ONSP: Orientation and New Student Programs
Updated: December 6, 2018

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.

The following topics, and more are covered at New Student Orientation:
Reference ONSP (Orientation and New Student Programs) webpage for additional information.

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Checklist for All Students

1. **Admissions**
   
   Confirm your admissions status with Admissions, or online through E-Services. If accepted, submit transcripts as needed.

   If you are a new international student, check your residency classification and admissions status with OIAP (Office of International Admissions and Programs), or online through E-Services.

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 or User ID:
   
   a. On the E-Services login page, click Request A New Password, or Request my User ID.
   
   b. If requesting a password, 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 Neumann Library.
   
   - Cash checks at Student Business Services.
   
   - Use Campus Recreation and Wellness for fitness, recreational sports and wellness 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:
   
   a. Photo ID
   
   b. Your tuition receipt

   **Semester Sticker:** Each semester, visit SAC (Student Assistance Center) or Student Life to get an updated semester sticker, which requires making a tuition payment or having financial aid pending.

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. Open the settings menu - upper right of screen > Select Options

[c. On the left menu, select > Inbox and sweep rules

---

Mail

Options

Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
  - Undo send
  - Inbox and sweep rules
  - Junk email reporting

---

Mail

Options

Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
  - Undo send
  - Inbox and sweep rules
  - Junk email reporting

Inbox rules

Choose how email will be handled. Press enter or space to select or unselect.

+ Save  Discard

- On

- Name

- UCT Support - Call

---

d. Click + to add a new rule
e. Define the New inbox rule: Give the rule a name, have it apply to all messages and forward the message to a new email.

```
OK  Cancel

New inbox rule

Name
forward all mail

When the message arrives, and it matches all of these conditions
[Apply to all messages]

Add condition

Do all of the following
Forward the message to...
Select people...

Add action

Except if it matches any of these conditions
Add exception

☑️ Stop processing more rules (What does this mean?)
```

f. Click OK at the top of the page to save.

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.

- **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 > Continue

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

1. Select classes to add
To select classes for another term, select the term and so with your class selections, proceed to step 2 of 3.

Fall 2017 | Graduate | UH-Clear Lake

Add to Cart
Enter Class Nbr

Find Classes
- Class Search
- My Requirements
- My Planner

Search
- > Enter search criteria > Click Search at bottom

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

Note: The default is Show Open Classes Only.

- 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.
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.

   ![Screen capture of the Select classes to add - Enrollment Preferences page]

   1. Select classes to add - Enrollment Preferences

   Fall 2017 | Graduate | UH-Clear Lake
   PSYC 1100 - Learning Frameworks

   Class Preferences

   PSYC 1100-02  Lec/Lab  Open
   Session  Regular Academic Session
   Career  Undergraduate

   Wait List  □ Wait list if class is full
   Permission Nor
   Grading  Graded
   Units  1.00

   ![Select classes to add - Enrollment Preferences table]

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Lec/Lab</td>
<td></td>
<td>We 8:00AM - 9:50AM</td>
<td>Bayou Building 1213</td>
<td>Wanlee Ocasia Romano</td>
<td>08/29/2017 - 12/16/2017</td>
</tr>
</tbody>
</table>

   - 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
View Results
A Success or Error indicator displays with a Message.

Success: A green check ✓ in Status means success, and you have enrolled for the class.

Error: A red ✗ means indicates an error, and 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>Success: This class has been added to your schedule.</td>
<td>✓</td>
</tr>
<tr>
<td>PSYC 6636</td>
<td>Error: 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>

6. View My Class Schedule

Select Term

My Class Schedule

Select a term then select Continue.

