LTEC 5580: LTEC Capstone: Integrated Portfolios

Course Instructor

Dr. Regina Kaplan-Rakowski is Lecturer of Learning Technologies and the Director of the Master of Science Program at the University of North Texas. Dr. Kaplan-Rakowski’s research investigates immersive learning environments (virtual reality, augmented reality, mixed reality), computer-assisted language learning, mobile learning, 3D visualizations of learning content, multimedia learning, emerging technologies, and second language acquisition. You can learn more about your instructor here.

Communication

Email: Regina.KaplanRakowski@unt.edu

Office Location: Discovery Park, G159

Communication Expectations: I would prefer that most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a “buddy” with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via email and I will respond within 48 hours on weekdays (usually sooner).

Course Description

Broad reading in a defined area of technology interaction. Requires the critical evaluation of sources with particular emphasis on methodology and application to educational environments.

Course Structure

The course will be offered 100% online in an 8-week format using Canvas LMS accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. There will be NO face-to-face campus meetings. Communication will be a mixture of asynchronous discussion postings and online synchronous meetings. These synchronous meetings will be scheduled at specific times/dates with student input.
Course Prerequisites or Other Restrictions

This course is the instructional design capstone and should be the final course in the master’s degree program.

Course Goals and Objectives

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

G.1. Produce a professionally viable portfolio and associated online materials
   • O.1. Reflect on prior work (courses, jobs, etc.) in order to complete each of the portfolio sections
   • O.2. Make presentations that highlight elements of one’s portfolio that are relevant to particular positions
   • O.3. Take in feedback and use it to revise materials

G.2. Use effectively relevant social media tools to create a professional online profile
   • O.1. Become familiar with a range of professional social media tools
   • O.2. Use those professional social media tools in an iterative fashion to develop the most effective profile possible

G.3. Present themselves as competent and confident professionals in their field
   • O.1. Engage in critiques of peer-created artifacts
   • O.2. Hold conversations and provide written constructive comments for peers
   • O.3. Prepare for interviews

Materials

There is no required textbook for this course; your main readings will be posted in Canvas.

Teaching Philosophy

The purpose of this course is to develop a resume and associated online materials that can be used to secure a position in the instructional design field. Topics covered will be how to write resumes, how to respond to position advertisements, how to present yourself professionally in an interview, and how to create a presence and use social media tools in a professionally-beneficial manner.

Course Technology & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Canvas Guide: https://online.unt.edu/canvas-basics-unt-students
- Media Literacy: https://guides.library.unt.edu/medialiteracy/home
• Headset/Microphone (if required for synchronous chats)
• Microsoft Office compatible software including word processing and presentation applications
• Java running on your local machine
• Windows Media player or Quicktime
• Working email account (make sure you have accessed your UNT Eagle Connect email and forwarded your mail from there)
• Adobe Creative Cloud subscription

Computer Skills & Digital Literacy
Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

• Using Canvas
• Using email with attachments
• Downloading and installing software
• Using spreadsheet programs
• Using presentation and graphics programs

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: UIT Student Help Desk site (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)

Rules of Engagement
Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

• While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
• Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
• Ask for and use the correct name and pronouns for your instructor and classmates.
• Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
• Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
• Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
• Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
• Avoid using “text-talk” unless explicitly permitted by your instructor.
• Proofread and fact-check your sources.
• Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points Possible (points)</th>
<th>Percentage of Final Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Introduce Yourself</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Complete Foliotek UNT ePortfolio setup and draft identity page</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Draft Portfolio CV/Resume</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Draft Cover Letter</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Draft Career Goals Statement</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Blog - Career Goal Changes</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>3</td>
<td>Peer Review - CV/Resume</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Peer Review - Cover Letter</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Peer Review - Career Goals Statement</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Draft Scholarly writing samples</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Blog - Scholarly Writing vs. Other Types of Writing</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>4</td>
<td>Final Draft Portfolio CV/Resume</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Final Draft Cover Letter</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>4</td>
<td>Final Draft Career Goals Statement</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>4</td>
<td>Peer Review - Scholarly writing samples</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Draft Tech-based creative works</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Final Draft Scholarly writing samples</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Peer Review - Technology-based creative works</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Blog - LinkedIn Use</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>6</td>
<td>Final Draft Technology-based creative works</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Draft Portfolio</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Week</td>
<td>Assignment</td>
<td>Points Possible (points)</td>
<td>Percentage of Final Grade (%)</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------</td>
<td>--------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Blog - Facebook Privacy</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>7</td>
<td>Peer Review Portfolio</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Draft Portfolio Presentation</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Peer Review Portfolio Presentation</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Blog - Twitter and Social Media</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>8</td>
<td>Final Draft Portfolio</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Final Draft Portfolio Presentation</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Blog - Key Dos and Don’ts in Interview</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>8</td>
<td>Course Reflection</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Extra Credit Assignments**

<table>
<thead>
<tr>
<th></th>
<th>LinkedIn Profile (Extra credit 0.5 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Twitter Profile (Extra credit 0.5 points)</td>
</tr>
<tr>
<td>7</td>
<td>Relevant other social media community profile (Extra credit 0.5 points)</td>
</tr>
</tbody>
</table>

**Grading**

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

- A = 900-1000
- B = 800-899
- C = 700-799
- D = 600-699
- F = 500-599

Include a list that details the point/percentage values for each assignment/type of assignment. You might also include descriptive grading criteria that describes the quality of work that constitutes and A, B, C, etc. Lastly, it is best practice to provide your policy on late work here as well as details regarding the presence or lack of extra credit opportunities.

**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.
Course Policies

Attendance Policy
An attendance policy is required for every UNT syllabi. Visit the University of North Texas’ Attendance Policy (http://policy.unt.edu/policy/15-2-) to learn more. [Faculty should adapt their class attendance policy to suit their circumstances] [Insert Instructor’s regular attendance policy here].

COVID-19 Impact on Attendance
While attendance is expected as outlined above, it is important for all of us 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 class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

Statement on Face Covering
Face coverings are required in all UNT facilities. This course has been approved for an exception to the face covering requirement to facilitate student learning. Portions of the class are to be delivered without face coverings. Times when face coverings can be removed will be indicated during each class period. If you are unable to wear a face covering or do not feel you can safely attend class without your face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated by your instructor.

Class Participation
Include your classroom participation policy here.

Late Work Information
All course-related assignments are expected to be submitted on time. Any assignments not turned in by the stated deadline may be assigned a grade of zero unless the student has made prior arrangements with the instructor. If there are any questions concerning a late policy, please contact your instructor.
Incomplete Grade Information

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see http://essc.unt.edu/registrar/academic-record-incomplete.html for information. Per UNT policy, a grade of Incomplete can only be awarded to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Examination Policy

There are no exams in this course.

Assignment Policy

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 an 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 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.

Instructor Responsibilities and Feedback

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Syllabus Change Policy

The information for assignments and deadlines if official in the Syllabus tab in Canvas. This syllabus document includes the names and point values for each assignment as well as university policies.

UNT Policies

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

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 faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations 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 prior to
implementation in each class. For additional information see the ODA website (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 investigates 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. 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 during weeks 13, 14 and 15 [insert administration dates] of the long semesters 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.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. 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.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on 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 on 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)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [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.*

**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/))