

UNT FALL 2025 Semester Calendar

Academic Calendar is subject to change

KEY SEMESTER DATES	Full Semester AUG. 18-DEC. 12	8 week I Session AUG. 18-OCT. 10	8 week II Session OCT. 13-DEC. 12
Schedule of Classes Available on myUNT	Mar. 3	Mar. 3	Mar. 3
Registration Opens for specifics by student group/class: https://registrar.unt.edu/when-can-i-register	Mar. 17	Mar. 17	Mar. 17
Prerequisite Drop Students not meeting course prerequisites may be dropped from their courses.	July 30	July 30	Oct. 13
Regular Registration Ends	Aug. 14	Aug. 14	Oct. 9
Late Registration Period—For Students not Registered for the Term Students registering late will incur a late registration fee of \$75.	Aug. 15-Aug. 22	Aug. 15-Aug. 22	Oct. 10-Oct. 17
Last Day to Withdrawal from Entire Term on myUNT Courses do not appear on the transcript. After this date see Dean of Students to withdrawal from the entire term.	Aug. 17	Aug. 17	Oct. 12 If only 8 week II
Classes Begin	Aug. 18	Aug. 18	Oct. 13
Last Day to Add a Class or Swap Sections A swap is switching sections of the same course in the same session.	Aug. 22	Aug. 22	Oct. 17
Last Day to Drop a Class Section Without a W (Census) Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 29	Aug. 23	Oct. 18
Drop with a Grade of W Begins Course appears on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 30	Aug. 24	Oct. 19
Last day to change to pass/no pass grade option (undergrads)	Sept. 26	Sept. 5	Oct. 31
Midpoint of the Semester	Oct. 10	Sept. 12	Nov. 7
Last day for a student to drop a course or all courses with a grade of W.	Nov. 7	Sept. 26	Nov. 21
First day to request a grade of Incomplete	Nov. 8	Sept. 27	Nov. 22
Pre-Finals Days	Dec. 3-4	N/A	N/A
Last Regular Class Meeting	Dec. 4	Oct. 9	Dec. 11
Reading Day—No Classes	Dec. 5	N/A	N/A
Final Exams	Dec. 6-12	Oct. 10	Dec. 12
Last Day of Session	Dec. 12	Oct. 10	Dec. 12
University Grade Submission Deadline 4 pm	Dec. 15	Oct. 13	Dec. 15
Grades/Academic Standing posted on the Official Transcript	Dec. 17	Dec. 17	Dec. 17
Labor Day - No Classes - University Closed	September 1, 2025		
Thanksgiving Break - No classes	November 24-November 30, 2025		
University Commencement	December 12-14, 2025		

Last Modified: July 1, 2025

372A	Sue McRae 133696	Saadiya Amin 133694
	Savannah Stevens 158778	Atoosa Afshari 133699
	Bernardo Vargas 133693	Jalil Arif 153815
		Sibilla Cavada 153816

372	Anna Kokareva 153815	Sara Tonge 153819
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334	Sean Xu 133904	Marisa Moreno 133816
	Tim Lin 133810	Alaina Smith 133820
	Hayden Ridings 133815	

320F	Shoshana McIntosh 158779	Anna Myers 153818
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325J	Hyun Yang 158777	Neelu Kumari 133702
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UNT Fall/Spring Payroll Dates

Updated: March 31, 2025

Reminders: Payroll Dates do not match semester dates. E-Pars must be fully approved by UNT System deadlines in order for paychecks to be issued as noted below.

Fall Semester (full term):

- Payroll Dates = Sept. 1 thru Jan. 15 = 4.5 months
- Paycheck Dates =
 - Oct. 1 = full monthly amount
 - Nov. 1 = full monthly amount
 - Dec. 1 = full monthly amount
 - Jan. 1 = full monthly amount
 - Feb. 1 = half monthly amount

Spring Semester (full term):

- Payroll Dates = Jan. 16 thru May 31 = 4.5 months
- Paycheck Dates =
 - Feb. 1 = half monthly amount
 - March 1 = full monthly amount
 - April 1 = full monthly amount
 - May 1 = full monthly amount
 - June 1 = full monthly amount

Fall Semester (8W1):

- Payroll Dates = Sept. 1 thru Oct. 31 = 2 months
- Paycheck Dates =
 - Oct. 1 = full monthly amount
 - Nov. 1 = full monthly amount

