



University of North Texas  
College of Information  
Department of Information Science

## INFO 4745 Information Architecture

Summer 2026 10W  
Version 5.17.2026  
Course Syllabus

### I. COURSE INFORMATION

**Instructor:** Ms. Liyu Yang  
**Email:** Liyu.Yang@unt.edu  
**Office Hour:** Thursday 3:00 PM – 4:00 PM (Zoom) or request a virtual meeting via Canvas messages

**Class time and location:** This course is an online meeting with the use of Canvas LMS. All course materials are accessible via Canvas. This is a 3 credit hours course.

\*Use [UNT Canvas](#) Discussions and Canvas Messages tools as well as the email above for all course-related communication.

#### Course Description

This course introduces the student to the basic concepts and components of Information Architecture within the context of end-user and organizational needs. It provides the student with an understanding of the intellectual technologies necessary to design effective and cost-efficient information systems such as digital libraries, database systems, and a range of other web-accessible resources, as well as collaborative computer systems in organizational environments. Students conduct a collaborative term project to design and prototype a real-world information system, integrating the knowledge and skills learned on organization of information, visual design, human interface and usability issues.

#### Course Objectives

After completing this course, the learner should be able to:

- Understand the major concepts and principles of information architecture (IA) such as key terms and definitions, components of IA, project development, and strategy in professional settings

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- Develop a holistic view of IA including design, research, prototyping, usability testing, and evaluation
- Apply user-centered design methodology and document design thinking process for IA projects
- Demonstrate mastery of IA research methods (e.g. Card Sorting, User Interviews) and consult professional resources for IA research and strategy
- Create IA documentation (e.g., User Persona, Use Cases) and utilize IA implementation tools
- Design and prototype a web-based information system in Figma, and evaluate its usability following IA best practices

### **Learning Modules**

The course topics are organized into ten learning modules:

- Module 1: Introduction to Information Architecture
- Module 2: IA Research: Users, Context & Content
- Module 3: Anatomy of IA + Organization Systems
- Module 4: Labeling Systems
- Module 5: Navigation Systems
- Module 6: Search Systems
- Module 7: IA Strategy, Controlled Vocabulary & Metadata
- Module 8: Design & Documentation
- Module 9: IA Usability, Accessibility, and Evaluation
- Module 10: Summary and Advanced Topics

### **Required Textbook**

1. Rosenfeld, L., Morville, P., & Arango, J. Information architecture: For the Web and beyond. (4th edition). O'Reilly Media, Inc., 2015. ISBN 978-1491911686
2. Krug, S. Don't Make Me Think, Revisited: A commonsense approach to Web usability (Voices that matter). (3rd edition). New Riders, 2014. ISBN 978-0321965516

### **Required Readings & Supplementary Readings**

Required readings are listed on the course syllabus and under Modules within Canvas. Other supplemental readings will be provided in the course learning modules.

### **Appointments**

Students are welcome to make an appointment with Ms. Yang to discuss course-related questions. It is preferred that students send a message through Canvas to schedule an appointment. Meetings can be held online via Zoom.

## II. COURSE REQUIREMENTS

### Discussions (26% of the Final Grade)

Students are required to actively participate in Module Discussion as part of their learning and reflection. For the **Module Discussion**, students will select a topic of their choice to diversify the interaction and learning. Each post should be clear and concise and written within 200 – 250 words. You should provide references for the sources of information that you paraphrased or cited. APA 7th edition is the reference style that you should use in this course. See the Course Policies section for APA resources. Students are expected to post at least 2 times, one original post addressing the discussion prompt and one reply to your classmate to further the idea development. **The original posts must be made by Friday midnight and the reply to posts must be made by Sunday 11:59 p.m. Central Time to meet the time & frequency requirements.** Students must post their original work before seeing replies.

There are other discussion opportunities that are not module related, such as your online introduction during Week 1 or *project chats*. Those items are also graded and should be considered as opportunities to demonstrate your on-going participation. See Assessment and Grading section for more information. If we find that you used generative AI to generate your assignments, you will receive 0 points.