Term    Career     Institution
Summer 2017 Graduate UH-Clear Lake
Fall 2017 Graduate UH-Clear Lake
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, call or email Advising for more information:
<table>
<thead>
<tr>
<th>Advising Page</th>
<th>Email and Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Advising</strong></td>
<td><a href="mailto:oiap@uhcl.edu">oiap@uhcl.edu</a> 281-283-2740</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> 281-283-3087</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> 281-283-3068</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> 281-212-1615</td>
</tr>
<tr>
<td>Student enrolled in a UHCL satellite campus.</td>
<td></td>
</tr>
<tr>
<td><strong>Online Academic Advising</strong></td>
<td><a href="mailto:admissions@uhcl.edu">admissions@uhcl.edu</a> 281-283-2500</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> 281-283-3110</td>
</tr>
<tr>
<td><strong>College of Education</strong></td>
<td><a href="mailto:education@uhcl.edu">education@uhcl.edu</a> 281-283-3600</td>
</tr>
<tr>
<td><strong>College of Human Sciences and Humanities</strong></td>
<td><a href="mailto:hshadvising@uhcl.edu">hshadvising@uhcl.edu</a> 281-283-3333</td>
</tr>
<tr>
<td><strong>College of Science and Engineering</strong></td>
<td><a href="mailto:cseadvising@uhcl.edu">cseadvising@uhcl.edu</a> 281-283-3711</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, phone: 281-283-2450
  - Tutoring
  - Academic Coaching
  - Supplemental instruction

- **Writing Center**
  email: writingcenter@uhcl.edu, phone: 281-283-2910
  - Help for your writing projects
  - One-on-one / group tutoring
  - Optional online tutoring using email and instant message
• **Math Center**  
  best to call 281-283-2460, or stop by  
  - Math tutoring and resources in math and physics classes

9. **Payment Deadlines**  
The Academic Calendar shows the deadlines.  
Note: Dates are subject to change every semester.  
Note 2: Courses are dropped if you fail to pay the tuition and fees by the deadline. The actual date varies by semester.

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 for first year and sophomore  
a. 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.  
b. Pay using the link under the session on the **New Student Orientation** webpage.

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:

- **Bookstore**
- AllPoint ATM Machines (no surcharge fee)
- Anywhere MasterCard is accepted
- **E-Services**  
  Note: Credit and debit cards are not accepted in-person at Student Business Services, but they are accepted online through E-Services.

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](mailto:intladvising@uhcl.edu)
   - 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)

3. **UHCL Events Calendar**

   List UHCL events by day or you can search for a specific upcoming event. Remember, an event can change unexpectedly. So, check back before attending.
Contact Summary

UHCL’s Student Services and Resources contains many of the links to the offices listed below:

a. Academic Advising
   - University Academic Advising Center: Bayou 1408, 281-283-3087
     advisingcenter@uhcl.edu
   - College of Business: Bayou 2111, 281-283-3110
     busadvoff@uhcl.edu
   - College of Education: Bayou 1237, 281-283-3600
     education@uhcl.edu
   - College of Human Sciences and Humanities: Bayou 1539, 281-283-3333
     hshadvising@uhcl.edu
   - College of Science and Engineering: Bayou 3611, 281-283-3711
     sceadvising@uhcl.edu

b. Registrar (formerly Academic Records): 281-283-2525
   registrar@uhcl.edu

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

d. International Admissions and Programs, Bayou 2123, 281-283-2740
   oiap@uhcl.edu

e. Student Diversity, Equity and Inclusion: SSCB 1203, 281-283-2575
   studentdiversity@uhcl.edu

f. Student Life: SSCB 1204, 281-283-2560
   studentlife@uhcl.edu

g. International Advising: Bayou 2123, 281-283-2740
   intladvising@uhcl.edu

h. Math Center: Bayou 2127, 281-283-2460
   mathhelp@uhcl.edu

i. Orientation and New Student Programs: SSCB 1201, 281-283-2420
   orientation@uhcl.edu

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

k. Student Assistance Center: SSCB 1102, 281-283-2722
   SAC@uhcl.edu

l. Student Success Center: SSCB 3101, 281-283-2450
   studentsuccesscenter@uhcl.edu

m. Writing Center: SSCB 2101, 281-283-2910
   writingcenter@uhcl.edu