Spring Semester (8W1 term):

- Payroll Dates = Jan. 16 thru Mar. 31 = 2.5 months
- Paycheck Dates =
 - Feb. 1 = half monthly amount
 - March 1 = full monthly amount
 - April 1 = full monthly amount

Fall Semester (8W2):

- Payroll Dates = Nov. 1 thru Jan. 15 = 2.5 months
- Paycheck Dates =
 - Dec. 1 = full monthly amount
 - Jan. 1 = full monthly amount
 - Feb. 1 = half monthly amount

Spring Semester (8W2):

- Payroll Dates = Apr. 1 thru May 31 = 2 months
- Paycheck Dates =
 - May 1 = full monthly amount
 - June 1 = full monthly amount

The Feb. 1 paycheck can be confusing for adjuncts if they earn more in one semester than in the other. If an adjunct questions a Feb. 1 paycheck, you need to check both their fall and spring payroll information to determine if their gross pay is correct.

Salaried Grad Student Payroll Dates

Fall Semester:

- Payroll Dates = Sept. 1 thru Jan. 15 = 4.5 months
- Paycheck Dates =
 - Sept. 15* = half monthly amount
 - Oct. 1 = half monthly amount
 - Oct. 15 = half monthly amount
 - Nov. 1 = half monthly amount
 - Nov. 15 = half monthly amount
 - Dec. 1 = half monthly amount
 - Dec. 15 = half monthly amount
 - Jan. 1 = half monthly amount
 - Jan. 15 = half monthly amount

Spring Semester:

- Payroll Dates = Jan. 16 thru May 31 = 4.5 months
- Paycheck Dates =
 - Feb. 1* = half monthly amount
 - Feb. 15 = half monthly amount
 - March 1 = half monthly amount
 - March 15 = half monthly amount
 - April 1 = half monthly amount
 - April 15 = half monthly amount
 - May 1 = half monthly amount
 - May 15 = half monthly amount
 - June 1 = half monthly amount

**To ensure salaried grad students receive paychecks on Sept. 15 & Feb. 1 payrolls, dept. must meet early payroll deadline for semester ePars.*

UNT Summer Instructional Payroll Dates

Updated: March 31, 2025

Reminders: Payroll Dates do not match semester dates. E-Pars must be fully approved by UNT System deadlines in order for paychecks to be issued as noted below.

Maymester (3W1):

- Payroll Dates = June 1 thru July 15 = 1.5 months
- Paycheck Dates =
 - July 1 = full monthly amount
 - Aug. 1 = half monthly amount

Summer 1 (5W1):

- Payroll Dates = June 1 thru July 15 = 1.5 months
- Paycheck Dates =
 - July 1 = full monthly amount
 - Aug. 1 = half monthly amount

Summer 8-week (8W):

- Payroll Dates = June 1 thru July 15 = 1.5 months
- Paycheck Dates =
 - July 1 = full monthly amount
 - Aug. 1 = half monthly amount

Summer 10-week (10W):

- Payroll Dates = June 1 thru Aug. 31 = 3 months
- Paycheck Dates =
 - July 1 = full monthly amount
 - Aug. 1 = full monthly amount
 - Sept. 1 = full monthly amount

Summer II (5W2):

- Payroll Dates = July 1 thru Aug. 31 = 1.5 months
- Paycheck Dates =
 - Aug. 1 = half monthly amount
 - Sept. 1 = full monthly amount

Faculty on payroll in non-instructional roles are paid according to ePar dates of the work being performed. In general:

June 1 – June 30 ePar dates = July 1 paycheck

July 1 – July 31 ePar dates = Aug. 1 paycheck

Aug. 1 – Aug. 31 ePar dates = Sept. 1 paycheck

Pre and Post-Arrival Checklists for New International F-1 Students



PRE-ARRIVAL CHECKLIST

Review the information below carefully while planning for your arrival here at UNT!

Verify your I-20 is Accurate

- Contact ISSS immediately if you see any errors or have any questions at internationaladvising@unt.edu.

Pay the SEVIS Fee

- You must pay your [SEVIS fee](#) before you make your F-1 Visa appointment.

