ACADEMIC RECORDS TILE

VIEW MY COURSE HISTORY

1) On the left pane select Course History
2) Use the icon to filter your results

VIEW MY GRADES

1) On the left pane select View Grades
2) Select the term you would like to view grades for
3) Use the button to switch the term you are viewing
VIEW UNOFFICIAL TRANSCRIPT

1) On the left pane select View Unofficial Transcript
2) If you are a UNT Dallas main campus student select UNTD Unofficial Transcript. If you are a College of Law student select Unofficial UNTD COL Transcript.
3) Click Submit
4) Ensure pop-ups are enabled in your browser and then click View Report to view the PDF of your unofficial transcript.

REQUEST OFFICIAL TRANSCRIPT

1) On the left pane select Request Official Transcript
2) If you are a UNT Dallas main campus student select UNT Dallas. If you are a College of Law student select College of Law.
3) UNT Dallas Main Campus Students - Select Electronic Transcripts via GreenLight for electronic delivery or select Hard-Copy Transcripts via Credentials for a paper transcript. Click Order Transcript. You will be redirected to Greenlight or Credentials Inc. to begin your order.
   OR
4) UNT Dallas College of Law Students - Click Order Transcript. You will be redirected to Credentials Inc. to begin your order.
VIEW ENROLLMENT VERIFICATION

1) On the left pane select Enrollment Verification
2) Select Submit. You will be redirected to the National Student Clearinghouse to complete your order.

VIEW MY MILESTONES

1) On the left pane select View My Milestones
2) Select Milestone name to view details.
APPLY FOR GRADUATION

1) On the left pane select **Apply for Graduation**
2) Select the **Apply for Graduation** link
3) Select the term that you are applying for and click **Continue**
4) Click **Submit Application** to finish applying

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**Apply for Graduation**

**Submit an Application for Graduation**

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

**Program: School of Business**

**UNT Dallas | UNT Dallas Undergraduate**

Degree: Bachelor of Business Admin
Major: Finance

Apply for Graduation
VIEW GRADUATION STATUS

1) On the left pane select View Graduation Status
2) Your status will appear beside your program
3) You can update your Diploma Name and Mailing Address by clicking on the links Name for Diploma and Mailing Address for Diploma
ACADEMIC PROGRESS SUMMARY

1) On the left pane select Academic Progress Summary to view a snapshot of your degree progress.

ACADEMIC PROGRESS

The Degree Audit is a tool for Undergraduate degree students that shows all the courses that you have taken or are enrolled in as well as those courses needed in order for you to graduate. If you have any problems understanding your Degree Audit or have questions or concerns about fulfilling these requirements or about any limits, restrictions and variations applicable to your program, contact.

The Degree Audit is unofficial, may contain inaccuracies and is subject to change. It does not represent an irrevocable contract between the student and the university.

1) On the left pane select Academic Progress to display your Degree Audit
   - This icon indicates requirements that are not completed yet
   - This icon indicates requirements that are complete

2) Each course, GPA, and hour requirement is listed in this report for your major. Click on each section to determine which courses are being used toward that requirement and/or which courses you can take to satisfy that requirement.
Communication II (English Composition and Rhetoric)

- **Satisfied**

Complete one of the following courses (TECM 2700 preferred for Business and IT majors).

### Courses

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When/Typically Offered</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1323</td>
<td>CA COL WRIT II</td>
<td>3.00</td>
<td>Fall 2018</td>
<td>TA</td>
<td>Taken</td>
</tr>
</tbody>
</table>

**EXPECTED GRADUATION TERM**

1) On the left pane select **Expected Graduation Term**

### Expected Graduation Term

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Expected Graduation Term</th>
<th>Program Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>Fall 2019</td>
<td>Active in Program</td>
</tr>
</tbody>
</table>
VIEW MY CLASSES

1) On the left pane select **View My Classes**
2) Use the available checkboxes to filter your results

VISUAL SCHEDULE BUILDER (UNT D MAIN CAMPUS ONLY)

1) On the left pane select Visual Schedule Builder
2) Select a term and course to search. You are able to add each course that you want to take to your list and then use the arrow keys to view every class schedule permutation that is available to you.

CLASS SEARCH AND ENROLL
1) On the left pane select **Class Search and Enroll**
2) Select the term you are searching for
3) Enter the course, subject, class, or topic in the **Enter Keyword** search box
4) Click the >> Search icon

5) Select the desired class and then select the desired section.

6) Follow the steps on the left pane to review your selection, class preferences, and then submit the class to your shopping cart or to enroll right away.
SHOPPING CART

1) On the left pane select **Shopping Cart**
2) Select the class(s) that you want to enroll in, remove from your shopping cart, or check enrollment eligibility for by checking **Enroll, Delete, or Validate** respectively.

DROP CLASSES

1) On the left pane select **Drop Classes**
2) Select the class you want to drop by checking the box, click **Next**, and then click **Drop Classes**. Click **Yes** or **No** on the pop-up window to finish dropping or to go back and review your request.

SWAP CLASSES

1) On the left pane select **Swap Classes**
2) Select the class you want to swap out with the class you want to swap in. You can search for the class you are wanting to swap into or enter the class number in directly.
3) Click **Search**.
4) Go through steps 1 through 3 and then click **Submit**
5) Click **Yes** on the pop-up box to complete the swap or click **No** to go back and review your swap.
BROWSE COURSE CATALOG

1) On the left pane select **Browse Course Catalog**
2) Select the catalog you are wanting to view; **University of North Texas at Dallas**, and then use the search bar to search for courses by course prefix, course number, subjects, or topics.

TASKS TILE

1) On the left pane click **To Do List**
2) Click on your tasks to view and complete them.
UNT DALLAS REGISTRATION TO-DO

Complete the UNT Dallas Registration to-do list item prior to attempting to register.

1) Click on the UNT Dallas Registration item for the term you are enrolling in and follow the steps to confirm your contact details, emergency contacts, financial agreements, and information on bacterial meningitis (if applicable).

2) Click Submit to complete the task.

HOLDS

1) On the left pane click on Holds

2) Click on each item to review your holds.
RESOURCES TILE

UNT DALLAS CANVAS/ UNTD COLLEGE OF LAW CANVAS

- Click on the tile for your campus to be taken to Canvas

UNT Dallas Canvas  
UNT College of Law Canvas

- Click on the tile for UNTD E-mail to access your UNTD/UNTD College of Law email.

UNT E-mail