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. Student ID Card ........................................................................................................................................... 2
4. UHCL Email ................................................................................................................................................ 2
5. Register for Classes ..................................................................................................................................... 3
6. View My Class Schedule .............................................................................................................................. 9
7. Academic Advising .................................................................................................................................... 10
8. Tutoring ..................................................................................................................................................... 11
9. Payment Deadlines .................................................................................................................................... 12
10. Student Financial Aid .............................................................................................................................. 12
11. New Student Orientation - mandatory ................................................................................................. 12
12. Student Life Handbook .......................................................................................................................... 12
13. Immunization ........................................................................................................................................ 12
14. Parking – Permit required ..................................................................................................................... 13
15. BankMobile ........................................................................................................................................... 13

International Students .......................................................................................................................................... 14

1. Immigration Documentation ..................................................................................................................... 14
2. Health Insurance ....................................................................................................................................... 14
3. International Student Orientation ............................................................................................................ 14
4. Student Diversity, Equity and Inclusion .................................................................................................... 14

Additional Information .......................................................................................................................................... 15

1. Student Organizations ............................................................................................................................... 15
2. SGA - UHCL Student Government Association ...................................................................................... 15

Contact Summary .................................................................................................................................................. 16
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 OIAP, the Office of International Admissions and Programs.

2. **Student ID Number**
   Your Student ID number is a unique number permanently assigned to you and sent to your UHCL email. Use your Student ID to access E-Services, with the given password.
   If you forget your E-Services password:
   - On the E-Services login page, click Request A New Password.
   - Provide your student ID number.
   - 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 Neumann Library.
   - Cash checks at Student Business Services.
   - Use Campus Recreation’s Fitness Room and participate in activities/events.

3. **Student ID Card**
   To get your Student ID card, bring the following required documents to Student Life in SSCB 1.202.04 during their office hours:
   - Photo ID
   - 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
     - Log into your UHCL email account.
     - Expand Options - upper right 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:

- Select [New...]
- Create a new rule for arriving messages
- Move messages from someone to a folder

- [Apply to all messages]
- [Select people...]

---

d. In When the message arrives option: select Apply to all messages

   > In Do the following dropdown, 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.

5. Register for Classes

The complete process for class registration requires 4 parts:

- Part 1: Class Search
- Part 2: Class Select
- Part 3: Add Class to Shopping Cart
- Part 4: Enrolling for Classes

Contact Student Assistance Center (SAC) online or call 281-283-2722 if you need assistance.

a. Register Part 1: Class Search

Log into E-Services by typing your UHCL username, or student ID number and password. If you have a temporary password for E-Services, make sure to change it.

- Do a general class search

  E-Services > Academic Records
  > Class Search/Browse Catalog

---
> Enter your search criteria for classes.

<table>
<thead>
<tr>
<th>Search for Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Search Criteria</td>
</tr>
</tbody>
</table>

- **Check Registration Appointment time** by one of the following ways:
  - Check your UHCL email regarding appointment time.
  - Lookup using E-Services > Academic Records > Enrollment Dates
  - Contact [Student Assistance Center (SAC)] online, or call 281-283-2722 for help.

- **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 appropriate academic advisor:
    - Freshman/Sophomore: Contact University Academic Advising Center.
    - All others: Contact an academic advisor within the college offering the course you want to register for.

b. **Register Part 2: Select Classes**
  - E-Services > Academic Records > Enrollment: Add Classes
Select Term

Select a term then select Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017</td>
<td>Graduate</td>
<td>UH-Clear Lake</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>Graduate</td>
<td>UH-Clear Lake</td>
</tr>
</tbody>
</table>

Continue

> click Search to Select classes
Use the default Class Search under Find Classes

Add to Cart
Enter Class Nbr
Enter

Find Classes
- Class Search
- My Requirements
- My Planner

Search
- Enter search criteria > Click Search at bottom

Select Session and Subject, It’s recommended you do a general search in case there are slight changes to the course(s) of interest to you. Additional options can be selected.

Note: The default is Show Open Classes Only.

```
<table>
<thead>
<tr>
<th>Search for Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH-Clear Lake</td>
</tr>
<tr>
<td>Select at least 2 search criteria. Specifying as many values as possible will return quicker results.</td>
</tr>
<tr>
<td>Class Search</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Subject</td>
</tr>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>Course Career</td>
</tr>
<tr>
<td>Show Open Classes Only</td>
</tr>
</tbody>
</table>
```

- A list of available classes displays.
Select classes, one at a time.

