myUTH Student Guide

UPDATED OCTOBER 2022

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COURSE STRUCTURE

UTHealth School of Public Health organizes courses based on prefix, catalog number, and section number. Each of these classifications help to give students the information they need at a glance.

COURSE PREFIX

Prefix	Definition
PH	Public Health, open to both Masters-level and Doctoral-level students
PHM	Public Health Masters, open to Masters-level students only
PHD	Public Health Doctoral, open to Doctoral-level students only
PHW	Public Health Web, online course, open to both Masters-level and Doctoral-level students
PHWM	Public Health Web Masters, online course, open to Masters-level students only
PHWD	Public Health Web Doctoral, online course, open to Doctoral-level students only

CATALOG NUMBER

Number Range	Department
1600-1999	Biostatistics and Data Science courses
2500-2999	Epidemiology courses
2100-2499	Environmental and Occupational Health Sciences courses
1000-1499	Health Promotion and Behavioral Sciences courses
3000-3999	Management, Policy, and Community Health courses
5000-9999	Interdepartmental courses

GRADING DESIGNATION

Courses that contain an 'L' after the catalog number indicate that course is letter-graded. Courses that do not include an 'L' have a pass/fail grading scheme. This designation will also be listed under the course details in the myUTH course search.

SECTION NUMBER

Students must register for the corresponding section for their campus location. Web-based courses (those courses that have an online-designated prefix) are available for students at any campus.

Section Number Range	Campus Location
100-199	Houston campus
200-299	Austin campus
300-399	Brownsville campus
400-499	Dallas campus

Section Number Range	Campus Location
500-599	El Paso campus
600-699	San Antonio campus
700-749	Online asynchronous sections; available to all campuses
750-799	Online synchronous sections; available to all campuses
1000 and up	Reserved for Independent Study, Practicum, Thesis and Dissertation courses

EXAMPLES

- **PHM 1690L.200** - this course is a Masters-level course, in the Biostatistics and Data Sciences department, is letter-graded, and for students at the Austin campus.

- **PHW 5098.700** - this course is a web-based online asynchronous course available to both Masters-level and Doctoral-level students, is an Interdepartmental course, and has a pass/fail grading scheme, and available for students at all campuses.

DEFINITIONS

- **Online asynchronous:** Web-based modality in which the majority of instruction does not occur in the same place or same time. The instructor(s) and students generally do not meet on campus or at a physical location.

- **Online synchronous:** Web-based modality in which the majority of instruction occurs virtually at a regular scheduled live meeting time. The instructor(s) and students generally do not meet on campus or at a physical location. Online synchronous courses in the School of Public Health typically meet virtually via WebEx in Central Time.

- **Hybrid**: In-person or ITV modality in which 50% or more of the instruction occurs on-campus at a regular scheduled live meeting time with the remainder of the instruction occurring in an online asynchronous format. The class meeting time is typically shortened to accommodate for the online asynchronous instruction. Hybrid courses at the School of Public Health will be designated as such on the course schedule in the class notes section.

SPECIALIZED COURSES

SPECIAL TOPICS COURSES

Special topics courses are designed to offer an in-depth study of various public health issues. The topics along with semester credits will vary each semester. Each department offers their own special topics courses and these courses will be scheduled with the designated catalog number for the department. When searching for courses, the special topic will be included in the class details.

Catalog Number	Department
1998	Special topics in Biostatistics and Data Science
2998	Special topics in Epidemiology
2498	Special topics in Environmental and Occupational Health Sciences
1498	Special topics in Health Promotion and Behavioral Sciences
3998	Special topics in Management, Policy, and Community Health
5098	Special topics in Interdepartmental Courses

INDEPENDENT STUDIES

An Independent Study course is designed to allow students to learn an area of study that is not covered in another course. Before enrolling in an independent study course a plan of study is determined for students and their participating faculty member. These courses are required to have a unique syllabus that details the learning objectives and an outline of learning activities. Each department offers their own independent study course under their designated catalog number.

Students should register for their participating faculty member's section of independent study. All independent study courses require a permission code to enroll. Students will request a permission code directly through the Permission Code Portal, which can be accessed by selecting the 'Request Permission Code' button for an individual course on the interactive class schedule. Watch the 'How to request a permission code' tutorial for a demo.

To enroll in an independent study course complete the Independent Study Plan here.