### Quizzes (10% of the Final Grade)

Students will complete 2 online quizzes (Knowledge Checks) for Modules 5 and 8. These serve as readiness checks to confirm you have grasped the core concepts and terminology needed before the design and documentation phase of the project. Each quiz allows two attempts, and the highest score will be used in the final grade calculation.

### Figma Course Certification (10% of the Final Grade)

Students will have a choice to complete 2 courses via LinkedIn Learning to understand the basics of Figma and how to use this tool to build prototypes or portfolio. Each student will need to submit their course completion certificate obtained from LinkedIn Learning via Canvas by a specific time.

### Assignments (20% of Final Grade)

During the course, there will be 2 assignments to apply your learning. Each assignment will have specific requirements, and they are practical exercises that utilize Information Architecture knowledge and skills. A rubric will be provided with the assignment instructions. If we find that you used generative AI to generate your assignments, you will receive 0 points. The assignment topics are as follows:

- Assignment 1: Evaluation of Information Architecture Elements Exercise
- Assignment 2: Benchmarking Exercise

### Final Project - Portfolio (34% of Final Grade)

Students will work in teams of 3 to evaluate and redesign the information architecture of an assigned website, producing a professional IA case study with a mid-fidelity Figma prototype and portfolio. Each three-person team assigns the three roles — UX Content Strategist, UX Design Specialist, and User Research Specialist — and every member is expected to drive the project forward. The project runs across all ten weeks; the three deliverables build on one another so that the final case study demonstrates the complete IA process from research to prototype. If we find that you used generative AI to generate your own writing or design work, you will receive 0 points.

- **Deliverable 1: Project Plan & IA Research** — project plan, lightweight user research (card sorting or user interviews), a current-state IA audit of the assigned product, and a persona and use case.
- **Deliverable 2: IA Strategy & Design Documentation** — the IA strategy, the redesigned organization, labeling, navigation and search systems, and design documentation including blueprints, wireframes, content maps, content inventory, and controlled vocabulary.
- **Deliverable 3: Figma Prototype, Usability Evaluation & Final Case Study** — a mid-fidelity Figma prototype, a lightweight usability evaluation, and the consolidated IA case study (merging Deliverables 1 and 2 with revisions) presented as a portfolio, with a short team video.

Each team is assigned one website and evaluates its information architecture — how it organizes learning content, how users navigate its courses and features, and how they find what they need. The group works collaboratively throughout, and each student must demonstrate their individual contribution at the different stages of the project. Each deliverable has a rubric, and grades reflect both individual and team work.

**III. ASSESSMENT & GRADING**

See Information under “Course Requirements” (above) for information about assignments and grading. Assignment grading is based on rubric attached to each assignment description on Canvas.

**Grading Percentages**

Assessment Items	Percentage of Final Grade
<p><b>Discussion</b></p> <p>Module 1, 2, 9 &amp; 10 Discussions — 5%*4</p> <p>Self-Introduction (Week 1) — 2%</p> <p>Project Chats (2 times) — 2%*2</p>	<b>26%</b>
<p><b>Quizzes (Knowledge Checks)</b></p> <p>Module 5 &amp; Module 8 — 5%*2</p>	<b>10%</b>
<p><b>Figma Course Certification</b></p> <p>Course 1 — 5%</p> <p>Course 2 — 5%</p>	<b>10%</b>
<p><b>Assignment</b></p> <p>Assignment 1 — 10%</p> <p>Assignment 2 — 10%</p>	<b>20%</b>
<p><b>Final Project – Team IA Case Study</b></p> <p>Deliverable 1 (Project Plan &amp; Research) — 10%</p> <p>Deliverable 2 (Strategy &amp; Documentation) — 10%</p> <p>Deliverable 3 (Prototype, Evaluation &amp; Case Study) — 14%</p>	<b>34%</b>
<b>Total</b>	<b>100%</b>

Each assignment in Canvas is scored on a 100-point scale. The final grade is calculated as a weighted average of the five categories above (Discussion 26%, Quizzes 10%, Figma Course Certification 10%, Assignment 20%, Final Project 34%), producing a final score on a 100-point scale that maps directly to the UNT letter-grade scale below.

