Following initial registration, students may add courses on-line at my.unt.hsc.edu. In order to be eligible for adding courses, students must have registered for coursework during the regular or late registration time period.

**Application.**

All School of Public Health students

**Definitions.**

1. **Initial Registration** – period in which students first enroll in courses (regular or late registration).

2. **Adding Courses** – following initial registration, the addition of courses to a student’s schedule of classes during the regular or late registration period.

**Procedures and Responsibilities.**

1. All students adding courses during the regular or late registration period can do so through my.hsc.unt.edu.

   **Responsible Party:** Student

2. All students requesting to add courses requiring a permission number may register online at my.hsc.unt.edu after contacting the academic department in which the course is being offered.

   **Responsible Party:** Student

3. If student begins initial registration process after late registration, the student must contact the Office of Admission and Academic Services to begin initial registration.

   **Responsible Party:** Student
4. If student encounters difficulty adding a course on-line, they may contact the Registrar’s Office.

   Responsible Party:   Student

References and Cross-references.

Approved:  August 2000
Effective:  August 2000
Revised: