Student Services

Office of the Associate Vice President for Student Services

The Office of the Associate Vice President for Student Services provides support and leadership for the offices of Career and Counseling Services, Dean of Students, Disability Services, Health Services, Student Diversity Equity and Inclusion, Math Center, Orientation and New Student Programs, Student Conference for Research and Creative Arts, Student Housing, Student Life, Student Publications, Student Services at Pearland, Student Success Center and the Writing Center.

This office also provides students with advocacy, information and assistance in all phases of campus life. The Associate Vice President is responsible for interpreting and implementing student life policies, resolving disputes and disciplinary problems and handling student complaints. The rights and responsibilities of students are published in the Student Life Policies handbook. Standards of student conduct are enforced to ensure the safety of individuals, protection of property and the continuity of the educational process. Copies of the Student Life Policies handbooks are available from the offices of the Associate Vice President, Student Life and Dean of Students, as well as online at www.uhcl.edu.

Career Services

Career Services assists students in establishing and/or advancing careers in their degree fields and in finding jobs, while they are enrolled in school. Some services are available to alumni for a fee. Information on Alumni Career Services is available in SSCB 3109 or at 281–283–2590. Career Services offers:

- Vocational testing and assessment
- Job search assistance
- Mock interviews and résumé critiques
- Resume referrals with career services registration
- On-line job listings
- On campus interviewing
- Multiple job fairs and networking events

Cooperative Education (Co-op) is a planned learning experience designed to prepare students for careers by integrating work experience with

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<th>Office</th>
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<td>Associate Vice President</td>
<td>Bayou 2523</td>
<td>281-283-3025</td>
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<tr>
<td>Career Services</td>
<td>SSCB 3109</td>
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<td>Counseling Services</td>
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academic study. This program offers: Enriched student learning through experience gained from performing actual work assignments and developing professional skills in a work setting. Two work plans. The alternating plan allows students to alternate semesters of full-time classes with cooperative education work experiences. The parallel plan allows students to work part-time while attending classes. Students must be degree seeking and meet academic eligibility requirements as defined by individual colleges. When enrolled in a cooperative education course, students will be considered full-time for purposes of enrollment verification, but not for purposes of determining eligibility for veterans' benefits or financial aid. Before participating in on-campus job interviewing, students are required to complete a Career Services or Co-op registration. Individual assistance is available by appointment and during drop-in hours. All other services are available during office hours from 8:30 a.m. to 7:00 p.m. on Monday through Thursday and 8:30 a.m. to 12:00 p.m. on Friday.

Counseling Services

The mission of UHCL Counseling Services is to help students fulfill their goals by fostering connections with and among members of the university community, facilitating the discovery and realization of power in their strengths and developing the ability to address emotional and psychological challenges. The licensed professionals in Counseling Services provide a variety of free and confidential services including individual, couples, and group therapy in English and Spanish for a variety of personal concerns including anxiety, depression, relationship problems, family issues, substance use, and stress. Additional services include psychiatry services, outreach, consultation, support groups, presentations/workshops and biofeedback training.

UHCL Counseling Services  SSCB 3.103, 281-283-2580, or www.uhcl.edu/counselingservices

Dean of Students

The Office of the Dean of Students (ODOS) provides a variety of programs and services designed to support students in achieving both academic and personal success. The ODOS is committed to fostering human dignity through acts of civility and respect; providing student-centered services and developing ethical leaders who work to create an inclusive community. The ODOS seeks to create student learning opportunities beyond the classroom that inspire intellectual, personal and civic growth for all students. The office staff serves as both advocates and liaisons for all students and are available to assist faculty, staff and parents in any way possible. Their primary purpose is to provide assistance to students and the university community in the following areas:

- Academic Resources for Student Success
- Campus Information Desk
- Community Building
- Conflict Resolution
- Emergency Resource
- Student Advocacy and Referral
- Student Assistance Center (SAC)
- Student Conduct
- Student Judicial Services
- Student Retention
**General Information**

**Student Assistance Center**

The Student Assistance Center (SAC) is a unit of the Office of the Dean of Students and provides assistance relating to registration, student financials, admissions, financial aid, student records, transcripts, E-Services, and academic and administrative issues. SAC provides support and general information to students, faculty, staff, and UHCL constituencies.