Catalog Number	Department
1999	Biostatistics and Data Science independent study course
2999	Epidemiology independent study course
2499	Environmental and Occupational Health Sciences independent study course
1499	Health Promotion and Behavioral Sciences independent study course
3999	Management, Policy, and Community Health independent study course
5099	Interdepartmental Concentration independent study course

PRACTICUM

PH 9997 *Practicum*

A practicum is a unique learning experience that is planned, supervised, evaluated, and graded. Practicum experiences allow students the opportunity to apply classroom education towards a real-world public health problem in a work setting. Students should consult their degree requirements for the limit of credits that can be applied toward their degree. More information about practicum can be found online on the UTHealth School of Public Health website.

Students need to discuss the learning objectives with their participating faculty member. Student should register for their participating faculty member's section number of practicum. All practicum course sections require a permission code to enroll. Students must contact Practicum@uth.tmc.edu to obtain a permission code.

CULMINATING EXPIERENCE/ THESIS RESEARCH

PHM 9998 *Culminating Experience/ Thesis Research*

A culminating experience is designed to ensure that all MPH graduates can integrate and apply the knowledge and skills that they have gained during their graduate training. Students should consult their degree requirements for the limit of credits that can be applied toward their degree. More information about culminating experience can be found online on the UTHealth School of Public Health website.

Students need to discuss the learning objectives with their faculty advisor and agree on the number of credits to select when registering. Students should register for their participating faculty member's section number of Culminating Experience/Thesis Research. This course does require a permission number to enroll. Students will request a permission code directly through the Permission Code Portal, which can be accessed by selecting the 'Request Permission Code' button for an individual course on the interactive class schedule. Watch the 'How to request a permission code' tutorial for a demo.

DISSERTATION RESEARCH

PHD 9999 *Dissertation Research*

Dissertation research is designed for students pursuing a doctoral degree that are required to complete a written research dissertation that makes a substantial contribution to knowledge in the public health sciences. Students should consult their degree requirements to the limit of credits that can be applied toward their degree. More information about dissertation research can be found online on the UTHealth School of Public Health website.

Students need to discuss the learning objectives with their faculty advisor and agree on the number of credits to select when registering. Students should register for their participating faculty member's section number of Dissertation Research. This course does require a permission number to enroll. Students will request a permission code directly through the Permission Code Portal, which can be accessed by selecting the 'Request Permission Code' button for an individual course on the interactive class schedule. Watch the 'How to request a permission code' tutorial for a demo.

ACCESSING myUTH

Log in to myUTH using the following link: https://my.uth.tmc.edu/

From the UTHealth School of Public Health homepage, myUTH is also accessible in two ways:

