

Frequently Asked Questions – Current Students

Who do I contact for advising?

If you are a Freshman (regardless of hours) or a Sophomore, who has earned 53 hours or less, you should contact the Freshman and Sophomore Advising Center at: advisingcenter@uhcl.edu or 281-283-3087.

Junior and Senior level students*, who have earned 54 or more transfer hours should contact: Transfer Advising Office – transfer@uhcl.edu or 281-283-3068

** Juniors and Seniors can also schedule advising appointments through their E-services account, based on availability.*

How do I register?

If you would like to register for courses at UHCL, you must first be admitted. All new undergraduates, (First Time in College or Transfers), must see an Academic Adviser for registration purposes. Freshman and Sophomore students must enter the Proactive Advising Session Program (PAS), previously MAP. Junior and Senior level students must enter the Transfer Advising Program (TAP). All students, new or continuing, who are on academic probation are placed under the Mandatory Advising Policy.

Continuing students, who are in new Graduate or Post-baccalaureate status, are not required to be advised. These students may register during Early registration, as indicated on the [Academic Calendar](#). Students may enroll via E-Services as long as any holds* that restrict registration are cleared, prior to enrollment.

**Holds for the required Immunization (Meningitis), financial obligations, and Mandatory Training or Advising, frequently prevent students from registering.*

Instructions for using E-Services can be found at the following link:
www.uhcl.edu/eservices/documents/eservices-quick-guide.pdf

What are the important registration deadlines and dates?

All Important Registration and Deadline dates are available on the [Academic Calendar](#). Please remember, adding and dropping coursework has implications both academically and financially. The academic and financial deadlines associated with registration are different for each term and sessions, within terms.

More information on registration dates can be found at the following link:
www.uhcl.edu/academics/resources/academic-calendar/

When can I register?

If you are a continuing student, you may begin registering at your assigned appointment time, during the Early Registration period. Registration times can be viewed through your E-Services account. Open registration is available for all students,* who have cleared their holds.

If you have Freshman or Sophomore status, you must speak with an adviser, to register in a future semester.

Late registration occurs after Early and Open Registration periods have ended. Participation in Late Registration will result in an additional processing fee being applied to your account.

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More information on registration dates can be found at the following link:

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How do I drop a class?

You can generally add and drop courses through your E-Services account*. Instructions can be found at the following link: www.uhcl.edu/eservices/documents/eservices-quick-guide.pdf

When considering dropping a course(s)*, please review both the financial and academic deadlines.

- Financial deadlines can be found at the following link:

www.uhcl.edu/costs-aid/payment/refunds

- Academic deadlines can be found at the following link:

www.uhcl.edu/academics/resources/academic-calendar/

* If you have Freshman or Sophomore status, you must speak with an adviser, if you would like to drop a course after the semester begins.

When are my tuition and fees due? When is the tuition and fees payment deadline?

The tuition and fees payment deadline vary by semester. Information regarding these deadlines may be obtained by logging into your E-services account. This information can also be found on the Payment Due Dates navigation, located on the Student Business Services (SBS) webpage www.uhcl.edu/sbs.

When and where can I get my tuition and fee statement?

Your Tuition and Fee Statement information can be obtained by logging into your E-Services account and selecting Student Financials; then Account Summary or Charges Due section. You may also visit the Student Business Services (SBS) office, at either the Clear Lake or Pearland campus, to obtain your Tuition and Fee Statement (Photo ID is required).

How can I pay my tuition? What are the methods of payment available?

Your Tuition and Fee payment may be made online, using your E-services account; in person, by mail, or by Electronic Wire Transfer.

