements should contact SFAS. *Non-documented students may qualify for state assistance under Senate Bill 1528. Students should visit financialaid.unt.edu for more information.

3. What about applying for scholarships? Applying for scholarships requires a different application than applying for financial aid. SFAS oversees a range of scholarships that are funded by the University and donors who support UNT. In order to compete for these scholarships, students must complete the General Scholarship Application annually. When completing this application, students are encouraged to review the available scholarship opportunities listed on the General Scholarship Application site. Criteria and application deadlines vary for each scholarship opportunity. We encourage all new and continuing students to complete this application annually to ensure they are in competition for available scholarship funding. However, completing the annual application does not guarantee a scholarship award as awards are competitive and based on available funding. Access the General Scholarship Application as well as other scholarship information at scholarships.unt.edu. A number of scholarships are also available to incoming and continuing students through awards made by academic departments. Students should check with the department of their major for more details.

4. Can my student access their information online? Students will be guided through the financial aid process through a series of TO DO LIST items. Students can access their TO DO LIST online through the myUNT Student Portal by logging in with their assigned EUID and password. The myUNT portal is located at my.unt.edu.

5. May I talk to a Financial Aid Advisor? No appointment is needed to speak with a Financial Aid Advisor. Advisors are available from 8:00 a.m.-5:00 p.m., Monday through Friday on both the first and second levels of the Eagle Student Services Center (ESCC). To ensure that everyone is assisted in a fair and organized manner, visitors are asked to sign in on a computer and will be seen on a first-come, first-served basis. To reach a Customer Service Representative by telephone, call (940) 565-2302 or (877) 881-1014 Monday through Friday from 8:00 a.m.-5:00 p.m.

6. What other services does SFAS provide? Computers are located in ESSC, room 228 to assist students through the financial aid and scholarship processes at UNT. After hours and on weekends, students may utilize self-service options such as myUNT, Ask Scrappy and Financial Aid TV at financialaid.unt.edu.

7. How and when are fall and spring financial aid funds disbursed? Financial aid, with the exception of work-study, is credited to the student’s tuition and fees account prior to the beginning of each fall and spring semester/term provided all TO DO LIST items have been completed; enrollment requirements have been met; and academic progress has been made. Payment for work-study occurs twice a month and is based on the number of hours worked. The Parent PLUS Loan will disburse if the PLUS borrower does not have adverse credit history and SFAS has received a credit approval through the Federal Direct Loan Program.

8. How and when are fall and spring scholarships disbursed? Scholarship funds will disburse once a student establishes attendance in the credit hours required to receive the award.

9. How should the tuition and fee bill be handled during Orientation if financial aid and/or scholarships have been awarded? Students are encouraged to make payment arrangements during
Orientation through the use or combination of Anticipated Aid, the Installment Plan, a Short Term Loan or personal payment (cash, check or credit card). Students who have been awarded external scholarships should submit award letters and/or checks to SFAS. If SFAS is notified of a scholarship after financial aid has been awarded, a student’s eligibility for those awards may change and adjustments could be made.

10. What happens if my child withdraws from classes at UNT? If a student withdraws from all classes before completing 60% of the semester/term, the U.S. Department of Education mandates that SFAS apply a formula to return Title IV (federal) financial aid funds to the programs from which the money was paid. This will create a balance owed by the student to UNT. Students are required to notify BOTH the Office of the Registrar and SFAS prior to withdrawing if classes have not begun. Once classes begin, students must notify the Dean of Students office to begin the withdrawal process.

Student Money Management Questions

1. As a parent, how can I help my student to be more prepared for the financial realities of college? First, share your values about money and expectations with your student in a non-judgmental manner. The center’s services should be seen as a resource to strengthen the values students already share with their families. Second, be honest and specific. Define the funding you will be providing every semester and what costs your student will be responsible to cover.

2. What does it cost students to take advantage of the center’s programs and services? The center is funded through a portion of the student services fee students pay every semester. The center provides its educational programs and coaching services at no additional cost. There are nominal origination fees associated with its emergency assistance program.

3. How much pocket change should my student expect to need? The amount of money you decide to provide to your student for out-of-pocket spending is set at your discretion. We surveyed our student workers and the amount of money their families provided every month ranged from $0-$200.

4. Does my student need a credit card? The choice to provide your student with a credit card is at your discretion. The center encourages parents to talk to their students about the benefits and risks associated with credit cards. For most college students a credit line of $300 - $500 should be adequate—enough financial support to address most emergency situations. Yet not enough to bury a student under unmanageable debt.

5. What is the center’s policy on confidentiality? The center upholds students’ right to confidentiality. At no time will any of the information shared by students be provided to any other party, including parents, unless express permission is granted by the student.