Option 1 - Click on the person icon at the top right of the homepage. A menu will appear at the top of the page; click on the '**myUTH**' tile.
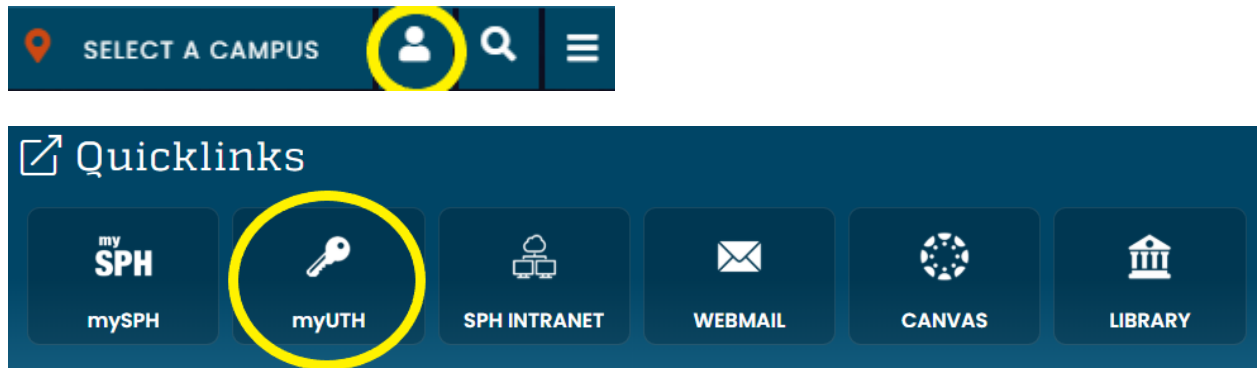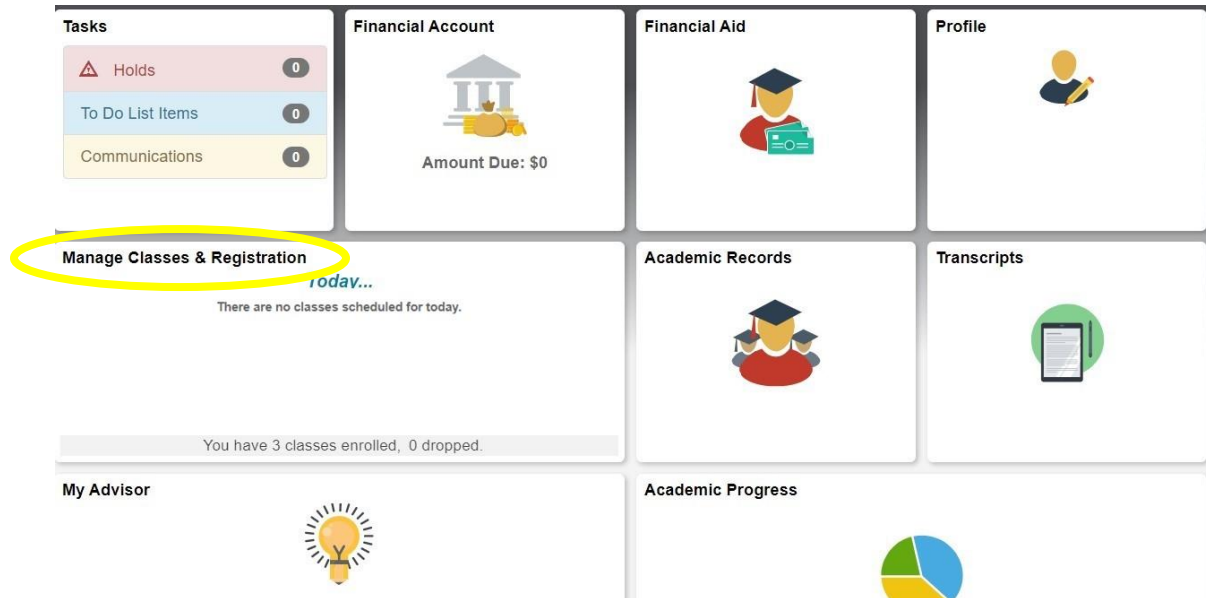

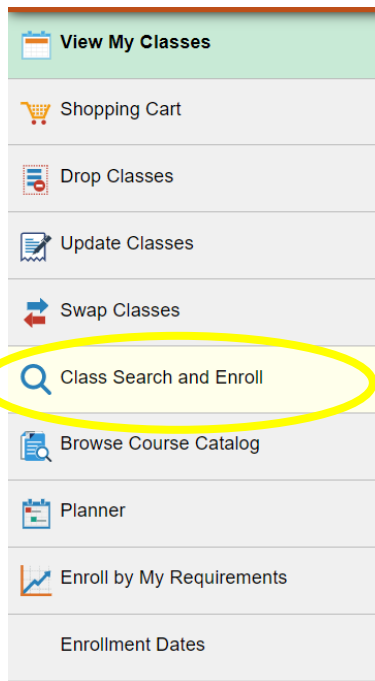**Option 2** - Select '**myUTH**' from the list of Quick Links at the very bottom of the homepage.

CLASS SEARCH AND REGISTRATION

NAVIGATING TO THE SEARCH

1. After logging in you will be located at the Student Homepage. Select the '**Manage Classes & Registration**' tile.

Tasks	Financial Account	Financial Aid	Profile
⚠ Holds 0 To Do List Items 0 Communications 0	Amount Due: $0		

Manage Classes & Registration		Academic Records	Transcripts
oday... There are no classes scheduled for today. You have 3 classes enrolled, 0 dropped.			

My Advisor		Academic Progress	

2. On the left-hand side menu, select '**Class Search and Enroll**'. The next page will ask you to select the term.

- 📅 View My Classes
- 🛒 Shopping Cart
- Drop Classes
- 📝 Update Classes
- ➡ Swap Classes
- 🔍 Class Search and Enroll
- 📖 Browse Course Catalog
- 📅 Planner
- 📈 Enroll by My Requirements
- Enrollment Dates

3. Enter the catalog number or class number in the search field at the top of the page.

Search For Classes ⓘ

1110

Additional ways to search

From the search results, select the course with the correct prefix, catalog number, and course title. For more information on course prefixes, please refer to page 2 of this guide.

