OPSM 3830-001 OPERATIONS MANAGEMENT

Instructor Contact

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Course Description

OPSM 3830 Operations Management is the management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management.

The course addresses a broad array of topics included under the umbrella of Operations Management. Topics, planning for changing/new operational systems including financial implications of operational changes; supply chain impacts, including sourcing, making and delivery decisions; customer management; strategy and change management including new product design/launch; project management; supply chain analytics; and the impact of technology. The goal is to examine operations as an integral part of the supply chain network; emphasizing demand-driven value networks.

Course Structure

This course will be held on Monday and Wednesday afternoons from 12:30-1:50 in BLB 155 from January 12th through May 6th, with the optional final exam on Wednesday, May 6 from 10:00 – 12:00. Classes will consist of a combination of traditional lectures, business operations simulations, and in-class exercises, supplemented with out of class guest lectures from industry leaders and facility tours of firms' operation. Due to students' varying schedules I hold office hours by appointment to better accommodate them. Please email me some suggested times if you would like to discuss anything. However, I am in the office most days during business hours, so feel free to drop by if you are around and have any questions. My office is in BLB 394F. I encourage you to reach out to me throughout the semester via email or through office hours.

Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior level course. As such, you are expected to have a working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Additionally, you should have a working knowledge of the internet, Canvas LMS, MH Connect, Microsoft Office, and Zoom.

Course Objectives

By the end of this course, students will be able to:

1. Identify the various components of Organizational Operations
2. Describe the models associated with various facets of Operations Management
3. Apply these models to solve quantitative and qualitative problems
4. Depict the appropriate operational activity throughout the supply chain
5. Explain Operations and Supply Chain Management in terms of global production and flow of goods and services

Materials

Required Text. (Connect Access with eBook) Operations Management, 2025 Release, William J. Stevenson, McGraw-Hill Irwin. You may purchase it directly through Canvas/Connect or by purchasing an Access card through the bookstore.

MH Connect includes the eBook, so you do not need to purchase a hardcopy.

The course is integrated with McGraw-Hill Connect, which is required for the course. Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. Therefore, please access all assignments through Canvas. You are responsible to keep track of your grades in the Canvas gradebook and notify me immediately should a grade not appear.

All other course materials will be available through Canvas.

Course Grade Composition

Chapter Quizzes (20)	25%
Professional Development (2)	8%
Practice Operations Modules (4)	16%
Exam 1	17%
Exam 2	17%
Exam 3	17%
Final Exam	optional

The grading scale for this course will be:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

There will be no extra credit in this course. Note, I do not 'give' students grades, my role is to report to the Registrar's Office the grades each student earns. After an assignment has been graded, notify me promptly via email if you feel there has been a mistake and I will investigate. Clearly articulate what you believe to be the mistake. I want you to receive the appropriate credit for all the work you do for the course.

Course Schedule

wk	Date	Topic	Chapter	Quiz	Practice Operations Module
1	12-Jan	Introduction	1		
	14-Jan	Strategy & Productivity	2		
2	19-Jan	**NO CLASS**			
	21-Jan	Forecasting	3	1, 2	
3	26-Jan	Forecasting	3	3	
	28-Jan	Product & Service Design	4	4	
4	2-Feb	Reliability	4s	4s	
	4-Feb	Capacity Planning	5	5	
5	9-Feb	Capacity Planning	5		
	11-Feb	Decision Theory	5s	5s	
6	16-Feb	**EXAM 1**			
	18-Feb	Aggregate Planning & MPS	11	11	
7	23-Feb	Process Selection & Facility Layout	6	6	
	25-Feb	Work Design & Management	7	7	POM 1 due March 1
8	2-Mar	Location Planning	8	8	
	4-Mar	Management of Quality	9	9	
9	9-Mar	**NO CLASS**			
	11-Mar	**NO CLASS**			
10	16-Mar	Quality Control	10	10	
	18-Mar	in class simulation (bring a laptop)			POM 2 due March 22
11	23-Mar	Inventory	12	12	
	25-Mar	Inventory	12		
12	30-Mar	**EXAM 2**			
	1-Apr	MRP & ERP	13	13	POM 3 due April 5
13	6-Apr	JIT and Lean Operations	14	14	
	8-Apr	Maintenance	14s	14s	
14	13-Apr	Supply Chain Management	15	15	
	15-Apr	Supply Chain Management	15		POM 4 due April 19
15	20-Apr	Scheduling	16	16	
	22-Apr	Project Management	17	17	
16	27-Apr	**EXAM 3**			
	29-Apr	Review & Wrap			
17	4-May	**NO CLASS**			
	6-May	**FINAL EXAM 10:00 - 12:00**			

*** No late work is accepted.**

The instructor bears the right and responsibility to update the course schedule as necessary. All students will be notified of any modification to this schedule.

Course Policies

- **Assignment Policy**. All Quizzes are due by the beginning of class (12:30pm) the on the day we start the corresponding chapter, with the exception of the first three chapters as we begin the course. For example, Chapters 1 and 2 are due by January 21 and Chapter 3 is due on January 26. No late assignments will be accepted. **Please access all assignments through Canvas. Doing assignments directly in MH Connect may result in the grades not being transferred into the Canvas gradebook.**

- **Examination Policy**

  There will be three exams throughout the semester, each encompassing approximately a third of the course material. None of these three exams are cumulative. There will be an optional cumulative final exam during the final exam period which can be used to replace any one of the three semester exams. If you are comfortable with your three semester exam scores, you do not need to take the final exam. The final exam score cannot reduce your course grade, only the highest three exam scores of the four (three semester exams plus the final exam) will be used to calculate your final course grade.