**Student Advocacy**

The Office of the Dean of Students provides referrals and support for students experiencing difficulties. This includes assisting students in resolving concerns and conflicts, making needed referrals, implementing student life policies and resolving disputes and disciplinary problems, including the Academic Honesty Policy.

**Student Travel Policy**

The University of Houston System has a policy that guides and directs all student travel. This policy, entitled "Travel by Students to Component University Funded Activity" (University of Houston System Administrative Memorandum - 03.E.08), is administered by the Office of the Dean of Students.

The purpose of the policy is stated as follows:

This document outlines the policy to minimize risks of liability connected with travel by students of component universities. This policy applies to travel in excess of 25 miles that is undertaken by one or more students presently enrolled in a component university. Travel must be organized and sponsored by the component university and funded by the institution. The vehicles must be owned by the institution or an organization registered at the institution.

Copies of the policy can be obtained upon request at the office, or by accessing the Dean of Student's website at www.uhcl.edu/deanofstudents.

**Disability Services**

Disability Services promotes each student's learning experience by facilitating accessible programs and services for and fostering self-advocacy skills within students with disabilities, serving as consultants to students, faculty and staff, and educating the campus community on disability-related issues. Services include accommodations, alternative testing, assistive technologies, scholarships, and advocacy.

The staff of Disability Services may facilitate referrals to other offices, which provide students with counseling, advising, tutoring, or financial assistance. To be eligible for services, a student must submit the online application form, speak with a staff member about their disability, and provide appropriate documentation which validates their request. Prior to the beginning of the semester, students should contact Disability Services to request their accommodations so they can be provided in a timely matter.

SSCB 1302, 281-283-2648.

**Health Services**

Health Services provides a wide range of professional services to UHCL students. It is dedicated to promoting good health and to providing emergency services and short-term
medical treatment to any student who becomes ill or injured.

Health Services has a women’s health care clinic and a medical clinic. Medical evaluations with physicians are available by appointment only. Complete laboratory services and a limited pharmacy are available. Students may receive flu shots, immunizations, TB screening and routine injections. Nurses are readily available to answer health questions on a walk-in basis.

Prevention programs include screenings and health education on various medical issues. Chiropractic clinic is available by appointment.

Undergraduate students who are enrolled in six (6) or more credit hours or Graduate students in three (3) or more credit hours are eligible to enroll for coverage within the posted open enrollment time period. Literature detailing the approved health insurance plan is available at the Health Center office. International students are required to have health insurance and are charged automatically at the beginning of each semester. International students may have this insurance waived only with documented proof of an appropriate alternative health insurance. International Admission and Programs office handles all waiver approvals.

SSCB 1301, 281-283-2626.

Math Center

The Math Center is an instructional facility that serves the educational needs of UHCL students enrolled in Mathematics or statistics courses, especially elementary school certification candidates who wish to strengthen their understanding of mathematical concepts and skills. Resources include one-on-one assistance, software, videos, reference books and manipulatives. The Math Center also teams with the Office of Career and Counseling Services to provide math success workshops.

Contact the Math Center at 281-283-3883 or mathcenter@uhcl.edu. B2107

Orientation and New Student Programs

A comprehensive orientation to UHCL is offered prior to each semester (including summer) for both undergraduate and graduate students. Beginning in the summer/fall 2014, new students must attend this mandatory program, which addresses such topics as how to register for classes, how to make the most of campus life and how to utilize the available resources. Students are also given the opportunity to tour the campus, as well as meet with faculty, staff and other students. International students are encouraged to attend both this orientation and the New International Student Orientation sponsored by Intercultural and International Student Services. On-going support is provided to students through programs such as Mid-Term Madness and Finals Business Center as well as co-programmed events with different resources on campus.

Student Conference for Research and Creative Arts

This program provides an array of invaluable services for UHCL students. UHCL students from any discipline as well as students from
other colleges and universities – are provided
the opportunity to present their original
research projects and works in a supportive,
academic/professional setting at the Student
Conference for Research and Creative Arts.
Numerous faculty members have incorporated
the conference and its presentations into their
course curriculum by either requiring students
to present at the conference or attend and
or/volunteer at the conference – effectively
bridging the divide between student services
and academics at UHCL. Not only does the
conference give students the experience of
serious academic presentation before their peers,
but it also provides students not presenting
the opportunity to learn from their peers by
simply attending the conference. The conference
engages the diverse campus community in
thoughtful discussion on any array of topics
– an activity that echoes UHCL’s own mission

281-283-3375, Bayou 2608.