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

```
The following classes match your search criteria Course Subject: PSYC-Psychology, Show Open Classes Only: No, Session: Regular Academic Session

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Syllabus Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10118</td>
<td>02-LLB</td>
<td>We 8:00AM - 9:50AM</td>
<td>Open</td>
</tr>
<tr>
<td>10119</td>
<td>03-LLB</td>
<td>Mo 10:00AM - 11:50AM</td>
<td>Closed</td>
</tr>
</tbody>
</table>
```

```
Return to Add Classes
New Search  Modify Search
```

```
115 class section(s) found
```

```
PSYC 1100 - Learning Frameworks
```

```
<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Syllabus Status</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10119</td>
<td>03-LLB</td>
<td>Mo 10:00AM - 11:50AM</td>
<td>Closed</td>
</tr>
</tbody>
</table>
```
c. **Register Part 3: Add to shopping cart**

- The Select classes to add - Enrollment Preference screen displays. In this case, Psyc 1100-2 was selected.

![Select classes to add - Enrollment Preferences](image)

- Click Next to continue.
  The Shopping Cart displays the new class selection and a previous class selection.
d. **Register Part 4: Enroll for selected classes**
   - The Shopping Cart displays your class selection(s) in the Confirm classes screen.
     > Click Finish Enrolling

2. **Confirm classes**

   Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

   Fall 2017 | Graduate | UH-Clear Lake

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1100-02 (10118)</td>
<td>Learning Frameworks (Leo Lab)</td>
<td>We 8:00AM - 9:50AM</td>
<td>Bayou Building 1213</td>
<td>W. Romero</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>PSYC 6636-01 (10041)</td>
<td>Clinical Internship (Practicum)</td>
<td>Fr 9:00AM - 11:50AM</td>
<td>Student Services Bld 2306</td>
<td>M. Brown</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
View Results
A Success or Error indicator is displayed with a Message.
Success: A green check in Status indicates you are enrolled for the class.
Error: A red x means you are not enrolled.

If you are unsure what the error message means or have any concerns, contact Student Assistance Center (SAC) online or call 281-283-2722.
Note: Your instructor may not be immediately available, or be able to enroll you in a class.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors

Fall 2017 | Graduate | UH-Clear Lake

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1100</td>
<td><strong>Success</strong>: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>PSYC 6636</td>
<td><strong>Error</strong>: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.</td>
<td>✗</td>
</tr>
</tbody>
</table>

My Class Schedule | Add Another Class

6. View My Class Schedule

Select Term

<table>
<thead>
<tr>
<th>Search</th>
<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Class Schedule</td>
<td>Add</td>
<td>Drop</td>
<td>Term Information</td>
</tr>
</tbody>
</table>

Select a term then select Continue.

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<td>UH-Clear Lake</td>
</tr>
</tbody>
</table>

Continue
7. **Academic Advising**

Contact your academic advisor:

- You are assigned an advisor from your college or UAAC, University Academic Advising Center, once you have been admitted to the university.
- The opportunity to schedule an appointment time with your academic advisor is sent to your UHCL email.
- Visit the website or email Advising for more information:
<table>
<thead>
<tr>
<th>Advising Page</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Advising</strong></td>
<td>See webpage</td>
</tr>
<tr>
<td>International students enrolling in UHCL</td>
<td></td>
</tr>
<tr>
<td><strong>University Academic Advising Center</strong></td>
<td><a href="mailto:advisingcenter@uhcl.edu">advisingcenter@uhcl.edu</a></td>
</tr>
<tr>
<td>Undergraduate students with 0 - 60 credits for all majors</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer Advising</strong></td>
<td><a href="mailto:transfer@uhcl.edu">transfer@uhcl.edu</a></td>
</tr>
<tr>
<td>Students with more than 60 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Off-Campus Advising</strong></td>
<td><a href="mailto:disted@uhcl.edu">disted@uhcl.edu</a></td>
</tr>
<tr>
<td>Student enrolled in a UHCL satellite campus.</td>
<td></td>
</tr>
<tr>
<td><strong>Online Academic Advising</strong></td>
<td>See webpage</td>
</tr>
<tr>
<td>Students enrolling in online programs</td>
<td></td>
</tr>
<tr>
<td><strong>College of Business</strong></td>
<td><a href="mailto:busadvoff@uhcl.edu">busadvoff@uhcl.edu</a></td>
</tr>
<tr>
<td><strong>College of Education</strong></td>
<td><a href="mailto:education@uhcl.edu">education@uhcl.edu</a></td>
</tr>
<tr>
<td><strong>College of Human Sciences and Humanities</strong></td>
<td><a href="mailto:hshadvising@uhcl.edu">hshadvising@uhcl.edu</a></td>
</tr>
<tr>
<td><strong>College of Science and Engineering</strong></td>
<td><a href="mailto:sceadvising@uhcl.edu">sceadvising@uhcl.edu</a></td>
</tr>
</tbody>
</table>

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.

8. Tutoring

- **Student Success Center**
  email: studentsuccesscenter@uhcl.edu
  - Tutoring
  - 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 and physics classes
9. **Payment Deadlines**

The [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.

10. **Student Financial Aid**

   - **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 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.

   - For assistance, contact [Student Financial Aid](#) in SSCB 1.105, or the [Student Assistance Center](#) in SSCB 1.102, or call 281-283-2722.