Apply for your F-1 Visa Stamp

[Locate the embassy or consulate nearest to you to review the process for applying for your F-1 Visa!](#)

Prepare for your visa interview and take the following documents with you:

- [SEVIS Fee](#) Receipt
- Letter of Admission
- Form I-20
- Passport
- Proof of funding and/or educational sponsorship documents reflected on I-20
- Additional Documents as requested by your U.S. Embassy/Consulate
- More information can be found on the [Travel and U.S. Entry page on the ISSS website.](#)

Citizens of Canada will need to pay the SEVIS fee but do not need to apply for an F-1 visa stamp at a U.S. embassy or consulate.

Register for New Student Orientation

Please note: New Student Orientation is not the same as the [required WINGS Pre-Arrival Orientation](#) in Canvas!

- **Undergraduate Students:** [You are required to complete Orientation!](#) Please log in to [myUNT](#) Portal, go to 'Student Center', scroll down to the bottom and click on 'Register for UNT Orientation' under the Admissions section on your left-hand side.
- **Graduate Students:** Although not required, you can register for the [Graduate Orientation](#) on the [myUNT](#) Portal. Please go to 'Student Center', scroll down to the bottom and click on 'Register for UNT Orientation' under the Admissions section on your left-hand side. Please also check with your department and visit their website for your required departmental orientation. Advanced registration may not be required for some departments.

Plan for Housing and Meals

- [On Campus Housing](#)
 - [Off Campus Housing](#)
 - [Meal Plans](#)

Prepare for Payment

- Check the [Student Accounting website](#) for the most up to date information regarding payments.
- It is possible to make small payments throughout the semester through an installment plan.
 - [Click here for more information regarding payment plan options.](#)
- Be prepared to make payments at time of arrival to the U.S. or earlier!
 - There are payment deadlines that cannot be missed or your enrollment will be cancelled.
 - ***If your enrollment is cancelled, you may fall out of good immigration status!***
- Your actual charges will likely be different than the estimate listed on your I-20.
 - The amount listed on your I-20 is an estimate only!
- [Use the UNT Tuition Estimator for an estimate of costs.](#)
- You will not know the total amount of money due until after you enroll in classes and a bill is calculated.
 - Your charges will show on [my.unt.edu](#).

Check the Health Requirements

- [Immunization Requirements](#)

- [TB Testing](#)
- [Medical Insurance](#)
 - UNT students are eligible for the University-endorsed [United Healthcare Student Resources insurance plan](#). UNT requires all non-immigrant international students to maintain medical/hospitalization insurance for the entire period of their UNT residence. The student insurance fee is automatically added to the student's tuition, and fees bill each semester unless the student provides alternate coverage and is approved for a waiver of the insurance fee.
 - [Student Health Plan Information](#)

Book your Flight

- [Review the Travel and U.S. Entry information on the ISSS website!](#)
- When booking your flight, come early enough to allow enough time to arrive for orientation.
- ***Students are only allowed to enter the U.S. up to 30 days prior to the program start date listed on the form I-20.***
- Be sure to enter the U.S. with your F-1 student visa.
 - Do not enter the U.S. with a tourist visa.
- If you are living on campus, make sure to verify the earliest move in date before planning your arrival. If you arrive earlier than UNT Move-In, you will have to seek your own accommodations or stay at a local hotel.

Complete the WINGS Orientation Course

- Complete the online [WINGS Orientation Course](#) on Canvas. After you complete the course, please save screenshot of your grades page on Canvas. You will need this later! Contact international.events@unt.edu if you have any question about the WINGS course.

Scholarships, Grants, & Waivers

- Check your [eligibility to apply for out-of-state tuition waiver](#). Contact International Scholarships Office for any [international scholarships](#) questions. You may need to check with the [Financial Aid Office](#) and/or your major department for other scholarship opportunities.

Enroll in Classes

- **Undergraduate Students:** [You are required to complete Orientation!](#)
 - You will receive your code for class registration at Freshman/Transfer Orientation.
 - You must attend orientation BEFORE you will be eligible to enroll for classes.
 - Please Note: All orientation times are listed in U.S. Central Standard Time (CST).

