

UH-Clear Lake Transition Checklist

As a future student at the University of Houston-Clear Lake, please review and check each statement below as it pertains to you in order to have smooth transition to our campus.

All of these topics and more are covered at New International Student Orientation. Reference [New International Student Orientation](#), webpage for additional questions.

Table of Contents

Checklist for All International Students	2
1. Student ID Number	2
2. UHCL Student ID Card	2
3. UHCL Email	2
4. Register for Classes	4
5. Academic Advising	7
6. Tutoring.....	7
7. Payment Deadlines Academic Calendar and Student Business Services	8
8. Financial Assistance.....	8
9. New International Student Orientation – mandatory	9
10. Student Life Policies	9
11. Immunization and Immunization FAQ	9
12. Parking Permit.....	10
International Students: Once you come to university	10
1. Immigration Documentation – This is required of all new F-1 students	10
2. Health Insurance	10
3. Student Orientation	10
4. Intercultural Student Services.....	10
Additional Information.....	11
1. Student Organizations.....	11
2. SGA - UHCL Student Government Association.....	11
3. Women & LGBT Services	11
Contact Summary.....	12

Checklist for All International Students

1. Student ID Number

Your Student ID number is a unique number permanently assigned by the university and is sent to your UHCL email. Use your ID to access [E-Services](#) with the given password.

If you forget your E-Services password:

- a. Click on Request “A New Password” - E-Services login webpage.
- b. Provide your student ID number.
- c. A new password is sent to your UHCL email.

Your Student ID allows you to:

- Use the UHCL [Computer Labs](#).
- Check out items from the [Library](#).
- Cash checks at [Student Business Services](#).
- Use the [Fitness Zone](#).
- Use other services that require Student ID.

2. [UHCL Student ID Card](#)

Bring the following required documents to [Student Life](#) in SSCB 1.202.04 anytime after your arrival and payment of tuition to get your student ID card:

- a. Photo ID- original required
- b. Your tuition receipt

Office hours of Student life are

Mon - Thu: 8:00 am - 7:00 pm

Fri: 8:00 am - 12:00 pm

3. [UHCL Email](#)

It's the official email for electronic communication between students and UHCL faculty & staff. Check Your UHCL email account regularly or set up email forwarding.

Accessing webmail on UHCL website.

- On the main page of UHCL website



- The login page requires the user ID and password. The password is in the following format “**pstudentID\$**”. This password can be changed later through forgot password link.

STUDENTS: You must type the domain "pclab\" before your UserID **example: pclab\SmithT1234**;
Domain of "uhcl\" OK, but not necessary for faculty/staff logins

Microsoft® Outlook® Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

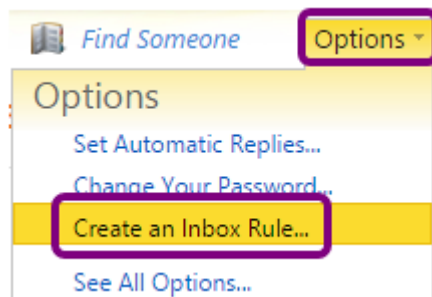
- Use the light version of Outlook Web App

Domain\User ID:	<input type="text"/>
Password:	<input type="password"/>

[Sign in](#)

[Forgot Your Password?](#)
[Forwarding Email](#)
[WebMail Support](#)
[Student User ID Lookup](#)

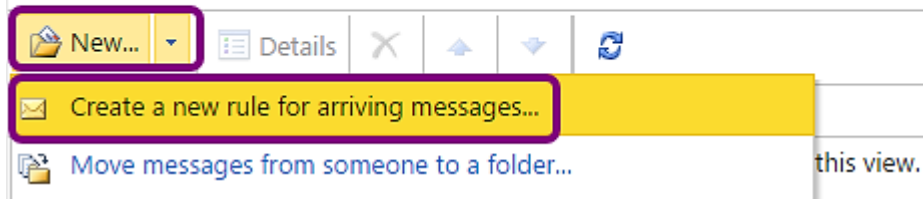
- Set up email forwarding
 - a. Log into your UHCL email account.
 - b. Expand Options - upper left of Webmail screen > Create an Inbox Rule



- c. Expand New > Click Create a new rule for arriving messages

Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you



- d. In When the message arrives option: select Apply to all messages
 - > In Do the following option: select Redirect the message to
 - > Click Select people > Address book displays
 - enter your personal email account

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to...

