

University of Houston Clear Lake

School of Education (SoE) • Frequently Asked Questions For Current Students

How can I access my degree audit?

- Students can view their official degree audit by clicking on “Degree Progress Report” through *E-Services*.
- For assistance, please contact the Student Assistance Center (SAC) at 281-283-2SAC.

How do I apply for School of Education (SoE) scholarships?

- UHCL scholarship applications are offered in February. Those funds are awarded the following school year. For available scholarships and application guidelines, please visit www.uhcl.edu/scholarships.
- If additional funds are available, SoE will offer scholarship applications in the fall. Those applications, historically done in September, are only available from the SoE Office of Advising. Contact your advisor at the beginning of each fall semester for more information.

What do I do if a class is full?

- If it is a School of Education (SoE) course, complete a “Registration Override Request” form with the SoE Advising Office or call for email request. Submitting the form does not guarantee that you will be placed in a course; each request is evaluated on a case-by-case basis.
- For courses in other schools, please contact their respective advising offices.

How do I get permission to take more hours during the semester?

- For the fall and spring semesters, the university limits course loads to a maximum of 15 hours for graduate students and 19 hours for undergraduates. For summer, the limits are 9 hours for graduate students and 13 hours for undergraduate students.
- To request a registration overload, the student must make a written request to the Associate Dean in the School of Education. Submitting the request does not guarantee an overload will be granted. Each request is evaluated on a case-by-case basis. Contact the School of Education Advising office at (281) 283-3600 for more information.

Can I go back and take core and lower-level coursework I am lacking for my degree at the community college?

- Yes, core curriculum and lower-level coursework can be taken at the community college after enrolling in courses at UHCL. Students must complete an “Off-Campus Course Permission Form” prior to enrolling in courses at another institution. Forms are located in the literature racks outside Bayou 1231 or by email from your advisor.
- No courses can be taken off campus in the student’s final semester at UHCL.

What scores do I need on the THEA to meet TEP requirements?

- Reading: 260, Writing: 230, Math: 230

What is Pedagogy coursework?

- Pedagogy courses are teacher methodology classes that require field experience during the typical public school hours. Admission to the Teacher Education Program (TEP) is required before enrolling in pedagogy courses.
- Pedagogy and all other courses requiring field experience (see *UHCL Catalog* course descriptions) must be completed prior to Internship II. **No more than 2 such courses can be taken with Internship I.** *See your advisor for help with planning semesters appropriately.*

What is Pre-service Internship?

- Pre-service Internship is a one-year experience at the end of our educational program where students are placed in professional development schools with veteran educators for maximum experiential learning. Pre-service Internship is non-paid. Students must apply the long semester prior to each expected internship semester. Application deadlines are

March 1 – for fall internship

October 1 – for spring internship

Applications are available at the Internship Informational Meetings typically scheduled at the start of each long semester. See the Advising bulletin board (near Bayou 1231) for dates, times, and locations.

Do I have to do internship if I already have teaching experience?

- Yes, unless you are a post-baccalaureate student with at least 2 years' post-baccalaureate full-time contracted teaching experience in your desired certification area **OR** you have been accepted by the THECB Educational Aide Exemption Program. Please contact School of Education Advising Office for additional information on this exemption program, or visit <http://www.collegefortexans.com/Paying/EdAide.cfm>.

What do I need to do to prepare for graduation?

- Students need to apply for graduation at the beginning of their final semester even if they do not plan to participate in the May or December commencement ceremony. Applying for graduation lets the university know you have completed requirements to receive your degree.

For application deadline and instructions, contact the Student Assistance Center (SAC) at 281-283-2SAC, or log into your E-Services account. Submit the appropriate form with the necessary fee by the stated deadline.

How can I contact UHCL School of Education (SoE) advisors?

- 281-283-3600
- Bayou Building, Suite 1231
- education@uhcl.edu
- www.uhcl.edu/soe
- Walk-in Advising: Monday – Thursday, 9:00 A.M. - 5:15 P.M. and Friday, 9-11:30 A.M.
- Advising Appointment: Call or e-mail in advance for more detailed sessions
- UHCL Open House: Held each fall and spring semester
- Look us up on Facebook: UHCL – School of Education