

**Pre-Calculus – Fall 2026**  
**MATH 1650 Sec. 160**  
**MWF 10:10 - 11:00am Room: GAB 105**

---

**Instructor:** Steven Widmer

**Office:** GAB 423B

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

Email is the best way to contact me. While I try to reply as soon as possible to all emails, please allow one (1) business day before expecting a response.

**Office Hours:** Mon, Wed: 2:20pm - 3:50pm; Thur: 9am - 12pm; and other times by appointment.

I should have availability at other times, so please send me an email to set up an appointment outside of office hour times. Office hours are for help with specific problems or for answering questions about the course or its content.

**Final Exam:** Wednesday, December 9, 8:00am - 10:00am in GAB 105

<http://registrar.unt.edu/exams/final-exam-schedule/fall>

**Textbook and XYZ Homework:** We will be using content from two different OpenStax textbooks. The main textbook is Abramson, J. *Precalculus 2e*. OpenStax. but we will also use Abramson, J. *Algebra and Trigonometry 2e*. OpenStax. They are available through the XYZ Homework platform.

XYZ Homework is an online course delivery platform. **Access to XYZ Homework is required** and can be purchased directly through their site or from the campus bookstore. Students will enroll in and access XYZ Homework through the link in Canvas on the Modules page of the course. XYZ Homework access includes all online homework assignments, the e-text of the textbook, and additional learning resources. Use the link in Canvas to register immediately. You must register in XYZ Homework by the 2nd class day of the semester.

You may use the no-cost temporary 15-day access, however you must purchase your access before the temporary access expires. If you do not purchase XYZ Homework by the end of the trial period, you may lose credit for all work previously completed.

The XYZ Homework Course ID for this class is: **55289**.

**Course Description:** (5 hours) A preparatory course for calculus: trigonometric functions, their graphs and applications; sequences and series; exponential and logarithmic functions and their graphs; graphs of polynomial and rational functions; general discussion of functions and their properties. MATH 1650 covers approximately the same material as MATH 1600 and 1610 together. Students who already have credit for both MATH 1600 and MATH 1610 may not receive credit for MATH 1650. Satisfies the Mathematics requirement of the University Core Curriculum.

**Prerequisites:** MATH 1100

**Grade Policy:**

|                                      |     |
|--------------------------------------|-----|
| Exam Average .....                   | 56% |
| Online Homework (XYZ Homework) ..... | 10% |
| Written Homework .....               | 5%  |
| Recitation Participation .....       | 5%  |
| Quiz Average .....                   | 10% |
| Final Exam .....                     | 14% |

The grade distributions will be 90% - 100% is an A, 80% - less than 90% is a B, 70% - less than 80% is a C, 60% - less than 70% is a D, less than 60% is an F. **There will be no curves.**

**Video & Photography:** You are not permitted to take pictures or record class. Any audio or video recording requires prior approval from the Office of Disability Access.

**Calculator Policy:** Calculators will **NOT** be permitted for quizzes and exams. Calculators may be used on all homework assignments. A TI 83 or 84 or equivalent is recommended, but any scientific calculator should be enough. There are several free online calculators you can use while working on homework assignments as well (e.g., GeoGebra, Wolfram Alpha).

**Attendance:** Students are expected to attend class meetings regularly and engage with the material. Research has shown that students who attend class are more likely to be successful. Attendance is mandatory and includes all lecture meetings as well as all recitation meetings. In this class, “attendance” means looking alive in class and working through the examples in lecture and recitation as we go. Students are responsible for all information given in class, regardless of their attendance. If you miss class, you will be responsible for obtaining a copy of the notes and any other information discussed from a classmate.

**Recitation:** The recitation sections are designed to support the lecture. The teaching assistant (TA) will answer homework questions or other questions related to the material, and may show additional examples (with student input). The TA will also administer short quizzes or activities on the material. Additionally all written homework will be submitted in recitation, quizzes and most mid-term exams will take place in the recitation sections (the fourth exam and final exam will take place in the lecture classroom). Attendance in the recitation sections counts as attendance towards the overall class and is required.

There will be assignments completed in most recitation meetings that will count towards the Recitation Participation grade. These assignments will be graded as a submission grade (all the points if submitted, none if not), and the point is to come to recitation and practice and participate rather than rush or copy to just get it filled out. Students are encouraged to work on these assignments in groups, and your TA can help with setting up groups. Students who submit at least 70% of the assignments will receive all 5 participation points. Students who submit less than 70% of the assignments will receive 0 participation points.