Student Diversity, Equity and Inclusion

SDEI provides advocacy, guidance, and support
to enhance student success. SDEI promotes the
retention and empowerment of a diverse student
population, including racial/ethnic groups; and
first generation, women, lesbian, gay, bisexual,
trans-gender, international, and under-
represented students. Through educational
programs and services, SDEI facilitates the
growth of culturally competent, respectful and
well rounded global citizens.

· Student Advocacy – All students seeking
general advice or assistance with concerns
or problems, may request assistance

from the SDEI staff. The staff serves as
an advisory resource to all individuals
and groups of students, including
under-represented, first generation,
marginalized, international, LGBT and
women populations.
· Student Ambassador Program –
SDEI Student Ambassadors serve as
peer leaders and advocate for all students.
· Cultural Resource Center – SDEI maintains
a collection of periodicals, books, training
manuals, newsletters, audiotapes, and
videos on a variety of cultural topics.
· Cultural Programs/Festivals –
SDEI celebrates diversity on campus with
a variety of cultural programs designed to
enhance the campus community members' understanding of different cultural
practices, beliefs, and histories.
· Student Organizations – Staff provide
support to ethnic and cultural student
organizations and their events.
· Transition and Retention Programs –
SDEI offers programs specific to the
needs of first-generation students (first
in their family to go to college) to help
them navigate the higher education system
and help ease their transition.
· Strictly Speaking – This program assists
international students in improving
their spoken English skills by pairing
international students with U.S. students.
· Generation One – GenOne is a learning
community created to help incoming first-
generation freshmen and sophomore
students to transition, adjust and negotiate
the campus environment for a successful
academic and social experience.
Women's and LGBT Services

The SDEI Office offers women's services programming and others interested in women's issues. Programming is designed to promote gender equality and awareness. Advocacy and support are available for female students and others who need it.

The purpose of Women’s and Lesbian, Gay, Bisexual and Transgender Services is to create educational programming for and about UHCL’s female and LGBT students, staff, and faculty and to provide advocacy for their needs. These services and programs are open to all those who are interested in women’s and LGBT issues.

The women’s programming includes increasing awareness of sexual assault, the contributions of women throughout history, and health issues such as breast cancer and heart disease. The LGBT programming includes a weekly discussion group and activities honoring LGBT History Month and National Day of Silence. We have also established a Safe Zone program which is a faculty and staff program created to identify a network of allies within the university.

Cultural Competency for Leaders, Social Justice, and Safe Zone Training

The SDEI Office offers three training workshops:

Cultural Competency for Leaders (CCL), Social Justice Training and Safe Zone. All workshops are open to UHCL faculty/staff and students.

Cultural Competency for Leaders (CCL) focuses on inclusion, diversity and multicultural issues prevalent in Higher Education. The goal is to promote understanding and appreciation of all backgrounds.

Social Justice Training examines the Meaning social identities have for us individually and collectively, Social Justice Training explores the dynamics of difference as it relates to diversity and social justice.

These training workshops are designed to provide participants with the tools needed to reduce barriers and create a more inclusive environment at UHCL.

Safe Zone is a place where all people feel safe, welcome and included. The UHCL Safe Zone was created to respond to the needs of the UHCL community. The mission is to provide a welcoming environment for LGBT students, staff, administrators, faculty and allies that reflect the highest ethical standards of our university and society.

These training workshops are designed to provide participants with the tools needed to reduce barriers and create a more inclusive environment at UHCL.

Student Housing

University Forest Apartments (UFA) is located on campus at the University of Houston–Clear Lake. It is just a short walk to all classes and campus events!

UFA accommodates a community of 288 students. UFA offers apartment style living with three floor plans, either private or semi-private to fit residents housing needs. Whether residents like to cook or eat out, each apartment has a full kitchen equipped with a refrigerator, dishwasher, stove and oven. The housing installment includes wireless internet, furniture
University of Houston-Clear Lake

General Information

(select floor plans), electricity allowance, and water/sewer. Residents also have access to on-site amenities such as a study room, swimming pool & spa, clubhouse, sand volleyball court, bar-b-que pavilion, and much more within the pet-friendly gated community.