* [Select people...](#)

- e. Click Ok to close Address book > Click Save to save the settings.

4. Register for Classes

- a. Log into [E-Services](#) by typing your UHCL student ID number and password. If you have a temporary password for E-Services, make sure to change it.
 - **Obtain a class schedule**
 - E-Services > Learner Services section
 - Enrollment > Class Search/Browse Catalog
 - **Check Registration Appointment time** by one of the following ways:
 - Check UHCL email regarding appointment time.
 - E-Services > Learner Services section
 - Enrollment > Enrollment Dates
 - Contact the Student Assistance Center for assistance.
 - **Check Course Prerequisite**
 - Check the description of each course in the course catalog.
 - Contact your academic advisor if you are required to take a prerequisite for a course before registering for the course itself.

- Course overrides: Contact the Office of Academic Advising instead of seeing the faculty member.

b. Register for classes

1. Search for classes.

- E-Services > Learner Services section
 > Enrollment > Class Search/Browse Catalog > Enter search criteria
- Select Term, Session, Subject, Course Number and Course Career.
 More additional options can be selected in the webpage.
 Notice: The default is Show Open Classes Only.
- Click the Search button at the bottom of the webpage.
 A list of available classes displays.

Search for Classes

Enter Search Criteria

2. Select classes.

Find your desired classes, and click Select button on the far right of the class info.

36 class section(s) found

ACCT 2301 - Principles of Accou			Syllabus	Status	
Class	Section	Days & Times			
22649	01-LEC Regular	TuTh 10:00AM - 11:20AM			select

3. Add to shopping cart.

- The Shopping Cart with Enrollment Preference displays.
 Make any appropriate changes. Click Next to continue.

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Fall 2015 | Graduate | UH-Clear Lake

ACCT 2301 - Principles of Accounting I

Class Preferences

ACCT 2301-01	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Graded
			Units	3.00
			Instructor	Sorensen,Susan Marie <input type="text"/>

CANCEL **NEXT**

- In the Search Result page, the added class is displayed. Click the link to your Shopping Cart.

[Shopping Cart](#) **show all**

ACCT 2301 TuTh 10:00AM - 11:20AM
Bayou Building 3332

4. Enroll for selected classes.

The Shopping Cart displays your class selection. Check your desired classes > Click Enroll

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

Fall 2015 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACCT 2301-01 (22649)	TuTh 10:00AM - 11:20AM	Bayou Building 3332	S. Sorensen	3.00	<input checked="" type="radio"/>

for selected: **delete** **validate** **enroll**

5. [Academic Advising](#)

Contact your academic advisor:

- You are assigned an advisor from your school, transfer advising or UAAC, University Academic Advising Center, once you have been admitted to the university.
- Visit the website or email the Advising for more information:
 - [College of Business](#)
email: busadvoff@uhcl.edu
 - [College of Education](#)
email: education@uhcl.edu
 - [College of Human Sciences and Humanities](#)
email: hshadvising@uhcl.edu
 - [College of Science and Engineering](#)
email: sceadvising@uhcl.edu
 - [University Academic Advising Center](#)
email: advisingcenter@uhcl.edu
- [Transfer advising](#) - **E-mail:** transfer@uhcl.edu

CPS - Candidate Plan of Study:

- CPS outlines the required coursework for a student to complete a desired degree and is developed with your academic or faculty advisor depending on program.
- All international students should have CPS on file.