- **Graduate Students:** [Graduate orientation is optional, but HIGHLY RECOMMENDED!](#)
 - Contact your department for orientation or course registration procedure.
 - Class registration typically occurs during your departmental orientation or during an appointment with your Academic Advisor.
- See here for more information on how to register using the myUNT system: [How to Register](#)
- [Don't forget your enrollment rules!](#)
- **Full Time Enrollment:**
 - **F-1 and J-1 students** must maintain a full-time course load during fall and spring semesters.
 - This means:
 - F1 and J1 Undergraduate students must enroll in 12 credit hours or more.
 - F1 and J1 Graduate students must enroll in 9 credit hours or more
- **Online Enrollment:**
- **For F-1 visa holders**, only 1 online class (a 1, 2, or 3 credit hour class) per semester may count towards a “full course of study.”
 - This means:
 - F1 Undergraduate students must enroll in at least 9 credit hours of face-to-face classes.
 - F1 Graduate students must enroll in at least 6 credit hours of face-to face classes.

POST-ARRIVAL CHECKLIST

Review the next section for information on next steps AFTER you arrive here at UNT!

Make sure to complete the [WINGS Orientation Course](#) before starting the next steps.

Complete Immigration Document Check In

Immigration Document Check In is REQUIRED! [Click here for instructions on how to complete Immigration Document Check In!](#)

- ***Please note: Failure to complete the Immigration Document Check In and Responsibility Contract in iNorthTX may result in the termination of your I-20. You MUST complete this process to remain in good immigration status!***
- Log into [iNorthTX](#) and go to 'F-1: When you arrive' tab and upload the following documents on the Document Check In E-form.

- UNT I-20
 - Please make sure that your I-20 is signed by you on page 1.
 - Students are not permitted to electronically sign I-20s and must sign by hand.
- Passport
- Visa stamp
- [I-94](#)

Complete the Responsibility Contract in iNorthTX

- **Please note: Failure to complete the Immigration Document Check In and Responsibility Contract in iNorthTX may result in the termination of your I-20. You MUST complete this process to remain in good immigration status!**
- In [iNorthTX](#), go to 'F-1: When you arrive' and complete the Responsibility Contract section of the eform.
 - Submit proof of WINGS course completion. Upload a screenshot/photo of your course grades. [How to take a Screen Shot](#)
 - You must take a screenshot while logged into Canvas from a computer. A screenshot of your grades from a mobile device (phone or tablet) will not include your name on it and cannot be accepted.
 - Please see sample WINGS grades screenshot below.

WINGS Degree Seeking Students - Fall 2021 > Grades > **YOUR NAME MUST BE LISTED HERE**

Grades for **YOUR NAME MUST BE LISTED HERE** Print Grades

Arrange By: Due Date Apply

YOUR QUIZ GRADES MUST SHOW HERE

Name	Due	Status	Score	Out of	
Check Your Understanding Quiz Assignments			4	4	TS
F-A-C-T-S Quiz Assignments			6	6	TS
TB Screening Form Assignments			✓	0	
Assignments			100%	10.00 / 10.00	
Total			100%	10.00 / 10.00	

Attend On-Campus Orientation

Schedule your orientation on your [myUNT](#) Portal.

- Undergraduate: [Freshman Orientation](#) OR [Transfer Orientation](#) (required)
 - The 'Advising Required' hold will be removed after students attend the orientation and/or talk to the Academic Advisor.
- [Graduate Orientation](#) (optional)

- Check with your department for your required departmental orientation date (if any) and attend the orientation.

Update Your U.S. Address and Phone Number

- Update your U.S. residence address and U.S phone number in your [myUNT](#) account.
 - Log into [myUNT](#), go to 'Profile', click on Addresses and update your Enrollment address to show your DFW addresss, then click 'Save'.
 - Log into [myUNT](#), go to 'Profile', click on Addresses and add your Current/Local Address, then click 'Save'.
 - See here for more information: [How To Update Your Address](#)
- ***Please note: Failure to complete the U.S. address update in myUNT may result in the termination of your I-20. You MUST complete this process to remain in good immigration status.***

Manage Your Holds

- You cannot register for classes until all holds are removed. Access the 'Student Center' from your [myUNT](#) account and view any holds will in your 'Tasks' tile. [See here for more information about your myUNT portal!!See here for more information about your myUNT portal!!](#)

Pay your Tuition

- To pay off your tuition and fees, please log into [myUNT](#) Portal for Account information.
 - Check your class enrollment before clicking 'Make a Payment'.
 - [Click here for more information regarding payment plan options.](#)

Review Transportation Options

- Review UNT buses, parking services, and transportation alternatives in Denton!
- Visit [UNT Transportation Services](#) for parking permits, bus schedules, and other transportation services.