View Search Results

4 Courses with keyword: 1110

DBPG **1110**
Oral Biology:Devl, Struct, Functn Tissue
1 Class Option Available   >

GS00 1520
Research in Biomedical Science (P/F)
1 Option Available for Class Number 1110   >

PHM **1110L**
Health Promotion and Behavioral Sciences in Public Health
6 Class Options Available   >

PHWM **1110L**
Health Promotion and Behavioral Sciences in Public Health
5 Class Options Available   >

4. If you would like more information on a specific section, click on the blue link for the section:

PHWM 1110L

Health Promotion and Behavioral Sciences in Public Health

★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option ⓘ   Selected Filters **5 options**

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats	
1	Open	Regular Academic Session	Lecture Class# 5561 Section# 704	08/31/2020 - 12/18/2020	To be announced	Alexandra van den Berg	Open Seats 16 of 45	>
2	Open	Regular Academic Session	Lecture Class# 4633 Section# 701	08/31/2020 - 12/18/2020	To be announced	Enmanuel Chavarria	Open Seats 10 of 45	>
3	Open	Regular Academic Session	Lecture Class# 5019 Section# 703	08/31/2020 - 12/18/2020	To be announced	Maria E. Fernandez-Esquer	Open Seats 37 of 45	>
4	Closed	Regular Academic Session	Lecture Class# 4632 Section# 700	08/31/2020 - 12/18/2020	To be announced	Marlyn Allicock	Closed	>
5	Closed	Regular Academic Session	Lecture Class# 4634 Section# 702	08/31/2020 - 12/18/2020	To be announced	Maria E. Fernandez-Esquer	Closed	>

REGISTERING FOR COURSES

1. To select a section for enrollment, click on the arrow symbol on the right-hand side of the class.

   Note: *Please pay particular attention to the section numbers of courses, outlined on page 2-3 of this guide. The example below is for an online course, which is open to students on all campuses, but in-person and ITV courses will have a designated section number for each campus. You must register for the section number that corresponds with your campus for in-person and ITV courses. You can also click on the blue link to view the campus information for a specific section.*

   PHWM 1110L

   Health Promotion and Behavioral Sciences in Public Health

   ★ Add to favorite courses
   ▶ Course Information
   ▼ Class Selection

   Select a class option ⓘ   Selected Filters   5 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats	
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5	Closed	Regular Academic Session	Lecture Class# 4634 Section# 702	08/31/2020 - 12/18/2020	To be announced	Maria E. Fernandez-Esquer	Closed	›

2. Review the course information. If this is the correct section, click on '**Next**' at the top right corner of the screen.

   ✕ Exit   **Class Search and Enroll**   ‹ Next › ≡

   2020 Fall
   Graduate Public Health
   The University of Texas HSC at Houston

1 Review Class Selection — Visited	**Step 1 of 4: Review Class Selection**
2 Review Class Preferences — Not Started	You have selected
3 Enroll or Add to Cart — Not Started	PHWM 1110L Health Promotion and Behavioral Sciences in Public Health
4 Review and Submit — Not Started	Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture Class# 5019 Section# 703	Regular Academic Session	08/31/2020 - 12/18/2020	To be Announced	Open Seats 37 of 45

3. If a permission code is required for the course, enter it in the '**Permission Number**' field. *If the course does not require a permission code, leave the field blank.* Click '**Accept**'.

4. If you are ready to enroll in the course, select the option to '**Enroll**' and then click '**Next**' at the top right of the screen.

    Note: If you would like to save the course for later or if you are planning your courses before registration begins, you can select the option to '**Add to Shopping Cart**'. *However, this does not reserve your seat in the course; it simply saves your course selection(s) to allow for faster enrollment when you log back in to complete the registration process.*

5. Review your course selections and click '**Submit**'.

A dialog box will appear. Click '**Yes**' to finish enrolling.

6. Click on '**View My Classes**' to confirm you are enrolled in the correct courses.

USING A PERMISSION CODE & REGISTERING FOR AN INDEPENDENT STUDY, THESIS, PRACTICUM OR DISSERTATION

When you are searching for courses, you can check if a permission code is required for a class section by clicking on the blue link in the search results to view the class information.

