**(Brief Syllabus)**

**Instructor Contact**

**Name: Dr. Steven W. Smith, Ed.D.**

**Phone Number: (817) 403-9845** (This is a personal cell phone reserved for class. If I'm available, I'll answer; however, in case I don't, use Canvas Messaging instead of leaving voice messages or text.)

**UNT Computer Science and Engineering Office: (940) 565 2767**

**CSCE 4355-001, Database Administration,** TuTh 1:00PM - 2:20PM NTDP B190
This class is offered in a face-to-face format; however, the class will be live-streamed on Zoom, recorded, and posted on Canvas. What you choose to do with respect to attendance is between you and the provost. You are expected to attend. If you choose not to do so, you're on your own. The lectures will be recorded and posted... and will be held responsible for them!
The lab is unstructured and optional... you don't have to attend.

**Office Hours: 1430 - 1520 Tuesday and by appointment on Zoom**
Office: F236 (It's not \*really\* an office, but it’ll do.)
During these hours, I will also be on Zoom: <https://unt.zoom.us/j/4441420458>  and will usually answer my phone if I'm not with a student. (Other times on Zoom by appointment.)

**Email:** *Please use Canvas messaging* ***exclusively*** *for class communication.*
If you need to send UNT email, find it here: <https://facultyinfo.unt.edu/faculty-search>;
however, you will receive a much timelier response by using Canvas messaging because I check that several times a day... I check UNT email at least weekly.

**TA:** Haeshitha Indukuri
Office hours -Tuesday(3:00 pm -4:00 pm)
Zoom (default):
https://zoom.us/j/8193209932?pwd=eXV8brO0dgI3tUn7WxXgzKVFzr2sOO.1
 Personal Meeting ID- 819 320 9932

Physical (by request):
Discovery Park, Room No: F236

You should use Canvas for all class communication

(Disclaimer: Versions listed subject to change as later versions become available.)
**Textbook:** This class will use the online documentation for PostgreSQL, version 17.5
<https://www.postgresql.org/docs/17/index.html>
The upside is that you don't have to buy a $250 textbook that'll soon be obsolete!

**Class Software:** This class will use Ubuntu 2504 (x86/64, amd64 plucky image built on 2025-07-10) on the Google Cloud Platform running PostgreSQL version 17.5. In general, SQL syntax is consistent; however, there are slight syntactic variations between platforms. You *must* use the class platform because that's what the grader will use to check your program. Installation and configuration instructions are on Canvas.

We have had some rough spots running the Ubuntu Desktop on Ubuntu version 2402. I am hopeful that these will be fixed in version 2504; however, I have not completely tested it. We can back up to an earlier version for the desktop if we must.

The class Canvas page will become available on Monday, '8/18/2025' @ 1200 (noon). If you have questions, please see the introductory recording posted in the last module (*Recorded Lectures*), then send me a Canvas message… *please do not use UNT email for class business*.

I am looking forward to the semester!
Dr. Smith

**CSCE 4355-001 / Database Administration
(Long Version)**

Face-to-Face Delivery
8/18/2025 - 12/12/2025

**Course Description**

CSCE 4355 (Database Administration) is a three-semester-hour course wherein students will build competence in the installation, configuration and tuning of databases, managing and optimizing schemata, tables, indexes, and views, creating logins, configuring permissions, assigning roles, and performing other essential security tasks. Students will develop strategies to implement and automate backup and recovery operations as well as routine database maintenance. Additionally, students will gain skills in writing server-side procedural code by developing code to support a web interface and database trigger functions.

This class is formatted for face-to-face delivery. This means that it was designed assuming classroom attendance; however, I am aware that your life may encroach on that. The class lectures will be live-streamed, recorded, and posted. Please understand: if something is in that recording, you are absolutely responsible for it! I will, from time to time, issue coding directives that are designed to detect AI generation. If you violate these directives, your paper will receive a zero. This is harsh; however, AI generation has become a huge issue. According to UNT policy, your attendance is required... but I am not required to enforce that policy, so you're on your own.

**Assignment Grades** it is my objective that grades will be posted on Canvas within five working days of the assignment's due date.