  You will have access to any written notes for all of the exams. Anything written on paper that you bring with you to the exams is permitted, as well as a calculator. However, there will be no computers, smart phones, tablets, access to the internet, or any other electronic assistance allowed. Exams are individual assignments that will take place during class and collaboration with other students during the exam is not permitted.

  I do not allow students to take exams after the rest of the class has already taken them. If you have a planned conflict, please let me know so you can take your exam early. For all other emergencies regarding exams please contact me as soon as possible to come to a resolution.

- **Practice Operations Modules.** There are four Practice Operations Modules included with the course. Each module involves a simulation of the material we are learning in the course. Please note, however, that the modules do not fully align with the chapters, so you may need to look up some of the information on your own in order to complete each assignment. Each module is worth 4% of your grade. You have unlimited attempts at completing each module to achieve a satisfactory score, as you may need to retake some of the later simulations to achieve a successful outcome. Please plan accordingly. You can access the modules by clicking on the Assignments tab and going to the Practice Operations Module Simulations group.

- **Professional Development**
  Each student will need to complete **two (2)** professional development activities. The Department of Supply Chain Management (SCM) provides Professional Development events (e.g., lectures, training, onboarding, and tours) through the Department and in cooperation with Professional Student Organizations (i.e., ISM, LOGSA, ASCM, AAAE). These opportunities allow students to connect with business experts and executives to acquire valuable insights beyond the classroom. For each activity, **students must not only attend but also submit to Canvas a short paragraph outlining three (3) things the student found interesting about the activity. Professional Development write-ups are due by 11:59pm May 1, 2026**, but please submit these within a week of the event so the details are fresh in your mind.

Supply Chain Management Executive Lectures - SCM Executive Lectures will be held on Wednesdays from 5:00 to 5:50 p.m. They are in-person only and have limited seating. All lectures will be recorded and made available the day after the event.

Professional Student Organization Speakers - Several meetings hosted by the professional student organizations will have executive speakers, which can also be used for professional development. Date and time information for both can be found in the announcement in Canvas.

Industry Facility Tours - Tours will be done with the Professional Student Organizations and are listed in the announcement in Canvas. Attendees will be responsible for securing their own transportation to and from the tour locations; transportation will not be provided. Dates, times, and location information is included in the announcement or from notifications from the Professional Student Organization. Registration for Tours will also be done with a Qualtrics link sent to faculty and students one week before the event. The registration system will allow students to register for an event until capacity restrictions are met or registration closes, whichever comes first.

Registration for Events
For all events, registration is required. Registration closes at noon the day before the event. Announcements, Event Details, and Registrations will be distributed one week before the event. Registration will be done through a Qualtrics link sent to all faculty and students one week before the event. Post-event attendance reports will be sent to the professors. Reports will include a list of registered participants, including each attendee's arrival and departure times. All registered attendees must arrive 10 minutes before the event's start time. Walk-ins are welcome to attend events based on availability. Availability will be determined 10 minutes before the start of the event. If a registered attendee is not checked in 10 minutes before the event, their seat will be given to a walk-in.

By selecting the course number on the registration form, students will choose which class to receive Professional Development attendance credit. Students can change the course number for a registered event by contacting Ruben.Garcia@unt.edu. Students also can cancel their registration by contacting the same email. Immediately after registering, students will receive a registration confirmation. Suppose a student has registered for an event and cannot attend. In that case, they should cancel their registration no later than 24 hours before the event's start time. The registration system will allow students to register for an event until capacity restrictions are met or registration closes, whichever comes first. Registered students should arrive 10 minutes before the start of the presentation, as your seat can be forfeited to students standing by.

Students must abide by all the following policies to receive attendance credit for speaker events and group tours. Participation in any event will only count toward one class the student selects during registration. Students receive attendance credit for registering, arriving on time, and staying for the event. Failure to register, validated from the attendance report generated after the event, will prevent students from receiving attendance credit. Failure to participate for at least 75% of the duration of the event will prevent students from receiving attendance credit. Failure to attend an event after prior confirmed registration will lead to a loss of points from the student's final accumulated credit unless the student cancels the registration at least 24 hours before the event's start time. Such loss of points may not be recovered by participating in other Professional Development events. Some professors have additional requirements before students receive attendance credit for Professional Development. All attendance credits are given at the discretion of the professor.

For all questions regarding the Professional Development opportunities not answered by content found in the class syllabus or if you would like to request accommodations for any SCM event, please send an email to Ruben.Garcia@unt.edu.

Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, I will also
- Post announcements as needed to clarify and update information on the course
- Answer any questions/concerns you may have about the course, assignments, due dates, etc.
- Respond to all course inquiries usually within 24 hours, but always within 48 hours.

Late Work

I do not accept late work. Please plan your schedules accordingly.

Attendance and Participation

Because we only meet twice a week, every class meeting is essential to your success. However, I will not be taking attendance, I am a resource to help you learn the course material and I highly advise you to utilize the resources offered. Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) (https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf). If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.

Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted noted the changes and an updated syllabus will be posted in Canvas.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

Course Technology & Skills

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, adjustments to the time windows may be provided based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Minimum Technology Requirements
- Internet-enabled computer with video camera
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy
- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using Zoom video conferencing
- Using MH Connect

Rules of Engagement
- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Getting Help

Technical Assistance
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
Email: helpdesk@unt.edu
Phone: 940-565-2324

In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

UNT Policies

Academic Integrity Policy

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time. However, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available at the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course

of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)

- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)