Check out UNT Events

- [International and Cultural Programs](#)
- [International Associations](#)
- [Facebook Page](#)
- [UNT Events](#)

- [University Program Council](#)
- [UNT Organizations](#)

Review your F-1 Immigration Rules

Make sure to always stay up to date on your immigration rules while in the U.S.!

- [You can find a lot of information on the ISSS website!](#)
- [Remember the FACTS to stay in good immigration status!](#)
- [Don't forget your enrollment rules!](#)

Full Time Enrollment

F-1 and J-1 students must maintain a full-time course load during fall and spring semesters.

This means:

- F1 and J1 Undergraduate students must enroll in 12 credit hours or more.
- F1 and J1 Graduate students must enroll in 9 credit hours or more.

Online Enrollment

For F-1 visa holders, only 1 online class (a 1, 2, or 3 credit hour class) per semester may count towards a “full course of study.”

This means:

- F1 Undergraduate students must enroll in at least 9 credit hours of face-to-face classes.
- F1 Graduate students must enroll in at least 6 credit hours of face-to face classes.

Contact Us:

International Advising: 940-565-2195 / internationaladvising@unt.edu

International Events: international.events@unt.edu

International Scholarships: international.scholarships@unt.edu

International Admission: 940-565-2681 / gradadmissions@unt.edu / undergrad.admissions@unt.edu



Financial Aid & Scholarships (FAS) Overview

May 2025

Financial Aid & Scholarships

Division of Enrollment

Financial Aid Types



- Scholarships
 - Institutional (Excellence)
 - Departmental
 - External
- Grants
 - Federal (Pell Grant, FSEOG)
 - State (TEXAS Grant, TPEG)
 - Institutional (UNT Tuition Grant, UNT Education Grant, UNT Grant)
- Work Study
- Loans
 - Federal Direct (subsidized and unsubsidized)
 - PLUS (Graduate PLUS and Parent PLUS)
 - Private
 - State (College Access Loan)

FAFSA Process



1. Student Completes FAFSA

- This data is processed by Department of Education in collaboration with other Federal Government agencies.
- Student data is sent to selected schools – this includes various eligibility information along with the “Student Aid Index” (SAI) that is used in determining the student’s need profile.

2. UNT FAS Receives FAFSA

- FAFSA data is loaded by FAS and eligibility data is used to determine whether further action is required by student (ex. verification,)

3. UNT Packages Financial Aid

- Admitted Students

4. Student receives Financial Aid Notification (“FAN”) – Financial Aid Award Letter

5. Student can accept/decline aid via myUNT Portal

6. Aid disburses no earlier than 10 days before the start of the Fall/Spring semester

- Summer disbursement varies by type of aid and session.
- Disbursement requirements must be met.

Enrollment Requirements

- Different types of aid have different semester enrollment requirements.
 - Generally, this represents required enrollment **as of the main census date for the term.**
- Full-Time Required (12+ hours UGRD)
 - UNT Excellence Scholarship*
 - UNT Education Grant
- 3QT Required (9+ hours UGRD)
 - TEXAS Grant* (prorated if under full-time)
- Half-time Required (6+ hours UGRD)
 - Federal Loans (Subsidized, Unsubsidized, PLUS)
 - UNT Tuition Grant / UNT Grant (prorated if under full-time)
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
- Below half-time (1+ hours UGRD)
 - Federal Pell Grant (prorated if under full-time)

*Some types of aid (Excellence, TEXAS Grant) have appeal process for minimum required enrollment.

Enrollment Requirements – FAQ

- If a student drops a class after Census (with a W), will they get to keep their financial aid or will it be adjusted?
 - If the student maintains enrollment and **successfully** completes at least one course in that term/session, they would maintain their financial aid for the course they received a “W”. **Note: the “W” could impact future eligibility.**
- If a student adds a class after Census, will they get more financial aid?
 - Generally, financial aid eligibility is based on enrollment as of the Census date and a student would not be eligible to receive additional aid if they add a class after census. Certain circumstances may allow for aid to be adjusted (such as reinstatement into a previously enrolled course or other circumstances outside the student’s control that caused delayed registration). These would be reviewed on a case-by-case basis for exceptional circumstances.
- How does 8W2 enrollment factor into eligibility?
 - As mentioned above, aid eligibility is generally limited to enrollment as of the Census date.
 - Caveat: a student who is enrolling for the **first time** in a semester **after** the Census date will have their full enrollment considered when they are awarded aid for the first time. Once aid is awarded in this scenario, additional classes being added could not be considered.