6. Tutoring

- [Student Success Center](#)
email: studentsuccesscenter@uhcl.edu
 - Peer tutoring mentoring
 - Academic coaching
 - Supplemental instruction
- [Writing Center](#)
email: writingcenter@uhcl.edu
 - Help for your writing projects
 - One-on-one / group tutoring
 - Optional online tutoring using email and instant message
- [Math Center](#)
email: mathhelp@uhcl.edu
 - Math tutoring and resources in math classes

7. Payment Deadlines

[Academic Calendar and Student Business Services](#)

UHCL Academic Calendar shows the deadlines, and dates are subject to change every semester. Student Business Services website provides all the necessary information related to deadlines, tuition, fees and the payment plan.

The screenshot shows the University of Houston Clear Lake website. The top navigation bar includes links for Home, Academics, Admissions, Students, Alumni, Community, Faculty/Staff, and About. Below the navigation bar, there are links for E-Services, WebMail, Blackboard, Phone Directory, and Give to UHCL, along with social media icons for Facebook, Twitter, and YouTube. The main content area is titled 'UHCL Students' and features a sidebar menu on the left with various links. The main content area lists several services with expandable/collapsible buttons: '+ Frequent Contacts', '+ Student Services', '+ Academic Support Services', '+ Academic Advising', and '- Registration'. Under the 'Registration' section, there is a list of links: 'Academic Calendar', 'Registrar, formerly Academic Records', 'Student Business Services, formerly Cashier, includes Tuition and Fees', and 'Class Schedule'. The 'Student Business Services' link is highlighted with a purple box.

Notice: Courses are automatically dropped if you fail to pay the tuition and fees by the deadline.

8. [Financial Assistance](#)

- **Funds:**

If you are a financial aid recipient who has been awarded a grant or scholarship, these funds are applied directly to your student account.

- **Refunds are:**

- Processed the first week of classes.
- Issued after the semester's drop/add period if the funds create a credit balance on your account.
- Sent to your [UHCL OneCard](#) refund preference.

UHCL OneCard is the official refund disbursement card for the university and is mailed directly to your mailing address.

When you receive your UHCL OneCard, activate it and choose one of the following delivery methods:

- Easy Refund: Direct deposit to a new free checking account and debit card
- Electronic Transfer: To an existing bank account

- Paper Check

Use the UHCL OneCard at:

- [Student Business Center](#): Pay tuition and fees
- [Bookstore](#)
- [Patio Café](#)

- **Short Term Loans:**

A short-term loan may be available if your student financial aid has not been finalized.

- Contact [Office of Student Financial Aid](#) in SSCB 1.105,
or [Student Assistance Center](#) in SSCB 1.102 for more information.

9. [New International Student Orientation](#) – mandatory

Register using E-Services:

- Student Orientation section > Click New International Student Orientation
- Contact [New International Student Orientation](#) for more information.

As part of New International Student Orientation (NISO), the Office of International Admissions and Programs (OIAP), provides a complimentary one time pick up from George Bush Intercontinental Airport or Hobby Airport for arriving new international students. The link for the form is available in the above NISO hyperlink.

10. [Student Life Policies](#)

Download the handbook or pick up a printed version from:

- Bayou 2523: Associate Vice President of Student Services
- SSCB 1.201: Dean of Students Office
- SSCB 1.102: Student Assistance Center

11. [Immunization](#) and [Immunization FAQ](#)

Texas law requires that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration.

You will not be able to register for classes without providing proof or exemption for this vaccination.

The vaccine must be received 10 days before the first day of the semester.

Academic Records:

- In-person: Student Assistance Center in SSCB 1.102
- Fax: 281-283-2530
- Email: Not permitted.
- Mail:

University of Houston-Clear Lake
Attn - Immunization
2700 Bay Area Blvd
Box # 86
Houston, TX 77058-1098

12. [Parking Permit](#)

- If you drive a car on campus, you need to purchase a parking permit.
Note: The parking permit is a separate item and is not included in the Schedule of Charges.
- Purchase your [parking permit online](#) and it is sent to you by mail.
- Contact [UHCL Parking](#) for assistance.

