ONSP: New Student Resources
Updated: February 2, 2016

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 Student Orientation. Reference ONSP, Orientation and New Student Programs, webpage for additional questions.

Table of Contents

Checklist for All Students ........................................................................................................................................ 2
1. Admissions .................................................................................................................................................. 2
2. Student ID Number ..................................................................................................................................... 2
3. UHCL Student ID Card ................................................................................................................................. 2
4. UHCL Email ................................................................................................................................................ 2
5. Register for Classes ................................................................................................................................... 3
6. Academic Advising ..................................................................................................................................... 7
7. Tutoring ....................................................................................................................................................... 7
8. Payment Deadlines  Academic Calendar ..................................................................................................... 8
9. Financial Assistance ................................................................................................................................... 8
10. New Student Orientation - mandatory .................................................................................................. 8
11. Student Life Policies ................................................................................................................................ 8
12. Immunization and Immunization FAQ ..................................................................................................... 8
13. Parking Permit ........................................................................................................................................ 9
14. BankMobile ............................................................................................................................................. 9
15. Events Calendar for Student Services ..................................................................................................... 9

International Students ............................................................................................................................................ 9
1. Immigration Documentation – This is required of all new F-1 students ................................................... 9
2. Health Insurance ....................................................................................................................................... 9
3. Student Orientation ................................................................................................................................... 10
4. Student Diversity, Equity and Inclusion .................................................................................................... 10

Additional Information .......................................................................................................................................... 10
1. Student Organizations............................................................................................................................... 10
2. SGA - UHCL Student Government Association .................................................................................... 10
3. Women & LGBT Services ......................................................................................................................... 11

Contact Summary .................................................................................................................................................. 12
Checklist for All Students

1. **Admissions**
   Confirm your admissions status with Admissions. If accepted, submit transcripts as needed.
   
   If you are a new international student, check your residency classification and admissions status with the Office of International Admissions and Programs, [OIAP](#).

2. **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 Campus Recreation [Fitness Room](#).
   - Use other services that require Student ID.

3. **UHCL Student ID Card**
   Bring the following required documents to [Student Life](#) in SSCB 1.202.04 during or after student orientation to get your student ID card:
   a. Photo ID
   b. Your tuition receipt

4. **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.
   
   • 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

![Image of Create a new rule for arriving messages]

- 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...

![Image of Redirect message to]

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

5. 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.
3. Add to shopping cart.
   - The Shopping Cart with Enrollment Preference displays. Make any appropriate changes. Click Next to continue.

4. Enroll for selected classes.
   The Shopping Cart displays your class selection. Check your desired classes > Click Enroll
<table>
<thead>
<tr>
<th>Select Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2301-01</td>
<td>TuTh 10:00AM - 11:20AM</td>
<td>Bayou Building 2332</td>
<td>S. Sorensen</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
6. Academic Advising

Contact your academic advisor:

- You are assigned an advisor from your school or UAAC, University Academic Advising Center, once you have been admitted to the university.
- Your appointment time with your academic advisor is sent to your UHCL email.
- Visit the website or email the Advising for more information:
  - University Academic Advising Center
    email: advisingcenter@uhcl.edu
    undergraduate students with 0 - 44 credits for all majors
  - 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

CPS - Candidate Plan of Study:

- CPS outlines the required coursework for a student to complete a desired degree and is developed with your academic advisor.
- Students with 45 credits or more must have a CPS on file with UHCL.

7. 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
8. **Payment Deadlines**

   [Academic Calendar]

   UHCL Academic Calendar shows the deadlines, and dates are subject to change every semester. Notice: Courses are automatically dropped if you fail to pay the tuition and fees by the deadline.

9. **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 BankMobile refund preference.

   - **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.

10. **New Student Orientation** - mandatory

    Register using E-Services:
    - Student Orientation section > Click New Student Orientation
    - Contact [Orientation and New Student Programs](#) for more information.
    - Transfer Student Orientation for students with 30+ credit hours at time of admission
    - SOAR for first-year students with 0-29 credit hours at time of admission and any first-time in college student (regardless of number of credit hours)

11. **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

12. **Immunization** and **Immunization FAQ**

    You must provide proof of your immunization or provide an exemption for the vaccination before you can register for classes. Submit your immunization records to Academic Records as follows:
    - In-person: Student Assistance Center in SSCB 1.102
    - Fax: 281-283-2530
    - Email: Not permitted.
    - Mail:
      University of Houston-Clear Lake
      Attn - Immunization
13. **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.

14. **BankMobile**
    UHCL is partnered with BankMobile to provide refund disbursements.
    You will receive a Refund Selection Kit by mail, with instructions on how to choose one of the following delivery methods:
    - Electronic Deposit to a BankMobile Vibe Account: a new free checking account and debit card
    - Electronic Deposit: to your existing bank account
    - Paper Check: delivered by USPS

    Use the BankMobile debit card at:
    - Student Business Center: Pay tuition and fees
    - Bookstore
    - AllPoint ATM Machines (no surcharge fee)
    - Anywhere MasterCard is accepted

15. **Events Calendar for Student Services**
    Includes campus recreation, movies, workshops, conferences, speakers, and on-campus jobs.
    Bookmark kvisit.com/FuZxy for a dynamic Weekly Calendar listing.

**International Students**

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 Programs webpage.
- Submit a waiver request online before the due date.

3. Student Orientation

If you are 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

Student Diversity, Equity and Inclusion, SDEI, 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 [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
   - College of Business, 281-283-3110
     busadvoff@uhcl.edu
   - College of Education, 281-283-3615
     education@uhcl.edu
   - College of Human Sciences and Humanities, 281-283-3333
     hshadvising@uhcl.edu
   - College of Science and Engineering, 281-283-3711
     sceadvising@uhcl.edu

b. Academic Record, 281-283-2530
   records@uhcl.edu

c. Admissions, 281-283-2500
   admissions@uhcl.edu

d. 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. Orientation and New Student Programs, 281-283-2420
   orientation@uhcl.edu

h. Parking, 281-283-2277
   parking@uhcl.edu

i. Student Assistance Center, 281-283-2722
   SAC@uhcl.edu

j. Student Success Center, 281-283-2450
   studentsuccesscenter@uhcl.edu

k. Writing Center, 281-283-2910
   writingcenter@uhcl.edu