**XYZ Homework - Online Homework:** The online homework is found on the XYZ Homework website (link provided on Canvas). NO LATE HOMEWORK will be accepted, regardless of reason.

Each week there will be homework on XYZ Homework over the sections covered that week. The homework will be due by 11:59 PM on Tuesday of the following week. For instance, in week 1 we will certainly cover module 1.1. Thus, the homework on this section will need to be completed by Tuesday night during week 2. This is to give ample time and flexibility should the unexpected happen, but ideally you should be completing the homework as you go through the module during the week. To provide an incentive, you will receive a 5% bonus for any work on the homework completed more than 48 hrs before the deadline. Keep in mind you will have to check XYZ Homework frequently to keep up with the due dates, there will not be reminders in Canvas. Your lowest two (2) online homework scores will be dropped.

On the homework you will generally have 3 attempts for each version of the question, and 99 question versions, with some possible exceptions (e.g. multiple choice or true false questions).

**Written Assignments:** You will have several written assignments. The written homework will be submitted in recitation, and will be due at the beginning of recitation. These assignments require you to show, in your own handwriting, the mathematical process for the problems. Submission Requirements:

- Must be completed in your own legible writing;
- Written Assignments should be project-level quality: well organized, written neatly, and mathematically correct;
- No credit for correct answers without correct work;

A zero will be assigned to any submission that does not meet ALL of the submission requirements. No late homework will be accepted for any reason whatsoever. At the end of the term, your two (2) lowest written homework scores will be dropped.

**Quizzes:** Quizzes will take place most weeks in recitation and will generally take place after submitting written homework. The problems on the quiz will come from homework assignments, either written or online. Students must

be present in class to complete quizzes and no make up quizzes will be given. To account for not allowing make up quizzes, the lowest two (2) quiz scores will be dropped.

**Late Submission Policy:** All work must be submitted by the due date and late work will not be accepted for any reason. This includes online homework assignments, written homework assignments, weekly quizzes, and exams.

**Exams:** You will have four midterm exams and a comprehensive final exam, all administered in person. There are NO remote/online options for exams. Actual exams dates and content will be announced in class, usually at least two weeks before the actual exam date. The tentative exam dates are Sept. 10 (Module 1), Oct. 1 (Module 2), Oct. 29 (Module 3), Nov. 20 (Module 4).

**Make-up Policy:** No make-up exams will be given for any reason. An exam may be taken prior to the scheduled date. You must request for this accommodation via email at least one week prior to day you wish to take the early exam. If you miss an exam contact your instructor as soon as possible.

**Disruptive Behavior:** On any day, if you disrupt the class you will be asked to leave the classroom. You may also be reported for further disciplinary actions. Disruptive behaviors include – but are not limited to – talking, making inappropriate jokes, using phones in class, leaving class to answer phone, or performing other tasks that are not related to class work.

**Extra Help:** Do not hesitate to come to my office during office hours or by appointment to discuss a homework problem or any aspect of the course. You also may want to consider the UNT MathLab (SAGE 130). Information is available at: <https://cos.unt.edu/math/undergraduate/math-lab.html>

Additional help can be found through the UNT Learning Center: <http://learningcenter.unt.edu/>, select the tutoring button located near the top of the page for different tutoring options.

Math is not a spectator sport. You will not learn mathematics from watching your instructor or friends or a screen display ideas and solve problems. You must try the problems, finish problems, ask questions, make mistakes, correct mistakes, put concepts into your own words, and practice, practice, practice.

**Note:** This syllabus is subject to change as the instructor deems necessary. Any/all changes will be announced during regular class time. It is the responsibility of the student to attend each scheduled class to be informed of these changes.