- Our E-services option allows you to pay with a credit card, debit card or an e-check. You will be charged a 1.45% processing fee for making payments with a credit or debit card. The processing fee is subject to change each fiscal year.
- Our “in person” payment option allows you to pay with Money Orders, Traveler’s Checks, Cashier Checks, Personal Checks, or with Cash (U.S. dollars only). Checks should be payable to UH-Clear Lake.
- Our payment option by U.S. mail, allows you to mail us Money Orders, Traveler’s Checks, Cashier’s Checks, or Personal Checks, made payable to UH-Clear Lake. All payment forms must include your Student ID number. Payment made by mail should be addressed to: UHCL, 2700 Bay Area Blvd., Box 106, Houston, TX 77058-1002. **Please note:** Cash is not accepted by mail.
- For information about our Electronic Wire Transfer payment option, please visit the SBS webpage www.uhcl.edu/sbs for instructions.

All forms of payment are described under, Payment Methods, on the SBS webpage www.uhcl.edu/sbs.

If you register during our Early or Open registration cycle, but do not make timely payments for your courses, you may receive a Late Payment Fee. This fee is applied to your account, due to the additional processing required.

What is the difference between tuition and fees?

If you are a student or prospective student, you will be charged fees to cover the cost of providing materials or services, that are not covered under any other statutory authorization. Course fees may be course-related or non-course related.

Your tuition and fees are charged, based on the number of credit hours taken at the university, on a per-semester basis. You will pay resident or non-resident tuition, according to your current tuition status in Texas.

Designation tuition is the amount that a governing board of an institution is authorized to charge as tuition, under the other provisions of [Texas Education Code 54.0513](#). The governing board, under the terms they deem appropriate, may charge any students an amount designated as necessary for the effective operation of the institution.

What is the tuition rate for U.S. students?

If you are a U.S. student, tuition is assessed according to residence classification and the number of semester credit hours for which you register. This is subject to the statutory provisions of House Bill No. 43, 62 Legislature.

If you are a Resident of Texas, for tuition purposes, you will be charged tuition at the rate of \$50 per semester credit hour for the 2019-2020 academic year.

What is the tuition rate for International students?

You will be assessed tuition according to residence classification and the number of semester credit hours for which you register, subject to the statutory provisions of House Bill No. 43, 62 Legislature.

If you are considered a non-resident of Texas, for tuition purposes or an International student, you will be charged tuition at the rate of \$472, per semester credit hour for the 2019-2020 academic year.

How can I obtain tuition and fees prior to registering for classes?

If you are a current student or interested in applying to UHCL, you can visit the SBS webpage at www.uhcl.edu/sbs to find our Tuition and Fees Calculator or our Tuition and Fees Table. It is located on the left side of the webpage. This table will provide you with an estimated cost of Tuition and Fees, by college and semester.

How do I pay tuition from my 529 College Savings Plan?

Form 529, College Saving Plan checks can be mailed directly to Student Business Services. Mail to: UHCL, 2700 Bay Area Blvd., Box 106, Houston, TX 77058-1002. Be sure to include the student's name and ID number on the check.

Where can I locate my tuition bill?

After registration, the exact amount of tuition and fees can be found by logging into your E-services account and selecting Student Financials, then Account Summary and/or Charges Due section. If you are not registered, using the Tuition and Fees Calculator (located on the left side of the SBS webpage www.uhcl.edu/sbs) will provide an estimated cost of tuition and fees, by college and semester.

Does UHCL offer payment plans?

In accordance with the Texas Education Code, UHCL offers payment plans to assist you with the payment of tuition and fees. If you are eligible, payment plans will allow you to secure enrollment, subject to terms and conditions of the plan agreement.

Additionally, all payment plans are subject to the following:

- You must first pay 100% of any prior balance due, before entering into a payment plan.
- You must acknowledge the payment plan in writing (electronic signature).
- You must acknowledge that any payment (Financial aid, 3rd party, etc.) must first be applied against unpaid debt for the current semester.
- If you currently have a payment plan, payment must be received, by the earlier of the due dates, or the last day of the term/session for which it was entered.

You may obtain information on payment plan options, by:

- Choosing the Payment Plans navigation on the left side of the SBS webpage www.uhcl.edu/sbs,
- Emailing us at SBS@uhcl.edu,
- Calling our office at (281)283-2170 option 6, or
- By visiting us in person at the SBS counter, which is located in the Students Services Classroom

If you have any outstanding charges from a prior term, you are ineligible to participate in a new payment plan.