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats	
1	Open	Regular Academic Session	Lecture Class# 4967 Section# 100	08/31/2020 - 12/18/2020	Thursday 5:00PM to 7:50PM	Rebecca Wells	Open Seats 4 of 15	>
2	Open	Regular Academic Session	Lecture Class# 5502 Section# 200	08/31/2020 - 12/18/2020	Thursday 5:00PM to 7:50PM	Rebecca Wells	Open Seats 2 of 2	>
3	Open	Regular Academic Session	Lecture Class# 5503 Section# 300	08/31/2020 - 12/18/2020	Thursday 5:00PM to 7:50PM	Rebecca Wells	Open Seats 2 of 2	>
4	Open	Regular Academic Session	Lecture Class# 5504 Section# 400	08/31/2020 - 12/18/2020	Thursday 5:00PM to 7:50PM	Rebecca Wells	Open Seats 2 of 2	>
5	Open	Regular Academic Session	Lecture Class# 5505 Section# 500	08/31/2020 - 12/18/2020	Thursday 4:00PM to 6:50PM	Rebecca Wells	Open Seats 2 of 2	>
6	Open	Regular Academic Session	Lecture Class# 5506 Section# 600	08/31/2020 - 12/18/2020	Thursday 5:00PM to 7:50PM	Rebecca Wells	Open Seats 2 of 2	>

Click on '**Enrollment Information**' to view the class notes and instructor consent requirement. If instructor consent is required for a course, you can request a permission code by selecting the 'Request Permission Code' button for an individual course on the interactive class schedule. Watch the 'How to request a permission code' tutorial for a demo.

Meeting Information	**Enrollment Information**	Class Details	Class Availability

PHM 3996L Capstone for MPACH Students
Lecture Class# 5504 Section# 400   **Status : Open**

No Enrollment Requirements

Class Note
This course will be taught via WebEx. Dallas section.
Prerequisites: Must be an MPH MPCH major or a MPH Customized major with advanced public health coursework meeting major-specific competency requirements; 2. Completed the MPH Core courses; 3. Completed...
Permission code required. ... request a permission code, please visit https://tinyurl.com/y7rpk485 to complete the prerequisite survey or email SPHcourseschedule@uth.tmc.edu.

Add Consent   **Instructor Consent Required**

If 'Instructor Consent Required' is not listed, leave the permission code field blank when enrolling and proceed with registration by selecting the 'Accept' box.

For courses that require a number of units to be entered, you must also select these before proceeding to the next step. Be sure to enter the correct number of credits to fulfill your degree requirements. Courses that require the credit units to be entered are:

- Independent Study courses
- Practicum
- Culminating Experience/ Thesis Research
- Dissertation Research

In Step 2 of the enrollment process, you will be prompted to enter a permission number and to select the number of units you will be taking. Enter the permission code and select the correct number of units from the drop-down menu, then click '**Accept**'.

*Also note the 'Day & Time' and 'Room' for these courses - since these courses do not follow a standard meeting pattern throughout the semester, no room, day, or time information will be listed. This is normal for these courses. The schedule for these types of courses is worked out between the student and the faculty member.

> For other courses, check the course notes if this information is missing. If this information isn't listed in the course notes, email the instructor directly.

DROPPING A COURSE

DROPPING A COURSE DURING THE ADD/DROP PERIOD

*Note: Always verify with the drop dates set by the Registrar's Office. The dates can be found on the [Academic Calendar](#).