Concurrent Enrollment – FAQ

- **What is the purpose of the Concurrent Enrollment form?**
 - The Concurrent Enrollment form allows FAS to increase Federal Pell Grant eligibility for UNT students taking courses at UNT and another institution in the same term.
 - **IMPORTANT NOTES**
 - Only applies to increase of Federal Pell Grant (if student is not full-time at UNT)
 - Only applies to courses taken at the other institution that can transfer back and **apply to their UNT degree program**. These should not be courses that are applying a non-financial aid eligible certificate at UNT or a different institution.
- **When a student takes classes at two institutions, can they use their financial aid at both?**
 - Federal Pell Grant = No
 - Can only be used at one institution per term
 - Federal Loans = Yes
 - However, students cannot exceed annual limit for their grade level (also, aid cannot be awarded to transient students not pursuing an eligible degree).
 - UNT Institutional Aid = No
 - UNT Institutional Aid is only used for coursework taken at UNT.
- **Can a student attend two institutions part-time to make up full-time enrollment?**
 - No (outside of the concurrent enrollment process for Federal Pell Grant mentioned above).

Satisfactory Academic Progress (SAP)



- Institutions are required to develop standards to measure academic progress toward a degree. Students applying for financial aid will be monitored for SAP whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled.
- Students that do not meet SAP requirements will not be eligible for financial aid. SAP is monitored at the end of each term.
 - Note: This is independent of any academic suspension/probation status.
- Cumulative UNT GPA Requirements (Qualitative)
 - Undergraduates – 2.00
 - Graduate Students – 3.00
- Course Completion Rate (Quantitative)
 - **Undergraduate Course Completion Rate**

ATTEMPTED HOURS	REQUIRED COMPLETION RATE
0-89	50%
90-119	60%
120+	66.67%

- Graduate Students must maintain 66.67% course completion rate.

Satisfactory Academic Progress (SAP)



- Course Complete Rate is calculated by dividing a student's total earned hours by their total attempted hours.
 - Attempted hours include:
 - All graded coursework at UNT (including non-passed and repeated coursework)
 - All withdrawals at UNT
 - All transferable coursework from other colleges, including dual credit
 - All articulated test credit
- Maximum Hour/Timeframe Limit
 - Undergraduates - Have up to 150% of hours required to complete degree program
 - Ex. if degree program requires 120 hours, then 150% of that would be 180 hours. Students that have attempted over 180 hours toward a degree program would not be meeting SAP.
 - Graduate programs – cannot exceed the published length of the program as measured by the number of years at UNT.
 - Postbaccalaureate and Graduate Academic Certificates
 - Postbaccalaureate = 24 consecutive months of eligibility
 - Graduate Academic Certificate = 12 consecutive months of eligibility
- Advisor Role in SAP
 - Helping students understand importance of successfully completing coursework and consequences of withdrawals or unsuccessfully completed coursework.

SAP Appeals



- A student who is not meeting SAP will receive one “warning” semester in which they are eligible to receive financial aid. If they are still not meeting SAP at the end of that semester, they will be placed on Financial Aid Suspension and would have the opportunity to file a SAP appeal.
- SAP appeal is for instances where a student had an extenuating circumstance that impacted their academic success – such as:
 - Serious injury of student and/or student’s immediate family.
 - Serious extended medical or mental health condition of student and/or immediate family.
 - Death of student’s close family member.
 - Other unanticipated extenuating circumstance(s) beyond the student’s control that prohibited successful completion of coursework.
- SAP appeal form requires written statements from the student addressing the circumstances that led or contributed to the failure to meet SAP as well as what changes have been made to help ensure future academic success.
- SAP appeal also requires documentation dependent upon the circumstances the student has indicated (ex. documentation substantiating medical circumstances, etc.)
- Important note: SAP appeals cannot be approved if no extenuating circumstance exists (i.e. if a student had trouble adjusting to college and similar reasons, that would not be grounds for an approved SAP appeal)

Miscellaneous

- **Repeated Courses**

- For federal aid, students are only allowed **one** repeated course attempt after they have earned a “D” or better (note: this is regardless of whether the given course requires higher than a “C”).
 - Ex. Student earns a “D” in Fall 2024 and repeats the course in Spring 2025 and earns an “F”. They would not be eligible for federal financial aid if they take the class a third time.
 - Ex. Student earns an “F” in Fall 2024 and repeats the course in Spring 2025 and earns an “F” again. They **would** be eligible for federal aid if they take the class a third time as they have not yet earned a “D” or better.
 - Ex. Student earns an “F” in Fall 2024 and repeats the course in Spring 2025 and earns a “D”. They **would** be eligible for federal aid if they take the class a third time as they still are allowed one attempt **after** earning a “D” or better.