International Students: Once you come to university

1. [Immigration Documentation](#) – This is required of all new F-1 students

- Log into <https://apps.uhcl.edu/isd>
- Click on New Student Forms – “F-1 New Student Check-In”
- Upload a copy of your
 - I-20
 - Passport ID page(s)
 - U.S. visa
 - U.S. Admission stamp or I-94

2. [Health Insurance](#)

Health Insurance is charged automatically on all F-1 and J-1 student’s tuition/fee bill for the semester. You will receive the health insurance card in the mail after the waiver deadline has passed. If you need insurance coverage before that time, please email intladvicing@uhcl.edu. Coverage dates will vary by semester.

To waive the insurance, you must:

- Meet the waiver requirements as stated on the [Office of International Admissions and Program](#) webpage.
- Submit a waiver request online before the due date. You can find information from our website.

3. [Student Orientation](#)

As an international student, you need to attend New International Student Orientation sponsored by International Admissions and Programs. It is mandatory for all new undergraduate international students and for all F-1 and J-1 international graduate students to attend this two-day orientation program. You can register through [E-Services](#).

4. [Intercultural Student Services](#)

Intercultural Student Services, ISS, in SSCB 1.203 provides the following programs:

- [Strictly Speaking](#): Enhance the speaking skills of non-native English speakers through conversation and immersion into U.S. culture.
- [I-Start](#): For new incoming and underrepresented international students that are the only one or a small group of students from their country.

Additional Information

1. [Student Organizations](#)

Get involved in a student organization:

- Fill out the [online Student Organizations Interest Form](#) or stop by Student Life in SSCB 1.204 for more information.

2. [SGA - UHCL Student Government Association](#)

- Comprises internally-selected representatives from recognized student organizations.
- Executive Council appoints as the SGA representatives elect students to university committees to provide input to UHCL administration.
- Representatives vote to approve/deny student organization fund allocations.

Get involved by one of the following ways:

- Contact the SGA Executive Council: sga@uhcl.edu
- Attend the weekly SGA meetings: Tuesdays 11:30am - 12:30pm. Check the location on SGA home page.

3. [Women](#) & [LGBT](#) Services

Women and LGBT services is committed to providing programs that serve the needs of women and LGBT constituencies, and are dedicated to working with groups of all backgrounds, ages, abilities, and educational status.

Contact [Intercultural Student Services](#) in SSCB 1.203 for more information.

Contact Summary

[UHCL's Students Page](#) contains links to all the offices listed below and more:

- a. Academic Advising
 - University Academic Advising Center, 281-283-3087
advisingcenter@uhcl.edu
 - School of Business, 281-283-3110
busadvoff@uhcl.edu
 - School of Education, 281-283-3615
education@uhcl.edu
 - School of Human Sciences and Humanities, 281-283-3333
hshadvising@uhcl.edu
 - School of Science and Computer Engineering, 281-283-3711
sceadvising@uhcl.edu
 - Transfer Advising, 281-283-3068
transfer@uhcl.edu
- b. Academic Record, 281-283-2530
records@uhcl.edu
- c. Office of International Admissions and Programs, 281-283-2740
oiap@uhcl.edu
- d. Intercultural Student Services, 281-283-2575
IISS@uhcl.edu
- e. International Advising, 281-283-2740
intladvising@uhcl.edu
- f. Math Center, 281-283-2460
mathhelp@uhcl.edu
- g. Parking, 281-283-2277
parking@uhcl.edu
- h. Student Assistance Center, 281-283-2722
uhclsac@uhcl.edu
- i. Student Success Center, 281-283-2450
studentsuccesscenter@uhcl.edu
- j. Writing Center, 281-283-2910
writingcenter@uhcl.edu

The above transition checklist has been updated from Orientation and New Student Programs (ONSP) with their consent.