1. Select the '**Manage Classes and Registration**' tile.

2. Click on '**Drop Classes**'.
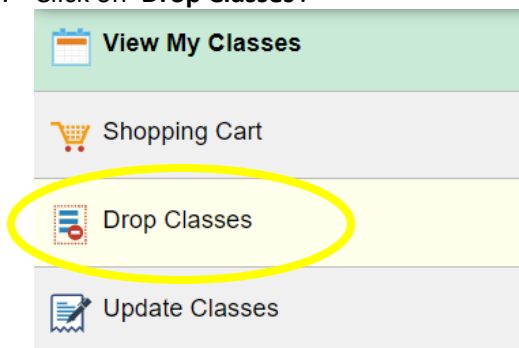
3. Select the correct term.

4. Select the course(s) you would like to drop and click '**Next**'.

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
☐	Lecture Class# 4401 Section# 100	PH 1321L Social Networks and Health	Thursday 1:00PM to 3:50PM	To be Announced	K. Fujimoto, E. Jones	3.00	Enrolled
☐	Lecture Class# 5457 Section# 100	PH 1410L Addiction and Society	Monday 1:00PM to 3:50PM	University Center Tower 2090	Y. Buu, S. McCurdy	3.00	Enrolled
☑	Dissertatn Class# 4334 Section# 1675	PHD 9999 Dissertation Research	To be Announced	To be Announced	M. House, S. Tortolero	2.00	Enrolled
☑	Lecture Class# 5504 Section# 400	PHM 3996L Capstone for MPACH Students	Thursday 5:00PM to 7:50PM	To be Announced	R. Wells	3.00	Enrolled
☑	Lecture Class# 5019 Section# 703	PHWM 1110L Health Prom/Behav Sci in PH	To be Announced	To be Announced	M. Fernandez-Esquer	3.00	Enrolled

5. Review your selections to ensure you are dropping the correct course(s). If so, click '**Drop Classes**'.

A dialog box will appear. Click '**Yes**' to proceed with dropping the course(s).

You will receive a confirmation of the dropped course(s).

DROPPING A COURSE AFTER THE ADD/DROP PERIOD

It is strongly recommended students submit the withdrawal form as soon as they make the decision that a withdrawal is necessary.

The deadline for dropping UTHealth School of Public Health courses is as follows:

- Fall and Spring Semesters: Three (3) weeks prior to the last class day of the semester
- 6-Week Summer Session: Two (2) weeks prior to the last class day of the semester
- 12-Week Summer Session: Two (2) weeks prior to the last class day of the semester

To view our policy and drop date deadlines, see the UTHealth School of Public Health Drop Date Deadline Policy. To drop a course after the add/drop period, a student must request to drop a course via the Office of Registrar's Add-Drop/Withdrawal/Audit form.

FREQUENTLY ASKED QUESTIONS

1. **The 'Days & Times' and 'Room' fields say "TBA" on my course details. What do I do?**

   There are two possible reasons why "TBA" would be listed for these details:

   A. If the course is an online asynchronous course or does not have a specific meeting pattern then myUTH will default these fields to "TBA". The following list will include "TBA" for the meeting pattern and room information - ***this is normal***:
      - Courses with online prefixes (PHW, PHWM, or PHWD) and sections numbers 700-749
      - Independent Study courses (see page 4 for a complete list)
      - PH 9997 *Practicum*
      - PHM 9998 *Culminating Experience/Thesis Research*
      - PHD 9999 *Dissertation Research*
   B. If the course is not included in the list above, be sure to read the course notes. Some courses will have this information listed with more detail in the course notes.

   For all other instances, check with the course instructor for this information.

2. **The course I would like to register for is full. Is there a waitlist?**

   We do not currently have waitlists in myUTH. Some instructors will keep an unofficial waitlist and will notify students when others drop. Contact the course instructor to see if they maintain a waitlist for their course. If not, you will have to check back in myUTH to see if any seats have opened and you can register.

3. **I cannot log into myUTH. Who can help me?**

   New Students - first time registrations
   During your admissions process, your student information transferred from applyUTH into myUTH where you will register for courses. During this process, you received an IDM (Identity Management Hold) on your account and your myUTH password changed to a temporary password. In order to log into myUTH, you will need to remove your IDM Hold and change your password. You will also need to make sure all other holds/activities are taken care of or completed.

   Current Students
   If current students have forgotten their login credentials, and have attempted to login, they may be locked out of their account. User accounts will be locked after three unsuccessful login attempts. When this happens, you will need to contact the HelpDesk to reset your password. You can contact the HelpDesk by calling 713.486.4848. Students cannot change passwords via email requests.

   If you have not been enrolled in the previous semester, you will need to be term activated. Contact SPH Student Affairs at SPHStudentServices@uth.tmc.edu for assistance.

4. **I need to withdraw from all courses for the semester. Why am I receiving an error in myUTH when I try to drop all of my classes?**

   Once enrolled, myUTH does not allow a complete withdrawal of courses. If you need to drop all of your classes for the semester before the first day of class, please contact the Registrar's Office (Registrar@uth.tmc.edu) for assistance. After the semester begins, an Add-Drop/Withdrawal/Audit Form will need to be filled out and submitted to SPHStudentRecords@uth.tmc.edu.