- **Prior Term Balances**

- If within the same aid year (Fall, Spring, Summer) – can generally pay a prior term but may require assistance from Student Accounting.
- Prior Year balances generally cannot be paid with future financial aid.

- **Study Abroad**

- As long as the courses are counting toward the student’s UNT degree program, financial aid can generally pay for study abroad courses. Note: we work closely with the Study Abroad office on certain expenses to determine whether aid can or cannot pay them and case-by-case reviews are sometimes needed.

Student Contact Information

- [Scrappy Says](#)

NEED MORE HELP?

Submit your question and we will reach out to you by email soon.

I AM A CURRENT STUDENT >

I AM A FUTURE UNT STUDENT >

- **Phone:** 940-565-2302 (UNT One Stop representatives)
- **In Person:** UNT One Stop (2nd floor of ESSC)
- **Email:** financialaid@mail.unt.edu
 - Note: this email will create a Salesforce case (same as submitting a Scrappy Says question above).

REGISTRAR'S QUICK REFERENCE GUIDE REGISTRATION ADJUSTMENTS, AUDIT-ROLL VERIFICATION and GRADING– For Academic Department Reference Only.

Subject	Information
Semester Timeline <i>Timeline shortened for Individual sessions.</i> <i>See the Semester Calendar for specific dates.</i> https://registrar.unt.edu/academic-calendar-by-semester.html <i>See Student Accounting for Tuition Adjustment Information.</i> https://sfs.unt.edu/tuition-adjustments <i>See information on drop/withdraw impacts on the Registrar's website.</i> https://registrar.unt.edu/course-dropwithdraw-actions-and-impacts	Semester Timeline 1st Week of Classes: Late Registration Students Add/Drop on myUNT After the first week, late adds accepted by academic college/departments only. Audit Roll/Verification of Attendance Begins (required for financial aid-see below) 2nd Week of Classes: Students Can Drop through the End of the Second Week on myUNT Course(s) no longer appear on the transcript. Census: Last Day of the Second Week –All Schedule Changes must be complete for Official Reporting and State Funding 3rd Week of Classes: Beginning this Week Students can Drop a Course with a Grade of W on myUNT Midpoint: 8 Week II Session Starts 12th Week of Classes: Last Week for a Student to Drop a Course on myUNT or Drop All courses with a Grade of W via the Dean of Students Office 13th Week of Classes: Students can Begin to Request a Grade of Incomplete 15-16th Week of Classes: Finals Begin and Faculty Grading Opens Grades are Due Two weeks after Grading Opens
Student Dropped for No Meningitis Records	Students who have not turned in their meningitis records by the early registration deadline will be dropped from all of their classes, regardless of whether they have paid. The RME service indicator will be added to prevent future registration. Students must turn in their meningitis records <u>before</u> they are able to re-enroll by listed deadlines.
Student dropped for Nonpayment	<i>If a student is attending your course and was <u>dropped</u> for nonpayment by Student Accounting and does not appear on your class roster, refer the student to Student Accounting.</i>
Academic Department Approved Add Requests (Before Census)	<i>A student wants to add a course or credit hours after late registration.</i> All adds after registration closes at the end of the first week of classes <u>MUST</u> have approval of the department. It is at the discretion of the department to approve a course add. If the student is no longer registered due to drop for nonpayment, refer to Student Accounting. The RNR Service indicator is placed on active students with no enrollment for the term the evening of the add deadline. Academic advising offices and departments can lift the RNR indicator to assist students needing to enroll up until Friday of the 2 nd week.
Administrative Late Adds for Extenuating Circumstances (After Census)	<i>Administrative Late Adds should be rare and are only to be used for extenuating circumstances.</i> Late adds are approved by advisors and/or departments. Departments or advisors who approve a late add request place a RLA indicator on the student to initiate the Late Add Workflow. It is important to ensure that student schedules are finalized before “Census” which is the 12 th day of classes to comply with state defined requirements for reporting enrollment--which impacts the formula funding we receive.
Course Swaps	A course swap is switching between sections of the same course, scheduled for the same session, by the add or swap deadline for that session.
Course-Drops Before and After Census	<i>A student wants to drop a course after the second week of classes.</i> Students are responsible for dropping courses prior to the semester start and through the last day to drop a course without a W (Census) on myUNT to no longer have the course appear on the transcript. After this date, the withdrawal period begins, and drops are processed with a grade of W on the transcript. Students can continue to drop with a grade of W via myUNT until the deadline. See https://registrar.unt.edu/academic-calendar-by-semester.html