# Course Calendar - Math 1650 - Fall 2026

This is a tentative calendar and may be changed at any time

| Monday                                                   | Wednesday                                                    | Friday                                              |
|----------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------|
| 8/17 Module: 1.1<br>Function basics                      | 8/19 Module: 1.2, 1.3<br>Rates of change, graphs             | 8/21 Module: 1.3, 1.4<br>Composition of functions   |
| 8/24 Module: 1.4, 1.5<br>Transformation of functions     | 8/26 Module: 1.6<br>Inverse functions                        | 8/28 Module: 1.7, 1.8<br>Linear functions, graphs   |
| 8/31 Module: 1.9<br>Modeling with functions              | 9/2 Module: 1.10<br>The unit circle                          | 9/4 Module: 1.11<br>The trigonometric functions     |
| 9/7<br>University Closed: Labor Day                      | 9/9 Module: 2.1<br>Complex Numbers                           | 9/11 Module: 2.2<br>Quadratic functions             |
| 9/14 Module: 2.3<br>Power and polynomial functions       | 9/16 Module: 2.4<br>Graphs of polynomials                    | 9/18 Module: 2.5<br>Dividing polynomials            |
| 9/21 Module: 2.6<br>Zeros of polynomials                 | 9/23 Module: 2.7<br>Rational functions                       | 9/25 Module: 2.8<br>Inverse and radicals functions  |
| 9/28 Module: 2.9<br>Modeling using variation             | 9/30 Module: 3.1<br>Exponential functions                    | 10/2 Module: 3.1, 3.2<br>Exponential and logarithms |
| 10/5 Module: 3.2<br>Exponential and log equations        | 10/7 Module: 3.3<br>Logarithmic properties                   | 10/9 Module: 3.4<br>Exponential and log equations   |
| 10/12 Module: 3.5<br>Exponential and log modeling        | 10/14 Module: 3.6<br>Angles                                  | 10/16 Module: 3.7<br>Right triangle trigonometry    |
| 10/19 Module: 3.8<br>Graphs of sine and cosine           | 10/21 Module: 3.8, 3.9<br>Graphs of the other trig functions | 10/23 Module: 3.10<br>Inverse trig functions        |
| 10/26 Module: 3.10<br>Inverse trig functions & triangles | 10/28 Module: 4.1<br>Fundamental trig identities             | 10/30 Module: 4.2<br>Sum and difference identities  |
| 11/2 Module: 4.3<br>Double-angle & half-angle            | 11/4 Module: 4.4<br>Trig equations                           | 11/6 Module: 4.5<br>Law of sines                    |
| 11/9 Module: 4.6<br>Law of cosines                       | 11/11 Module: 4.7<br>Polar coordinates                       | 11/13 Module: 4.8<br>Polar equations and graphing   |
| 11/16 Module: 4.9<br>Polar form of complex numbers       | 11/18<br><b>Review for exam 4</b>                            | 11/20<br><b>Exam 4</b>                              |
| 11/23<br>x-----                                          | 11/25<br>Thanksgiving Break - No classes                     | 11/27<br>-----x                                     |
| 11/30 Module: 5.1<br>Series, final exam review           | 12/2<br>Final Exam Review                                    | 12/4<br>Reading Day, No classes                     |
| 12/7<br>Final Exam Week                                  | 12/9<br>Final Exam Week                                      | 12/11<br>Final Exam Week                            |

# Recitation Calendar - Math 1650 - Fall 2026

This is a tentative calendar and may be changed at any time

| Tuesday                                                | Thursday                               |
|--------------------------------------------------------|----------------------------------------|
| 8/18<br>Problems from modules 1.1                      | 8/20<br>Problems from modules 1.2, 1.3 |
| 8/25<br>Problems from modules 1.4, 1.5                 | 8/27<br>Problems from module 1.6       |
| 9/1<br>Problems from modules 1.9                       | 9/3<br>Problems from module 1.10       |
| 9/8<br><b>Review for Exam 1</b>                        | 9/10<br><b>Exam 1 (Module 1)</b>       |
| 9/15<br>Problems from module 2.3                       | 9/17<br>Problems from module 2.4       |
| 9/22<br>Problems from module 2.6                       | 9/24<br>Problems from module 2.7       |
| 9/29<br><b>Review for Exam2</b>                        | 10/1<br><b>Exam 2 (Module 2)</b>       |
| 10/6<br>Problems from module 3.2                       | 10/8<br>Problems from module 3.3       |
| 10/13<br>Problems from module 3.5                      | 10/15<br>Problems from module 3.6      |
| 10/20<br>Problems from module 3.8                      | 10/22<br>Problems from module 3.8, 3.9 |
| 10/27<br><b>Review for Exam 3</b>                      | 10/29<br><b>Exam 3 (Module 3)</b>      |
| 11/3<br>Problems from module 4.3                       | 11/5<br>Problems from module 4.4       |
| 11/10<br>Problems from module 4.6                      | 11/12<br>Problems from module 4.7      |
| 11/17<br>Problems from module 4.9                      | 11/19<br><b>Review for Exam 4</b>      |
| 11/24<br>x----- Thanksgiving Break - No classes -----x | 11/26                                  |
| 12/1<br>Final Exam Review                              | 12/3<br>Final Exam Review              |
| 12/8<br>Final Exam Week                                | 12/10<br>Final Exam Week               |