**Grade Calculation:** Student grades will be calculated by summing the student's grades and dividing by **[the sum of points possible minus that sum\*0.06]**.  Stated another way, I subtract 6% from the denominator.  IOW, you start with more than 100%.  Now, Canvas will show you a raw average.  To calculate your grade, sum your grades and divide by [the possible sum minus 6%].  Since I expect \*about\* 1600 points available, that means that a perfect score would be about 116 points.  (Disclaimer: I have never known \*exactly\* how many assignments we will finish, and I have quit trying.)  Now you know how your final grade will be calculated, and you may count on no surprises!  The corollary to this is that there are no extensions... if you can't finish, turn in what you have.

Grading (about what you expect)

A: >=90

B: 80-89

C: 70-79

D: 60-69

F: <60

The programming assignments will be evaluated thus:

• Does it produce correct output on all legal input? 70%

• Does it demonstrate sound programming practice? 20%

• Format and spelling: 10%

Some code may require testing. In that case the first bullet will split:

• Does it produce correct output on all legal input? 35%

• Is it thoroughly tested? 35%

**Assignment Due Dates:**  At the appointed time (usually 2359) on the due date, the assignment will lock, and the assignment will be graded.  I have large sections and simply cannot offer *extensions* for any reason.  (If you have a medical emergency and require an exception, please contact the Dean of Students' office.)

But I am not entirely heartless. If you miss a deadline, your grade will be zero; however, I will open the assignments for late submission during finals week for 50%. (Assignments rejected for not following my coding directives may not be resubmitted.)

 Please do not attach your late assignments to email or a Canvas message.  Email is not integrated into the gradebook; assignments must come in via Canvas turn in.

For large project due dates, these will be accepted late. The penalty will be 2^(n-1) points where n is the number of days (or parts of days) you are late. If you need an extra day or two on a project, it's not a big deal; however, it is an ***exponential penalty***... I should not need to explain any further.

**Course Outcomes:**

1. Install, configure and tune a database.
Homework/Lab 0
2. Maintain and administer servers and server groups.
3. Manage and optimize schemas, tables, indexes and views.
4. Create logins, configure permissions, assign roles and perform essential security tasks.
Homework 4
5. Provide adequate backup and recovery strategies and maintenance.
6. Develop scripts to automate much of the data administration necessary.

**Course Structure**
This is a 16-week course presented in a face-to-face format.  The lectures will be live streamed on Zoom, recorded, and posted to Canvas. UNT policy requires you to attend class; however, that requitement is enforced by the Provost, noy by me! On the other hand, you are responsible for the content of the lecture!

**Course Prerequisites or Other Restrictions**

CSCE 4350 with a grade of C or better.

**Course Objectives**

**Upon successful completion of this course, students will:**

* **Install, configure and tune a database.**
	+ Install a Database platform and Management System
	+ Configure the system appropriately
	+ Addressed in *Homework/Lab 0*
* **Maintain and administer servers and server groups.**
	+ Create servers and server groups.
	+ Explain why we do so.
	+ Covered in ***Homework/Lab 0***
* **Manage and optimize schemata, tables, indexes and views.**
	+ Define the concept of a database schema.
	+ Create and maintain database schemata.
	+ Maintain tables and views.
	+ Describe a database index.
		- state when and why we create database indexes.
		- List the criteria for creating an index.
		- Describe how a B+ tree implements an index.
	+ Create user logins and assign permissions and ownership.
		- Create and maintain roles.
	+ Covered in ***HW 4****.*
* **Create logins, configure permissions, assign roles and perform essential security tasks.**
	+ Covered in ***HW 1***
* **Provide adequate backup and recovery strategies and maintenance.**
	+ Create and implement a backup and recovery plan.
	+ Covered in ***HW 6***
* **Develop scripts to automate much of the data administration necessary.**
	+ Covered in ***Homework 2 & 3***, (et. al.)

**Teaching Philosophy**

* This is an upper-division, senior-level, university-level class. I teach in an adult environment.
* I do not drop students who stop attending. You signed up for this class; if you choose to drop, it is your responsibility to complete the paperwork.
* I do not like deadlines any more than you like them; however, we must have them.  I have tried managing the class with unstructured due dates.  (Therein lies madness and folly!)  You deserve a class that is consistent and well-managed.  While I reserve the ability to adjust assignment due dates, if they are adjusted, then that will be handled globally.  It is simply not possible to grade assignments fairly that are trickling in.  Thus, the turn-in deadlines must be inflexible and consistent.  Please don't ask for an individual extension. (See my policy regarding late assignments above.)