UFA, believes it’s responsibility extends beyond a bed for residents. UFA strives to create a total residential living experience that enhances university life and creates a supportive community for residents during a key stage of their personal and educational development. Residents living at UFA are offered a memorable campus experience where they will have fun, make friends, have access to support when needed, develop life skills and achieve their academic goals.

For more information, please call 281-286-5959, email: info@universityforestUHCL.com, or visit www.universityforestUHCL.com. You can also find us on Facebook: http://www.facebook.com/UniversityForest.

Student Life

The Office of Student Life provides programs and services designed to enrich and support students' educational experiences through opportunities to express ideas, develop leadership skills and meet new people. Services provided include locker rentals, student ID cards, ticket sales and posting approval. The Student Life Office is comprised of the following components.

Student Organizations and Student Government Association

There are approximately 90 student organizations recognized at UHCL, which represent most academic program areas and majors as well as social, recreational and religious interests. The Student Government Association (SGA), with representation from each organization, funds and assists student organizations. The SGA also appoints students to university committees and conveys student concerns and initiatives to the university administration.

The Office of Student Life supports the varied activities of the organizations through leadership development programs, space allocations and fund disbursement. All students are encouraged to participate in the activities of these organizations.

Activities and Spirit Programs

There are a variety of activities and spirit programs on campus including Film & Speaker Series, Leadership Workshop Series, I HEART UHCL, Lighting of the Letters and our oldest campus tradition, the Chili Cook-Off.

Campus Recreation

Campus Recreation provides a range of services to the UHCL community, such as recreational activities, fitness memberships, locker rentals and personal training. Located inside the Student Services Classroom Building, the 3,000 square foot Fitness Room is equipped with aerobic machines, free weight equipment and locker rooms. Fitness Room membership for UHCL students is included in the Student Service Fee.
Honor Societies

UHCL’s honor societies recognize students’ academic excellence and achievement. UHCL honor societies are affiliated with national organizations; students are invited to become members based on the standards recognized by these chartering organizations. Some societies recognize accomplishments within specific disciplines while Phi Kappa Phi and Omicron Delta Kappa honor students from all academic disciplines.

Student Publications

The student newspaper, The Signal, is a digital newspaper published through the joint efforts of a paid student staff, students enrolled in the COMM 4665 Media Production class, and the contributions of an engaged student/faculty/staff campus community. The Signal is published year round to provide news, features, entertainment and opinion pieces concerning university events and issues. The newspaper serves as a public forum and encourages students, faculty and staff to submit contributed articles/essays/visuals, story ideas and comments. Submission guidelines can be found on its website. The Signal has received numerous awards in state and national collegiate competitions from the Texas Intercollegiate Press Association, Columbia Scholastic Press Association, and Associated Collegiate Press Association. Online issues of the Signal can be found at www.uhclthesignal.com; it is also available as an App.

Student Success Center

The Student Success Center is a comprehensive academic resource for the UHCL student community, which includes peer tutoring, supplemental instruction, and academic coaching. The focus of the center is to help students enhance their academic skills for a particular course. Moreover, the Center helps students more effectively manage information by using experience and guided practice exercises designed to building confidence and competence in the classroom.

The Student Success Center works cooperatively across the university (i.e. in conjunction with the Writing Center, Math Center, Disability Services, Career Services, Counseling Services, academic departments, students, faculty and staff) in an effort to maintain a strong consortium of resources aimed at increasing student success, retention and persistence. The Center is open and free of charge to all UHCL students.

SSCB 3102, 281-283-2643.

Writing Center

The Writing Center is an instructional facility where students, faculty and staff can work with trained tutors on their writing projects. Tutors collaborate with writers as they analyze assignments and audiences, revise documents by clarifying ideas and structure, and learn stylistic and editing strategies. The Writing Center offers face-to-face services at the UHCL and Pearland locations, as well as online tutoring for currently registered students.
For more information, contact the Writing Center at 281-283-2910, visit www.uhcl.edu/writingcenter, email writingcenter@uhcl.edu, or drop by SSCB 2105.