

# College of Health and Public Service

## Academic Advising Syllabus

2025-2026

### HPS Student Services and Academic Advising

#### Phone

940-565-4115

#### Email

HPSAdvisingServices@unt.edu

#### On-Campus Location and Hours

Chilton Hall #112  
Monday-Friday; 8:00a-5:00p

### What is Academic Advising?

#### Description

Advising is a partnership between students and advisors to promote academic progress and student success. Our goal in HPS is to build a rapport that positively impacts every student throughout their academic career.

In advising, we will assist you in...

- Navigating degree requirements
- Selecting courses to keep you on track for timely graduation
- Setting Academic Goals
- Identifying campus resources

Overall, our goal is to foster student development, empowering you to make well-informed choices.

#### Purpose of Advising

**Connectivity** - UNT is one of the largest universities in Texas, yet there are many opportunities to feel that community connection. Students in HPS are connected through a group of people dedicated to every student's success. HPS Advisors are a resources providing a safe and respectful space to ask questions, discuss interests, or express concerns. We are here when you need support or guidance... and we will be there to celebrate your successes along the way and at the finish line... GRADUATION DAY!

**Resources** - UNT provides abundant resources to students to support their academic needs and career goals. Your advisor will provide you with information so that you are able to take advantage of the many excellent resources available on campus.

**Review** - During your advising appointment, we will review your academic progress. We will highlight the academic areas you have satisfied as well as the areas yet to be completed. Students will be informed of academic requirements, advanced hours, holds, and hours earned.

**Efficiency** - Your HPS Advisor will review your degree audit and ensure that you are on track academically to graduate. We ask you to meet with us each semester so that we can ensure

the classes you take count toward your degree. Be sure to make your appointment 2-3 weeks in advance.

### **Student Responsibilities of Advising**

**Punctuality** - We pledge to be prepared for your advising appointment and we expect the same from each student. Please contact our office for any situation preventing your from arriving on time. If you must change an appointment, please contact us as soon as possible prior to your scheduled appointment.

**Evaluate your Degree Audit** - Familiarize yourself with the classes you have completed and the requirements still needing completion prior to each advising session. Students can review their degree requirements and progress at <https://mydegreeaudit.unt.edu>.

**Communication** - Communicate with your advisor any questions or concerns regarding your academic progress. If need be, we will direct you to the proper campus resource.

**Accountability** - HPS strives to work with every student on setting and accomplishing their academic goals... but students are accountable for their decisions and actions. Class attendance, completing assignments on time, and being a responsible student will ultimately determine how successful students are with their academic progress.

### **Delivery of Academic Advising**

We strive to offer a variety of advising options to meet the unique needs of each of our HPS students.

**In-Person Appointments** - Face-to-face appointments can be scheduled with your advisor on the Navigate App or by calling our front desk.

**Virtual Appointments** - Students can also select virtual appointments when scheduling. Virtual appointments are conducted over Zoom.

**Email** - For simple questions that do not require an entire appointment can be communicated via email with your advisor. If you are unsure if your questions require an appointment, you can start with an email and your advisor will let you know if you need to schedule an appointment to discuss the matter fully.

**Drop-Ins** - In our highest traffic times, our office will offer drop-ins (both virtual and in-person). During drop-ins students can join the queue to speak with an advisor and are seen on a first-come, first-served basis.

### **No-Show Policy**

Students who cannot attend their scheduled advising appointment are expected to cancel the appointment in a timely manner. Failure to cancel the appointment before not attending is considered a “no-show.” Students who have three no-shows in a single semester will be required to meet with the Assistant Dean of Student Success, Mr. Richard Mabry, before scheduling another advising appointment.

## Campus Policies

### Email Policy

According to University of North Texas policy, all official university emails will be delivered through your UNT student email. It's essential to monitor your UNT email for crucial updates regarding financial aid, admissions, campus announcements, and other university-related matters. When contacting your advisor, make sure to use your UNT email and include your 8-digit student ID in all correspondence. For guidance on setting up or accessing your UNT email account, please refer to <https://aits.unt.edu/eagleconnect>.

### Academic Standing

**Good Academic Standing** - To maintain Good Academic Standing, students are expected to meet a minimum UNT cumulative grade point average (UNT-CGPA). Freshmen completing their first semester at UNT have a minimum UNT-CGPA of 1.8. For all subsequent semesters and for transfer students in their first semester at UNT, the minimum UNT-CGPA is 2.0 to remain in Good Academic Standing.

**Academic Alert** - Freshmen in their first semester who do not maintain the minimum UNT-CGPA will be placed on Academic Alert. Students on Academic Alert are required to complete HPS Academic Coaching in their next semester prior to enrolling in courses for the following semester. Students who do not raise their UNT-CGPA back to a 2.0 or higher after their Alert semester will be placed on Academic Probation.