6. Are there any easy money management tips you can recommend to new freshmen to save money? Yes. A few suggestions that come readily to mind:
   » Take advantage of the university’s textbook rental program
   » Use your meal plan and don’t forget FLEX dollars are semester-specific. Use them or lose them!
   » Take advantage of free events on campus and student discounts around town
   » Regularly check their myUNT accounts to ensure no financial obligations are on their accounts
   » Buy a parking permit if they are bringing a vehicle to campus
   » Ensure their student account balance is $0 at the end of every semester in their student account
   » Use the SMMC!
Student Veteran Services Questions

1. As a veteran, am I eligible for federal financial aid? Please visit the FAFSA website to find out more information.  studentaid.ed.gov/fafsa/filling-out/dependency

2. Upon enrollment into classes, when will benefits be received from the VA? Students are generally paid on or about the 1st of each month for the dates of attendance in the previous month. (Example: October 1st payday covers September 1-September 30). If payment is not received in this time frame, please contact VA by calling 1-888-GIBILL-1 (1-888-442-4551). UNT processes all the enrollment certifications in order by the date received. The enrollment certification forms must be submitted each semester the student intends to use federal educational benefits.

3. What if my student is receiving Education benefits, is called to Active Duty, and needs to withdraw from classes? Texas Education Code 54.006 (f ) indicates, “Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student’s option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution’s guidelines, an incomplete grade in all courses by designating ‘withdrawn-military’ on the student’s transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.” Students should contact the Dean of Students to determine their options.

In order to be eligible for options under this law a UNT student must produce a copy of his or her orders. Withdrawal may or may not require that the student talk with each instructor depending on timing in the semester; however, the latter two options do require that the student talk with his or her instructors and come to a decision as to which solution is best for each class given timing and circumstances. A student called to active duty may consider the following options:

1. Withdrawal with a full refund of appropriate tuition/fees;
2. Incomplete grades with the one-year I (Incomplete) removal time limit starting with the end of active duty; or
3. A final grade if the course is essentially over and the course material has been sufficiently mastered (determined by the instructor).

4. Are education benefits taxable? You should consult your tax preparer/accountant for additional information and advice regarding the use of veteran educational benefits.

5. Can credit be received for military training? As a veteran, active-duty, or reserve status member of the US Army, Navy, or Marine Corps, depending on basic active-duty service date/basic pay entry dates (BASD/ BPED), students may be eligible to receive credit through the Joint Services Transcript (JST), available at no charge. JST transcripts are fully automated documents, endorsed by the American Council on Education (ACE) and generated by the services, that provide an official list of military courses, occupations, and college-level exam scores completed during active duty that have been evaluated by ACE for college credit.

It is important for students to take advantage of these valuable tools that may add college credit to your program of study, at no cost to you! For more information see the following:

NET PDTC
ATTN: JST Operations Center NG15
6490 Saufley Field Road
Pensacola, FL, 32509
Email: jst@doded.mil
Website: https://jst.doded.mil
6. What does the Student Veteran Services Office do? The purpose of the SVS to build and maintain a community at the University of North Texas with individuals who have served the US military in hopes of supporting a seamless transition from military life to civilian college life. Our goal is to remove barriers that student veterans face with the transition support. We hope to provide student veterans and dependents connections to resources both on and off campus, and to give recognition to the service members in our UNT community through programs and scholarships.

The Student Veteran Services Office includes representatives from the UNT Registrar’s Office, Student Financial Services, and Student Affairs. The SVS Office is equipped with a computer lab, study lab, and other services. Our goals are to recruit, retain, and graduate veterans to the job market while also providing services that help veteran students and dependents understand their federal and state educational benefits during their academic career here at UNT.

7. Dependent students using federal educational benefits (Chapters 33 & 35): If a student is the dependent or spouse of a veteran and has been using educational benefits at another institution, transferring those benefits to UNT is easy. When the student registers for classes and comes in to the SVS to see a VA Certifying Official, the student will complete a VA Form 22-5495 (Dependents’ Request for Change of Program or Place of Training). The Certifying Officials will notify the VA of the change during the enrollment certification and will keep the form on file to provide to the VA.

8. Will the VA pay for tutorial assistance? Yes, tutorial assistance is available if the student is receiving VA educational assistance at the half-time or higher rate and have a deficiency in a subject that makes tutoring necessary. Students can be reimbursed up to $100 per month up to a maximum of $1200.

To apply for tutorial assistance complete VA Form 22-1990t. The UNT certifying official and tutor must sign the form. When the form is complete, the student will mail it to the VA Regional Processing Office that serves the state in which your school is located.

For additional help, please call 1-888-GIBILL-1 (1-888-442-4551).

9. My student went to UNT a few years ago and then withdrew, what is the process to return to UNT? Go to www.ApplyTexas.org, choose returning student, and complete the “Readmit Application for Former Students”. Using this application, the application fee is waived.
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