**Coding Conventions**:
This class will require specific and strict coding conventions with respect to logic and code format. Many of these requirements will apply to writing clean, readable SQL code. Another reason for strict formatting goes to the fact that it is fairly easy to generate working SQL code using artificial intelligence: one simply creates the query using a GUI (*pg\_admin* is one such GUI that we will discuss if time permits), then show the SQL view and copy it. Everyone who does this will submit the same code and will receive a grade of zero for the assignment. I have generated enough code such that I and the assistants are able to detect it easily. (A.I. is good at some things; however, writing original code is not one of them!)

**Materials**

This class will use public domain documentation for open-source software and available web-based tutorials.  We will not have a printed textbook.  PostgreSQL has a very good online manual found at: [https://www.postgresql.org/files/documentation/pdf/17/postgresql-17-US.pdf](https://www.postgresql.org/files/documentation/pdf/17/postgresql-17-US.pdf%C2%A0) (Links to external site.) It's 3,226 pages! Happy reading! (I didn't make you buy it, did I?) Google is your friend and usually takes you into that document; although older releases tend to be consistent, be sure you're looking at version 17.

**Course Technology & Skills**

**Minimum Technology Requirements**

Twenty years ago, this class could have been completed using only the school's computer lab.  Today, you will need a computer capable of connecting to the Google Cloud Platform and displaying a virtual machine... and most are. If you have a Macintosh, don't ask \*me\* for help with it.

**Course Requirements**

We will have a **project** that will be submitted about mid-term and will be worth 150 points of the grade. In addition, we will submit the final version, also worth 150 points.

**Programming assignments**: I reserve the right to adjust the number of assignments as needed throughout the semester; however, in previous semesters, these typically sum to about 700 points. Everything is summed and divided by the total points available… these are expected to be, but not required to be, 1,000 points. In this scheme, all "points" are weighted equally; however, some assignments carry more points than others.

I have written more programming assignments than I will actually assign. Some of these I might use as lecture demonstrations. If an assignment has zero points and no due date, you have nothing to turn in.

The following schedule reflects my best laid plans for the semester; however, I have yet to see a full semester plan that survived very long past the first meeting.

Important dates:

Last regular class day.

"Reading Day" (whatever that is, no class)

Final Exam

**Lecture Attendance**

A class presented in a face-to-face format meeting Tu-Th.

If I say it in lecture, then you are responsible for it! Students who are skilled programmers in other languages sometimes receive a poor grade in this class because I am very strict on coding conventions that I will establish explicitly, and SQL is an "odd duck" of programming languages.

The following schedule reflects my best laid plans for the semester; however, I have yet to see a full semester plan that survived very long past the first meeting.

| **Schedule** | **Assignment** | **Meeting Date** |  |
| --- | --- | --- | --- |
| **Week 1 – Install & Configure Software**ABET Objective 1: Install, configureand tune a database. | **HW/Lab0** |  8/19 & 21 |   |
| **Week 2 - Transactions and Compilation Units** | **HW 1** |  8/26 & 29 |   |
| **Week 3 - Procedural Programming** | **HW 2** |  9/2 & 4 |   |
| **Week 4 - The PHP Interface** |  |  9/9 & 11 |   |
| **Week 5 - Functional Programming**ABET Objective 1: Install, configureand tune a database. | **HW 3** |  9/16 & 18 |   |
| **\Week 6 - More Procedures & Functions;Creating and using indexes and views.**ABET Objective 3: Manage and optimize schemata, tables, indexes and views. |  |  9/23 & 25 |   |
| **Week 7 - Users & Groups;Permissions, ProceduralSecurity, SQL Injection**ABET Objective 4: Create logins, configure permissions, assign roles and perform essential security tasks.Also:ABET Objective 2: Manage and optimize schemata, tables, indexes and views. | **HW 4** |  9/30 & 10/2 |   |
| **Week 8 - Continue Procedural Programming, Exception Handling** |   | 10/7 & 9 |   |
| **Week 9 - Project Part 1 Due** | **HW 5****150 Points** | 10/14 & 16 |   |
| **Week 10 - Using PG\_Admin**ABET Objective 6: Develop scripts to automate [as] much of the data administration [as practicable].Also:ABET Objective 5: Provide adequate backup and recovery strategies and maintenance**.** |  | 10/21 & 23 |   |
| **Week 11 - Advanced PHP and PG/SQL** | **HW 6** |  10/28 & 30 |   |
| **Week 12 -  Database Triggers** |  |  11/4 & 6 |   |
| **Week 13 - Continue PHP , advanced concepts** | **HW 7** | 11/11 & 13 |   |
| ***Week 14 - Review*** | ***HW 8 (?)*** | 11/18 & 20 |   |
| ***Week 15 - Semester Project Due / Final*** | ***150 points*** |  |   |
| ***Total:***The programming assignments might not fall on the exact week; although, the project due dates will to the best of my ability. | ***1000*** |  |   |

