

Undergraduate Advising

How do I make an appointment?

Contact the Student Advising Office (SAO) at (940)-565-2736. You can make appointments up to two weeks in advance.

Registration

When can I register for classes?

See schedule on the registrar's website at: <http://essc.unt.edu/registrar>, or look in the schedule of classes.

Where do I get a code to register for classes, if I am on probation, a returning student, or on academic action?

You need to make an appointment with an advisor in the Student Advising Office.

Where do I get required codes for classes?

Contact the department that handles the class. For example: If you need a code for a DFEC class, contact the Development and Family Studies Office. You can find the phone number for each department in the schedule of classes.

How do I drop my classes?

Please visit: http://essc.unt.edu/eis/docs/Student_Center_for_students.pdf#drop

Where do I find payment information and the cost of attending UNT?

This information is found on the Student Accounting website at: <http://essc.unt.edu/saucs/>.

Teacher Education

How do I get admitted into Teacher Education?

You must pick up an application from your advisor in the Student Advising Office (Matthews Hall 105). Your advisor will admit you once all requirements are met.

Do I need to take the THEA?

Most students must take the THEA test in order to be admitted into Teacher Education. There are a few exceptions due to high test scores on the ACT, SAT, or TAAS. Please see your advisor for details on these exemptions. **NOT ALL UNIVERSITY EXEMPTIONS WILL EXEMPT YOU FOR TEACHER EDUCATION.**

How do I apply for Secondary level Teacher Certification, if I am an undergraduate?

Check with your academic advisor and see if your major qualifies you for teacher certification.

What is the PDS and how do I apply?

The Elementary Education Professional Development School (PDS) comprises the last two semesters of the certification program. The first semester consists of two consecutive days per week in coursework and two consecutive days per week at a school. You must be available from

8:00 am-3:30 PM, Monday through Thursday. The second semester is the student teaching semester. You will be in a classroom full-time, the hours are regular school hours Monday through Friday (approximately 7:30 a.m.-4:00 p.m.). The semester prior to your PDS you will need to see the PDS Coordinator in Matthews Hall 204 and fill out the paperwork in order to receive the code to register for PDS. The code will be available approximately one week before registration begins.

Degree | Certification Plan

What is a degree plan and how do I get one?

A degree plan is a contract between you and the University which lists all courses you have completed and all courses required to complete your degree. Contact your advisor to draw a degree plan. We recommend that you have a degree plan at the end of your sophomore or beginning of your junior year.

What is a certification plan?

A certification plan is for students that have a bachelors degree in any field and would like to pursue a teaching certificate. The certification plan will list the courses a student needs for certification.

Can a degree plan expire?

Yes. Degree plans are based on the requirements in a catalog that is published every academic year. Each catalog has an eight-year expiration date and the requirements to earn a degree under that catalog also expire. To receive a degree, you must complete all requirements before the catalog expires.

What is a course substitution?

A course substitution is a course taken instead of a course listed on a degree plan. It is always best to follow your degree plan, but you may see your advisor if you have a question about substitutions. Students may substitute a class with written approval from the appropriate entity. A substitution in the university core must start with your Academic Advisor. The request would be forwarded to the Associate Dean for Academic Educator Preparation and Academic Affairs for a final decision. A substitution in the major must come from the department that offers the course.

Certification

How long will it take to get certified?

It depends upon which courses you have already completed. Your advisor will be able to help you draw a degree plan or certification plan which lists the classes you need for certification.

How do I apply for certification?

Once you have completed all coursework and passed appropriate TExES exams, you may login to: <http://www.sbec.state.tx.us/> to fill out the online application. UNT will be notified when you have applied and payment is received. The state will send you an e-mail once your certification has been processed.

When do I need to take the TExES?

This varies depending on your program. Consult your program or the TExES Advising office. Registration bulletins are available through the [SBEC](#) website or in the TExES Advising Office, MH 103.

How do I get Emergency or Alternative Certification?

To find out about alternative certification options, contact the Texas Education Agency.

Will my certification transfer to other states?

Requirements vary from state to state. Most states will require you to make up coursework (such as state history or government) and/or take an exam to transfer your certificate to their state.

Check with the state education agency in the state you are interested in for exact requirements.

Can I add certification in other fields just by passing the ExCET/TExES?

Once you have received your initial teaching certificate, you may add certification in additional fields, at the same level of your initial certificate, by passing the appropriate TExES test and applying to the State Board of Educator Certification. This is considered adding a field by exam. Contact the State Board for Educator Certification for more information.