**Academic Probation** - All other students who do not meet the minimum UNT-CGPA requirements will be placed on Academic Probation and are required to (a) complete HPS Academic Coaching prior to enrolling in courses for the following semester and (b) earn a minimum 2.25 semester GPA during their Academic Probation semester. Failure to earn the minimum 2.25 semester GPA will result in Academic Suspension for the following long semester.

Note: If a student brings their UNT-CGPA back up to a 2.0 or higher, regardless of semester GPA, that student will return to Good Academic Standing.

**Academic Suspension** - Students placed on Academic Suspension are ineligible to enroll in courses at UNT during the next long semester (Fall or Spring). The first time a student is placed on Academic Suspension, the suspension will last one long semester. The second time, it will last two long terms. If a student is placed on Academic Suspension for a third time, the suspension is indefinite.

Note: Please contact your Academic Advisor for summer eligibility questions.

Students can read more about Academic Standing at <https://vpaa.unt.edu/advising/gpa/standing>.

## Financial Aid Satisfactory Academic Progress

To remain eligible for federal financial aid, students must meet satisfactory academic progress (SAP). To meet SAP requirements, students must remain in Good Academic Standing and successfully complete at least 67% of the hours they attempt.

Undergraduate students cannot exceed hours above 150% of their required degree plan at any institution of higher education, to include all registered, earned, or attempted hours. Undergraduate degrees in the College of Health and Public Service require 120 credit hours.

Students can read more about Financial Aid Eligibility Requirements at <https://financialaid.unt.edu/sap.html>.

## How Do I...

### Schedule an Advising Appointment

- 1) Visit [unt.navigate.eab.com](http://unt.navigate.eab.com)/access to download the Navigate App
- 2) Open the Navigate App and log in with your EUID and password
- 3) Select the “Appointments” tab
- 4) Select “Schedule an Appointment”
- 5) Select the Reason for your appointment and select “Next”
- 6) Select the Location and select “Next”
- 7) Select an available day and time and select “Next”
- 8) Review the selection and confirm your appointment

### Track my Degree Progress

You can use your official degree audit to track your progress towards degree completion and review remaining degree requirements.

- 1) Visit [MyDegreeAudit.unt.edu](http://MyDegreeAudit.unt.edu)
- 2) Log in with your EUID and password
- 3) Select the green “Run Declared Programs” button
- 4) Wait for the system to finish running your audit
- 5) Select “View Audit” from the right column for the audit with the current date and time under the “Created” column

You can find more information on how to read your degree audit at <https://registrar.unt.edu/online-degree-audit/index.html>.

### Register for Classes

- 1) Visit [MyUNT.edu](http://MyUNT.edu)
- 2) Log in with your EUID and password
- 3) Select the “Enrollment” tile
- 4) Select “Class Search and Enroll” from the left-side menu
- 5) Select the term you wish to enroll in

- 6) Enter the course number in the search bar at the top of the screen
- 7) Select the course you are wanting to enroll in
- 8) Choose a section, paying attention to meeting dates, class times, modes of instruction, location of courses, and restricted sections
- 9) Select your chosen section by clicking on the arrow on the right side of the course
- 10) Confirm you have the right course
- 11) Mark if you would like to waitlist if the class is full and enter a permission code *only if the course requires a permission code*
- 12) Follow the prompts until you receive a green check mark and message that you have successfully enrolled
- 13) If you receive a red X instead of a green check mark, read the error message to discern next steps

### Calculate my GPA

GPA is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, D, F. Courses with grades of I, NP, P, PR, NPR, W or Z are not counted as courses attempted.

In calculating grade points, grades count as follows:

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

**Example:** Liz completed 12 hours (four courses at three hours each) in her first semester at UNT. She earned one A, one B, one D, and one F.

Grade points earned:

- 4 points x 3 hours = 12 points for her grade of A
- 3 points x 3 hours = 9 points for her grade of B
- 1 point x 3 hours = 3 points for her grade of D
- 0 points x 3 hours = 0 points for her grade of F

She will add her earned points together ( $12 + 9 + 3 + 0 = 24$  earned points). And divide across her attempted hours ( $24 \text{ points} / 12 \text{ attempted hours} = 2.0 \text{ GPA}$ ).

### Check your Financial Aid

- 1) Visit MyUNT.edu
- 2) Log in with your EUID and password
- 3) Select the “Financial Aid and Scholarships” tile

### Make a Payment

- 1) Visit MyUNT.edu
- 2) Log in with your EUID and password

- 3) Select the “Student Account” tile
- 4) Select “View and Pay Bill” from the left-side menu
- 5) Select the rectangular, blue “View and Pay Bill” button
- 6) Nelnet’s QuickPay will open. Click on the “Make a Payment” button
- 7) Enter the dollar amount you wish to pay without any commas or dollar signs
- 8) Select a payment method and follow the payment prompts
- 9) Wait for your confirmation number to confirm the transaction
- 10) **NOTE:** Debit and credit card payments have an additional 2.7% service fee. **To avoid the service fee, students can select the E-check option when choosing a payment method.**