Subject	Information
Dropping all Courses for the Term	<i>If a student wants to drop ALL courses for a term, they <u>must</u> go through the Dean of Students Office. Important withdraw information can be found on the Dean of Students website: https://studentaffairs.unt.edu/dean-of-students/policies/withdrawals</i>
Course-Drop Requested for Special Emergency Circumstances or for ALL Courses in the Term	<i>Special Emergency circumstances have occurred and after student consultation with his/her academic college or the Dean of Students (for Military or Title IX)</i> Students can drop courses via myUNT up through the drop deadlines. If students experience extenuating circumstances during the term they can petition to adjust their academic record during or after the term. This process reviews academic forgiveness <u>only</u> and <u>does not adjust the student account</u> or return of financial aid. Any financial decisions will be made separately by Student Accounting and Financial Aid. To begin this process, the student consults with the college of their major or Dean of Student Office. If warranted, the academic area or Dean of Students will have the student complete a petition via workflow. The college or Dean of Students will review the petition and will have the option to provide feedback on whether an extenuating circumstance was present. The Committee will then review the petition and render a decision, and the student will be notified.
Audit- Rolls, Accuracy and Error Correction	<i>What is the purpose of audit roll-attendance verification?</i> Regular attendance/participation in class is required for students to receive financial aid. Federal requirements include verifying student attendance/participation. Students who do not plan to attend a course must officially drop the course by the census date. Faculty must verify attendance beginning the first day of the session indicating those that never attended or stopped attending. You must accurately report what occurred. The student is responsible for dropping classes on myUNT. If the student did not drop the course the first week of classes, then the student took the seat and incurred charges. Financial aid must be returned per federal regulations. Tuition and fees are prorated only if <u>all</u> courses are withdrawn by dates determined by Texas Higher Education Guidelines. Therefore, the student will owe. For tuition adjustment schedule, please refer to Student Accounting's Tuition Adjustment website. https://studentaccounting.unt.edu/tuition-adjustments.html?mn=1d If an error was made before the deadline , the faculty member should send an email to RegistrarFacultyStaff@unt.edu . Once audit rolls close no changes can be submitted.
Audit- Roll Verification for Online Courses	<i>Attendance must also be recorded for online courses.</i> Faculty need to accurately report what has occurred. The course attendance policy should be on the syllabus. Simply logging into a course is not academic related activity and should not be considered as attendance. Students are required to submit an assignment or actively participate in an online discussion regarding academics to be considered as having attended. The United States Department of Education is very strict as it relates to online courses. We must document that the student is engaged and completing the course assignments. If there is no indication a student participated, they should be reported as never attended with the date as the first day of the semester.
Student Name Missing on Audit Roll or Grade Roster	<i>The student is not appearing on the audit roll or during grading.</i> Chances are the student was not officially registered for the class or was subsequently dropped for nonpayment and did not pay to reinstate their registration. Refer the student to the academic department to determine if there was an administrative error. The department will work with the Registrar's office to review the student's registration record.
Grading	Beginning Spring 2024, any student who receives a letter grade of F, I, NP, or NPR will require a last date of attendance to be entered as federal financial aid requirements require verifying student attendance/participation. Grade Rosters will open two weeks before grades are due.
Prerequisite Checking and Mass Drop	Beginning Spring 2025, centralized course prerequisite checking and mass drop will occur in the Registrar's Office. It is important that departments <u>do not run</u> the prerequisite checking process prior to receiving the drop notification by the Registrar's Office. Prerequisite mass drop dates are listed on the academic calendar. Communication will be sent if the drop does not occur on listed date.
Questions?	<i>Resources and contact information for the Registrar's Office, can be found by visiting our SharePoint site:</i> https://myunt.sharepoint.com/sites/UNTRegistrar