**Course Structure:** Between lecture and recitation this course meets in person on campus five (5) days per week, punctual attendance is expected. This means you are expected to physically attend each class period this semester. **There is no remote/online option.**

**Course Objectives:** Upon successful completion of this course, learners will be able to:

- Apply properties of functions to graphing and modeling.
- Solve equations involving algebraic and transcendental functions.
- Use graphing techniques to graph algebraic and transcendental functions, without using technology.
- Identify and determine exact and approximate trigonometric function values in both radians and degrees.
- Prove trigonometric identities.
- Solve right and oblique triangles.
- Define polar coordinates and graph polar equations.

**Minimum Technology Requirements:**

- Access to a computer, tablet, or laptop that is compatible with all required apps for the course
- Access to reliable internet
- A scientific or basic graphing calculator (TI-84 or equivalent) is recommended

**Technical Skills & Digital Literacy:**

- Navigate Canvas and XYZ Homework
- Scan documents and create pdf files (there are several free scanning apps for phones or tablets like Adobe Scan or Office Lens)
- Upload documents to Canvas
- Complete assignments on XYZ Homework

**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.

Cooperation is encouraged in doing the homework assignments but not allowed on the quizzes/tests/exams. If you are caught cheating, you will be subject to any penalty the instructor deems appropriate, up to and including an automatic F for the course. Furthermore, a letter will be sent to the appropriate dean. Refer to the following university site for the official policy with regards to academic dishonesty. The website is: <https://facultysuccess.unt.edu/academic-integrity>.

**Unauthorized Aids During Examinations and Assessments:** Students may use only those materials and resources that are expressly authorized by the instructor for a particular examination or assessment. Touching, holding, or accessing any unauthorized aid during the examination period constitutes a violation of the Student Code of Conduct, regardless of whether the aid is used.

Any item that may be considered an unauthorized aid must be kept out of view and in a closed container (e.g. zipped backpack, buttoned purse, etc.) during the entirety of the examination or assessment.

Unless specifically authorized in writing by the instructor, prohibited aids include, but are not limited to:

- Mobile phones and smartphones

- Smartwatches and fitness trackers with communication, recording, or internet capabilities
- Tablets, laptops, and other computing devices
- Earbuds, headphones, and other audio devices
- Smart glasses, cameras, recording devices, and wearable technology
- Artificial intelligence (AI) tools, chatbots, and other generative AI technologies
- Notes, textbooks, study guides, formula sheets, or reference materials
- Any other device, material, or resource not expressly permitted by the instructor

Students are responsible for clarifying any questions about permitted materials before the examination begins.

**Disability Accommodations:** The University of North Texas makes reasonable accommodation for students with disabilities. Students needing a reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students 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 meet with faculty regarding their accommodations during 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 <https://studentaffairs.unt.edu/office-disability-access>. 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 the UNT Learning Management System (LMS) for contingency plans for covering course materials.

## Welcome to UNT!

As members of the UNT community, we have all made a commitment to be 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. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## 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) (https://clear.unt.edu/online-communication-tips) for more information.

## Online Course System

The University is committed to providing a reliable online course system to all users. However, 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](https://www.unt.edu/helpdesk) (https://www.unt.edu/helpdesk)

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

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.

### 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/) (<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) (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](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 e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (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 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](mailto: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/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto:spot@unt.edu).

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

### 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/) (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](mailto: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) (<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

In case 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 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>)

- [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://idea.unt.edu/multicultural-center) (https://idea.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://idea.unt.edu/pridealliance) (https://idea.unt.edu/pridealliance)
- [UNT Food Pantry](https://studentaffairs.unt.edu/food-pantry) (https://studentaffairs.unt.edu/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 Center](https://writingcenter.unt.edu/) (https://writingcenter.unt.edu/)
- [Math Lab](https://learningcenter.unt.edu/math-lab) (https://learningcenter.unt.edu/math-lab)

#### 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.