### Drop a Course

- 1) Check the drop deadline at <https://studentaccounting.unt.edu/important-dates.html>.
- 2) Log in to MyUNT with your EUID and password
- 3) Select the “Enrollment” tile
- 4) Select “Drop Classes” from the left-side menu
- 5) Select the course you wish to drop
- 6) Follow the prompts until you receive a green check mark and message that you have successfully dropped the course
- 7) If you receive a red X instead of a green check mark, read the error message to discern next steps
- 8) **NOTE:** If you are trying to drop all courses for the semester (aka withdrawing from the term) you will need to contact the Dean of Students office.
- 9) **NOTE:** Students are allowed to drop a total of six courses in the state of Texas.

### Need to get connected with an Advisor ?

- Addictions Studies
- Audiology & Speech-Language Pathology
- Behavior Analysis
- Public Health
- Rehabilitation Studies

Email: [hpshealthmajors@unt.edu](mailto:hpshealthmajors@unt.edu)

- Criminal Justice
- Emergency Administration and Planning
- Nonprofit & Leadership Studies
- Social Work and Pre-Social Work
- Urban Policy & Planning

Email: [hpsservicemajors@unt.edu](mailto:hpsservicemajors@unt.edu)

## Step #2: Complete at least two Student Success Activities

This advising requirement is designed to equip students with the essential skills and knowledge necessary to excel academically during their first year of college. Through engaging activities and discussions, students will learn effective study strategies, time management techniques, and how to navigate the university environment.

Before having the advising hold removed to register for the Spring semester, each student must complete at least two activities from the list below. These activities must come from at least two different Academic Success Areas.

- **Area 1: Academic Skills and Resources**

- **Learning 101 - Multiple days/times or on-demand**
  - Complete one [Learning 101 Workshop](#) presented by the Learning Center. The session can be live or pre-recorded.
- **Attend Math Tutoring or Writing lab**
  - Complete one tutoring session at the Math lab or Writing Center
- **Rent an item from the Media Library - On-demand**
- **Meet with your professor during office hours - On demand**

- **Area 2: Personal Development**

- **Planner Party - Aug. 20; 3:00-5:00pm**
  - The first step to a successful college semester is awareness of deadlines and commitments. Come learn tips on reading your class syllabi and planning for the semester ahead. All who attend will be given a free UNT Planner!
- **How to Talk to Your Professor - Oct. 8th 2-3pm Bruce Concert Hall 8**
  - Communicating with your instructors can make all the difference in your class experience. Come learn tips/tricks on successful communication when reaching out to instructors.
- **Visit the Student Money Management Center - Schedule with SMMC**
  - Complete one [Money Coaching Session](#) to learn about Budgeting and Saving, Paying for College, Credit and Debt, and more!
- **TRIO SSS Development Workshop - Check Website for times and dates**
  - Complete one workshop presented by TRIO SSS on personal development in college

- **Area 3: Social**

- **Identify Campus Organizations of Interest - On-demand**

-Use Orgsync to identify at least two campus organizations you would be interested in trying. Tip: You can use the search bar at the top of the screen after signing in to search for majors, interests, etc! Note meeting times/days for interesting organizations to attend!

- **Attend a Sporting Event, Live Performance, Distinguished Lecture Series, or Fine Arts Series**

Enjoy one of the many fun social events UNT has to offer! Take a selfie or show us your ticket for credit!

- **Area 4: Health and Wellness**

- **Group Exercise at the Rec Center - Check website for times**
  - Complete one [Group Exercise class](#) at the Rec Center
- **Mental Health in College - Thursday October 2nd 3pm**
  - Between learning a new way to learn, changing your living situation, taking on new challenges... College is a huge change! Come learn about taking care of your mental health during this transition.
- **Physical Safety - September 18th -2:15pm**
  - Join us for a campus safety event where an officer will share essential tips and strategies to help students stay safe in their new environment. Learn how to handle common safety concerns, from personal security to emergency preparedness.

- **Area 5: Public Service**

- **Make a donation to the Food Pantry - On-demand**
  - Food insecurity is increasing at an alarming rate. Help your fellow students by making a donation to the [UNT Food Pantry!](#) Located in Crumley Hall.
- **Participate in the HPS Blood Drive - Tuesday September 30th**
  - Did you know? Each individual's donation can be used to save up to 3 lives! Make an impact beyond UNT!
  - Sign up here:  
[https://www.greatpartners.org/donor/schedules/drive\\_schedule/156252](https://www.greatpartners.org/donor/schedules/drive_schedule/156252)
- **Participate in Make a Difference Day**
- Get ready to roll up your sleeves and join our Center for Leadership and Service on Make a Difference Day to help our local community! [Sign up](#) individually or in a group!

## Spring 2026 activities TBD

- You will be required to complete at least two activities from the list provided to you via email.