11. **New Student Orientation** - mandatory

    Register using E-Services:
    - Student Orientation section > Click New Student Orientation
    - Contact [Orientation and New Student Programs](#) for more information.
    - TSO (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)
    - International Student Orientation for all international undergraduate, and F-1/J-1 graduate students.

12. **Student Life Handbook**

    Read online, or pick up a printed version of the Student Life Handbook from:
    - Bayou 2523: Associate Vice President of Student Services
    - SSCB 1.201: Dean of Students Office
    - SSCB 1.102: Student Assistance Center

13. **Immunization**

    You must provide proof of your Bacterial Meningitis immunization or provide an exemption for the vaccination before you can register for classes. Submit your immunization records to the Registrar’s Office as follows:
    - In-person: Student Assistance Center in SSCB 1.102
    - Fax to Registrar’s Office: 281-283-2530
- Mail:
  UHCL Office of the Registrar
  Attn - Immunization
  2700 Bay Area Blvd
  Box # 86
  Houston, TX 77058-1098

- **Upload via E-Services**: Put your Student ID on the top right corner of your immunization record and follow directions on webpage (option 3)

- Email: Not permitted

14. **Parking** – Permit required
   - 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.
   - Email parking@uhcl.edu or call 281-283-2277 for assistance.

15. **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 a delivery method:
   - 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 Services](#) to pay tuition and fees
   - [Bookstore](#)
   - AllPoint ATM Machines (no surcharge fee)
   - Anywhere MasterCard is accepted

16. **Events Calendar for Student Services** - TBA
International Students

1. **Immigration Documentation**
   - Log into [https://apps.uhcl.edu/isd](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 on [International Student Health Insurance](https://apps.uhcl.edu/isd)
   - Submit a waiver request online before the due date.

3. **International 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](https://apps.uhcl.edu/isd).

4. **Student Diversity, Equity and Inclusion**
   Visit SDEI in SSCB 1.203 and explore their programs, educational opportunities, and events, including:
   - **Strictly Speaking**
     Work on developing your English skills and have a mentor as you transition to UHCL.
   - **Diversity Celebrations**
     Participate in events that promote diversity dialogue and conversations as you navigate UHCL’s diverse community.
   - **Cultural and Identity Advocacy**
     Be a part of events and celebrations that promote cultural and identity understanding among our students.
Additional Information

1. **Student Organizations**

   Get involved in a student organization!

   To ask an organization contact you, send the online [Contact a Student Organization](#) form, or contact [Student Life](#) in SSCB 1.204, or call 281-283-2560 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](#) in SSCB 1.205.
   - Attend the weekly SGA meetings:
     Tuesdays, 11:30 a.m. - 12:30 p.m.
     usually in the SSCB Lecture Hall (SSCB 1.100)
Contact Summary

_UHCL’s Current Students_ contains many of the links to the offices listed below:

a. Academic Advising
   - University Academic Advising Center, 281-283-3087
     [advisingcenter@uhcl.edu](mailto:advisingcenter@uhcl.edu)
   - College of Business, 281-283-3110
     [busadvoff@uhcl.edu](mailto:busadvoff@uhcl.edu)
   - College of Education, 281-283-3615
     [education@uhcl.edu](mailto:education@uhcl.edu)
   - College of Human Sciences and Humanities, 281-283-3333
     [hshadvising@uhcl.edu](mailto:hshadvising@uhcl.edu)
   - College of Science and Engineering, 281-283-3711
     [sceadvising@uhcl.edu](mailto:sceadvising@uhcl.edu)

b. Registrar (formerly Academic Records), 281-283-2530
   [registrar@uhcl.edu](mailto:registrar@uhcl.edu)

c. Admissions, 281-283-2500
   [admissions@uhcl.edu](mailto:admissions@uhcl.edu)

d. Student Diversity, Equity and Inclusion, 281-283-2575
   [studentdiversity@uhcl.edu](mailto:studentdiversity@uhcl.edu)

e. Student Life, 281-283-2560
   [studentlife@uhcl.edu](mailto:studentlife@uhcl.edu)

f. International Advising, 281-283-2740
   [intladvising@uhcl.edu](mailto:intladvising@uhcl.edu)

g. Math Center, 281-283-2460
   [mathhelp@uhcl.edu](mailto:mathhelp@uhcl.edu)

h. Orientation and New Student Programs, 281-283-2420
   [orientation@uhcl.edu](mailto:orientation@uhcl.edu)

i. Parking, 281-283-2277
   [parking@uhcl.edu](mailto:parking@uhcl.edu)

j. Student Assistance Center, 281-283-2722
   [SAC@uhcl.edu](mailto:SAC@uhcl.edu)

k. Student Success Center, 281-283-2450
   [studentsuccesscenter@uhcl.edu](mailto:studentsuccesscenter@uhcl.edu)

l. Writing Center, 281-283-2910
   [writingcenter@uhcl.edu](mailto:writingcenter@uhcl.edu)