Where can I get my scholarship refund?

You can find information regarding Scholarship refunds in your E-services account. If you are entitled to a refund, it will go into your BankMobile account. Please ensure your BankMobile account is activated and you have a refund preference selected. Refunds will be sent via the preference you selected.

How long will it take to get my scholarship refund?

If you have met all requirements prior to the start of the semester and are entitled to receive a refund, your refund should be available during the first week of classes, each semester. If all requirements are not met until after the semester begins, your financial aid disbursement will be delayed. SBS processes refunds on all university business days. **Please note:** It is very important that you make certain all requirements are met before the semester begins, in order to obtain your refund in a timely manner.

What is the 1098-T Form?

The 1098-T form, Tuition Statement, provides helpful information in determining your eligibility and calculating your American Opportunity and Lifetime Learning tax credits. Additional information regarding these tax credits may be found at the IRS link: <https://www.irs.gov/credits-deductions/individuals/education-credits-aotc-llc>

Where can I get my 1098-T form?

If you are eligible, you can expect your 1098-T form by January 31 of each year. A valid SSN or ITIN must be on file, in order to process the 1098-T form. Email notification will be sent to your official UHCL email address when the 1098-T is available for download, as long as you have provided your consent to receive the form electronically. If consent has not been provided, the form will automatically be mailed to you by January 31st of each year.

How can I confirm that my payment has been received?

To verify that your payment was received and processed, log into your E-services account, and select the Student Financials section. Should you need assistance, please contact Student Business Services at 281-283-2170 option 6, or email SBS@uhcl.edu.

What if my payment is returned?

Returned payments by check, Electronic Funds Transfer (EFT) or eCheck, for any reason, are subject to a \$20 service fee. If applicable, you will receive official notice of a returned check by U.S. mail. Registration will be canceled, if repayment is not received within 10 calendar days of notice.

What is “withdrawal from a class?”

You are considered withdrawn, if you are no longer enrolled in the current term. If you are receiving financial aid, you are advised to contact the Office of Financial Aid prior to making changes in your enrollment status. Student services and privileges, including library services and use of computer labs, terminate upon withdrawal. Class days are counted from the first official class day of a fall/spring semester or summer session and include both weekdays and Saturdays. Refunds will first be applied to outstanding obligations.

If I withdraw, what are the financial implications?

If you drop or withdraw from your courses, you are not released from your financial obligations. Your refund eligibility is based on the date you dropped or withdrew from the course(s). When applicable, refund percentages are applied to total fees assessed and not the amount paid.

What is “drop from a class?”

Dropped course refunds only apply when you drop one or more courses but remain enrolled in at least one course at the university. If you are receiving financial aid, you are advised to contact the Office of Financial Aid, prior to making changes in your enrollment status. Class days are counted from the first official class day of a

fall/spring semester or of a summer session and include both weekdays and Saturdays. Refunds will first be applied to outstanding obligations.

If I drop a class, what are the financial implications?

If you drop or withdraw from classes, you are not released from your financial obligations. Refund eligibility is based on the date you drop a course(s) or withdraw. When applicable, refund percentages are applied to total fees assessed and not the amount paid.

What are tuition exemptions and waivers?

There are several exemptions and waivers of Tuition and Fees available. Some information regarding exemptions and waivers are described on the collegeforalltexas.com website. However, not all waivers listed are applicable to this institution. You should contact the Office of Financial Aid at 281-283-2480, if you have questions or need more information about exemptions or waivers.

Tell me more about loans.

You can apply for Federal Direct Loans by submitting a Free Application for Federal Student Aid, or FAFSA application at www.fafsa.ed.gov. If notified that you are receiving an award, it must be accepted through your E-Services account. If you are a first-time borrower, you will be required to complete an Electronic Promissory Note as well as Entrance Counseling, before your loan can be disbursed.