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.

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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.
- 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 want to undo an existing rule, select it and click Remove. If you don’t want to apply a rule, select it and click Remove. To change the order of the rules, select a rule and click Move to raise or lower it.

**New...**  Details  \[ Details  \]

Create a new rule for arriving messages....

Move messages from someone to a folder...

**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](image)

2. **Select classes.**

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

   ![Select classes](image)

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

<table>
<thead>
<tr>
<th>ACCT 2301-01</th>
<th>Lecture</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

Wait List  □ Wait list if class is full
Permission Nbr
Grading     Graded
Units       3.00
Instructor  Sorensen, Susan Marie

- 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
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](mailto:busadvoff@uhcl.edu)
  - [College of Education](mailto:education@uhcl.edu)
  - [College of Human Sciences and Humanities](mailto:hshadvising@uhcl.edu)
  - [College of Science and Engineering](mailto:sceadvising@uhcl.edu)
  - [University Academic Advising Center](mailto:advisingcenter@uhcl.edu)

- **Transfer advising** - E-mail: [transfer@uhcl.edu](mailto: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](mailto:studentsuccesscenter@uhcl.edu)
  
  - Peer tutoring mentoring
  - Academic coaching
  - Supplemental instruction

- **Writing Center**
  email: [writingcenter@uhcl.edu](mailto: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](mailto: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.

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 intladvising@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. **Student Diversity, Equity and Inclusion**

   Office of Student Diversity, Equity and Inclusion, 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 [Office of Student Diversity, Equity and Inclusion](#) 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  
     busadvoffic@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. Office of Student Diversity, Equity and Inclusion, 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.