The UNT scale for **grading** is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

**Extra Credit**

There will be three (3) extra credit opportunities throughout the semester. Each completed opportunity adds 1 point to the student's final grade on a 100-point scale, for a maximum of 3 points total. These are the only extra credit opportunities available on this course; no other extra credit will be offered.

### Course Schedule

**Term: May 18 – July 24, 2026. Schedule subject to change at the instructor’s discretion. Task due dates and times can be found in Canvas.**

Week & Dates	Module Topic & Required Reading	Tasks Due
Week 1 May 18 – 24	Module 1: Welcome & Introduction to Information Architecture Read Ch. 1–4 (Rosenfeld et al.); Dillon & Turnbull (2005) article	Self-Introduction Module 1 Discussion
Week 2 May 25 – 31	Module 2: IA Research: Users, Context & Content Read Ch. 11 (Rosenfeld et al.); UX Research materials in Canvas	Module 2 Discussion Project Chat 1
Week 3 Jun 1 – 7	Module 3: Anatomy of IA + Organization Systems Read Ch. 5 & 6 (Rosenfeld et al.); Ch. 1–3 (Krug)	<b>Deliverable 1</b>
Week 4 Jun 8 – 14	Module 4: Labeling Systems Read Ch. 7 (Rosenfeld et al.); Ch. 4–5 (Krug)	Assignment 1
Week 5 Jun 15 – 21	Module 5: Navigation Systems Read Ch. 8 (Rosenfeld et al.); Ch. 6 (Krug)	Figma Certification 1 Module 5 Quiz
Week 6 Jun 22 – 28	Module 6: Search Systems Read Ch. 9 (Rosenfeld et al.)	<b>Deliverable 2</b>
Week 7 Jun 29 – Jul 5	Module 7: IA Strategy + Controlled Vocabulary & Metadata Read Ch. 12 & 10 (Rosenfeld et al.)	Figma Certification 2 Assignment 2
Week 8 Jul 6 – 12	Module 8: Design & Documentation: Blueprints, Wireframes, Content Inventory Read Ch. 13 (Rosenfeld et al.); Ch. 4, 5, 7 (Krug)	Project Chat 2 Module 8 Quiz
Week 9 Jul 13 – 19	Module 9: IA Usability, Accessibility, and Evaluation Read Ch. 8, 9, 11, 13 (Krug)	Module 9 Discussion
Week 10 Jul 20 – 24	Module 10: Summary and Advanced Topics Read Coda (Rosenfeld et al.)	Module 10 Discussion <b>Deliverable 3</b>

## IV. COURSE TECHNOLOGY AND SKILLS

### Technical Tools:

The following are computer hardware and software needed to be able to access and participate in this course:

- Tablets or Laptop Computer with Windows or Mac operating system
- Reliable internet access
- Zoom software installed and signed on with UNT authentication.
- Microsoft Office Suite – available for free for UNT students (Office 365 Enterprise)
- [Canvas Technical Requirements \(https://clear.unt.edu/supported-technologies/canvas/requirements\)](https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer Skills & Digital Literacy

The following are technical skills that are needed to be successful on this course:

- Using Canvas – View Module materials, Upload/Download Files, Send Messages, Post Discussions
- Using email with Microsoft Outlook with attachments
- Downloading and installing software needed for this course
- Using Microsoft PowerPoint for presentation and Microsoft Word for word processing
- Using or Willing to learn new software and tools introduced in this course.
- Using UNT library online catalog/databases to search and identify relevant literature for classwork and projects.

### Technical Assistance:

Part of working with technology involves dealing with the inconveniences and frustration that can arise when it breaks down or does not perform as expected. At UNT we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk:** [UIT Student Help Desk site \(http://www.unt.edu/helpdesk/index.htm\)](http://www.unt.edu/helpdesk/index.htm)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**Walk-in:** Sage Hall, Room 330

Regular hours are maintained to provide support to students. Please refer to the website for updated hours.