**Artificial Intelligence**

SQL is an early example of an A.I. language. It lends itself to generation by A.I.; however, its coding syntax is easily recognized when one does so. As we go, I will specify explicit coding conventions that you must follow carefully. The class coding conventions all have a solid logical basis *and* will not be code that A.I. would generate. (A.I. tends always to generate the same code that does not conform to the class convention, so it's fairly easily spotted.)

Also, we use a detection algorithm to discourage duplicate submissions. Do not allow anyone to copy your work; however, it is acceptable to discuss the solution.

A.I. generation and duplicate submissions are the most frequent infractions. I sincerely hope not to have to deal with any of these. (A good way to protect yourself is to save development drafts; I don't bring cheating charges unless I am certain.)

**SPOT Course Evaluations**

I hope that you have a positive experience in this class; however, I have been teaching way too many years to believe that everyone will be pleased. Be you pleased or naught, I do ask that you complete the SPOT evaluation for which you will receive a link toward the end of the semester.

It might be that I am past my time to retire and am too far out of it to realize that. If this is so, then you must speak up for both of our sakes... otherwise, who will tell me?

In the past, my average rate of student participation has been about 50%... on a good semester. In an attempt to raise this rate, I will offer an incentive to the class. If we achieve an 80% participation rate in SPOT, I will use 7% as the adjustment factor instead of 6%.

There will be no penalty for \*not\* achieving a participation >80%.

I have no way of knowing how the evaluations were filled out... only raw, aggregated numbers.

I will remind you of this when the administration publishes the links to the SPOT instrument.

**Boiler Plate (Required Content):**

**Attendance**

(Required text:) Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

(Required text:) If you are experiencing any symptoms of COVID-19 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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

If you are experiencing symptoms consistent with Covid-19, it is for this reason that all lectures will be simul-cast on Zoom, recorded, and linked from Canvas.  It is not necessary that you contact me prior to missing a class; there is nothing I can do about it.

**Class Materials for Remote Instruction**

(Required text:) 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.

**Class Recordings**

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.

**Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

**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.

[Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

(https://clear.unt.edu/supported-technologies/canvas/requirements)

**Computer Skills & Digital Literacy**

Here is a list provided by the university; it looks reasonable to me.

* Using Canvas
* Using email with attachments
* Downloading and installing software

Basically, this class is not an introduction to using a computer.  You must be able to open a file, edit the file, and save it.

**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) (http://www.unt.edu/helpdesk/index.htm)

**Email**: helpdesk@unt.edu

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

**Walk-In Availability**: 8am-9pm

**Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

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

**Rules of Engagement**

(Required Content) 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.

**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.  SPOT evaluation links are usually emailed about week 12 of the semester.

**University statement:** 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

* In this course, my responsibilities include helping students grow and learn, providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, and reviewing and updating course content.
* I will reply to Canvas messages sent during business hours on the same day or the following day if sent after 1800 hrs.  When assignments are submitted on time, I will turn them around within 72 hours; if you're late, you'll get them when I get them graded.
* Please do not use university email for class business. I have no response requirements for email.

Syllabus Change PolicyA syllabus is a contract, mine will only change by executive order from the institution.

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**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 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 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 [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/) (http://spot.unt.edu/) or email 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 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) 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.

**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](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

**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://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/>)