### UNT IT Resources

UNT Portal: <http://my.unt.edu>

Student Computer Lab (including locations and hours of operation) can be located at:

<https://computerlabs.unt.edu/location-labs>

UNT UIT Cloud Lab: <https://it.unt.edu/cloudlab>

### Course Policies

#### APA 7th edition References & Citation

Students are expected to provide citations and references in American Psychology Association (APA) format and style. The APA 7<sup>th</sup> edition style should be used in this course. See the library guide for more information: <https://guides.library.unt.edu/citations-style-guides/apa> The UNT

Writing Center also provide resources for students on writing process, references, and elements or academic paper, please see Handouts page for more information:

<https://writingcenter.unt.edu/handouts>

### **Netiquette/Online Engagement**

Students are expected to participate online and interact with their peers and the instructor in the Canvas LMS in a respectful way. Keep in mind that we are all human and we are all unique, thus we should strive to communicate effectively online and seek understanding and clarification with each other. CLEAR has online communication tips:

<https://clear.unt.edu/online-communication-tips> as a resource for students.

### **Assignment Policy**

Assignment due dates are shown in the Course Schedule above and in the Canvas grade book. Each assignment will have instructions and associated rubrics for students to view Canvas.

### **Late Work**

All students are expected to submit their module activities and other assignments by the due date. We will deduct points for late submissions. **If you submit an assignment after the deadline, we will deduct 10 points per delayed day (24 hours) from the assessed score.** This prevents students from getting too far behind in the course and allows the instructor to assign grades consistently. Assignments are due by 11:59 PM (midnight) on the date due. If an extenuating circumstance such as a medically diagnosed illness or family emergency arises, request an extension prior to the due date in a professional and effective manner. Contact the instructor via Canvas e-mail.

### **Incomplete**

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) passes the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for more information. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

### **Technical Difficulties with Canvas Platform**

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, the instructor will extend the time windows and provide appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the students to resolve any issues at the earliest possible time.

## **Diversity and Inclusion**

As members of the UNT community, we have all made a commitment to being part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity.

## **UNT Policies**

### **COVID-19 Related Absences**

While attendance is expected as outlined above, all of us need to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend the online class because you are ill, or due to a related issue regarding COVID-19. You must communicate with me as soon as possible so I can determine what types of accommodations to provide. As of April 29, 2022, the university has updated its [COVID-19 guidelines](#).

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. 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 ranging from admonition to expulsion from the University.

The *Department of Information Science* has specific guidelines on violation of the Academic Integrity Policy. See <https://informationscience.unt.edu/departamental-guidelines> for more information. The following grading penalty is applied to all students enrolled in courses offered in the IS department:

- First Offense: A zero will be given for the assignment.
- Second Offense: A letter grade F (fail) will be given for the course and entered in the gradebook.
- Students who are at a practicum site will be denied or deferred for one semester.

Per UNT Policy 06.003, the course instructor retains the right to determine specific sanctions for their course and to set additional policies and procedures that do not conflict with DIS or UNT policies.

### **ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to the faculty to begin a private discussion regarding one's specific course needs. Students may request accommodation at any time; however, ODA notices of 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 accommodation for every semester and must meet with each faculty member before implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigations and takes remedial action when appropriate.

### **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. Coursework 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 records; 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 students to conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### **Access to Information - Eagle Connect**

Students' access points for business and academic services at UNT is located at: [my.unt.edu](https://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 email to [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### **Withdrawal**

Withdrawal: See *UNT Undergraduate Catalog* for policies and UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F. See UNT Registration office page for more information

<https://registrar.unt.edu/registration>

### **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 during weeks 9 to 10 (during Summer 10 Weeks Term) 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](mailto:no-reply@iasystem.org)) with the survey link. Students should look for 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 \(http://spot.unt.edu/\)](http://spot.unt.edu/) or email [spot@unt.edu](mailto: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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

### **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 \(https://policy.unt.edu/policy/07-002\)](https://policy.unt.edu/policy/07-002).

### **Use of Student-Created 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 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 the above criteria, then the University office or department using the work must obtain the student's written permission.

### **Transmission and Recording of Student Images in Electronically Delivered Courses**

No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery. In the event an instructor records student presentations,

he or she must obtain permission from the student using a signed release to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students on the course syllabus if students' images may appear in the video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings. Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear in the video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings. No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### **Class Recordings & Student Likenesses**

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

### **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 eUIDs10 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/)