

UNIVERSITY of
HOUSTON

YOU ARE THE PRIDE

COLLEGE OF EDUCATION
Curriculum & Instruction

**Master's of Education Degree (M.Ed.)
in Curriculum and Instruction
with an Emphasis in Health Science
Education**

Procedure for Filing a Degree Plan

Students enrolled in the master's program are required to submit a degree plan that lists the specific courses that will be taken to complete the course requirements for the master's degree. The degree plan is submitted online using the College of Education's MyAdvisor system and details for accessing the system are provided below. Once the degree plan is approved by a student's academic advisor, it is submitted to the Chair of the Curriculum and Instruction Department and the Associate Dean for Graduate Studies for their approval. Any changes to a student's degree plan must be submitted on MyAdvisor and approved by the student's academic advisor, the Chair of the Department, and the Associate Dean for Graduate Studies.

MyAdvisor is the College of Education student records system. Please note that your MyAdvisor account is different and **completely separate** from your CougarNet username and password which you use to do such things as log onto Blackboard. Please follow the steps below to create a MyAdvisor account.

Step 1. To access the MyAdvisor system, you must first create an account on the College of Education CITE Lab page: <http://www.coe.uh.edu/act/>

College of Education CITE-Lab (Student) Account Creation/Reactivation

According to the Manual of Administrative Policies and Procedures, students must agree to adhere to the IT Practices and Guidelines of the University of Houston System and the CITE Lab. One may not proceed to create or reactivate an account unless one agrees to adhere to these policies and procedures by acknowledging them at the end of this web page.

Read [The University of Houston Information Technology Practices and Procedures](#) (opens in new window, close to return here).

CITE Lab Usage Policies

In addition to agreeing to the University of Houston System's IT Practices and Guidelines, students must also adhere to the following specific CITE Lab Policies:

- No food or open-drink containers are allowed in the lab.
- No cell phone usage is allowed in the lab. Please do so outside of the lab itself. You'll get better reception anyway.
- If you must bring children to the lab, please supervise them at all times. Please do so in a responsible manner to make sure they are not interfering with other students' work.
- Please do your part to keep the noise level to a minimum.
- Do not unplug any cable of a computer; this includes the ethernet cable. If you want to use your laptop in the CITE Lab, you must use a wireless connection.
- If there is a waiting list for use of CITE Lab computers, all users must be engaged in academic uses of the computers.
- Be aware of classes scheduled in the room in which you are working (check the posted lab schedule regularly) and plan to log out ten minutes before the start of the class to avoid unnecessary disruptions to the instructor.
- You must log out of the computer when you leave the computer labs for a time period over ten minutes. Failure to do so may result in someone else accessing your account without your knowledge. Remember, you are responsible for any violation of University policies that occur with your account, even when you did not perform the action.
- You may not reserve computers for any student.
- Do not turn off any of the computers.
- If a class is in session and you are not enrolled in that class, do not enter the room and use any of the computers.
- If you print a document you don't want, place it in the blue recycle bin next to the printer.
- If your computer begins to display explicit or inappropriate images (i.e. your computer has been hijacked by a worm or virus), turn off your monitor and notify a lab assistant.
- Keep the labs clean. Throw away your trash.
- I understand that each student receives 2,000 printing credits. Printing one sheet of black and white printing costs one credit. Printing one sheet of color to the color laser printer costs ten credits. I will use my printing credits accordingly. I acknowledge that when I run out of printing credits I will not receive any more for the remainder of the semester. Credits will only be given for documented evidence of printer failure.

Agreement:

I have read and agree to follow the University of Houston System's IT Practices and Guidelines and the CITE Lab's Usage Policies.

Yes No

Step 2. Then enter your PeopleSoft number and your birthdate in the form.

Step 3. The system will create a username and you will set a password. This can be the same as your CougarNet password. Our system is very picky about the style of password. Please read the parameters carefully and choose an appropriate password.

Activate my Account

First, the server will determine your enrollment status this semester.

Please enter your myUH (PeopleSoft) Number in the box below.

and

Please enter your birthdate in the box below MM/DD/YYYY (e.g. 04/29/1976).

 / /

Verify your Information

Please be patient. It may take up to two minutes to activate/reset your account.

Step 4. Then use your new **CITE Lab** username and password to login to MyAdvisor.

<https://www.coe.uh.edu/MyAdvisor/login.cfm>

COLLEGE of EDUCATION

MyAdvisor

LOGIN

What is MyAdvisor?

MyAdvisor is the electronic interface for student services in the College of Education. In this application, you are able to fill out many of the forms dealing with the progress toward your degree, such as filing degree plans or submitting general petitions.

Students: Use your CITE-LAB login. **Faculty/Staff:** Use your CougarNet login.

Username:

Password:

LOGIN

Students/Alumni, need a login? Can't remember your password? **Create/Reset Your Account**
Students & Alumni must reset their password once a semester.

Step 5. After you login, please choose the option, "Submit a Degree Plan."

Step 6. Review the list of courses below and add the 10 courses from the list below that you have already taken or plan to take to complete the master's degree course requirements.

CUIN 6307: Change and Diffusion

CUIN 6378: Instructional Evaluation

- CUIN 7305: Design, Development & Evaluation of Presentations
- CUIN 7308: Computer-Mediated Communication
- CUIN 7356: Issues in Distance Education
- CUIN 7358: Educational Uses of Digital Storytelling
- CUIN 7368: Advanced Digital Imaging in Education
- CUIN 7376: New Tools for Creating Online Educational Materials
- CUIN 7378: Models of Teaching
- CUIN 7389: Digital Media
- CUIN 7390: Instructional Design
- CUIN 7391: Curriculum Development for Health Science Education
- CUIN 7397: Selected Topics in CUIN Learning Theories in Medical Education

Your completed degree plan in MyAdvisor should look similar to this with your courses listed:

DEGREE PLAN		
Void if attendance is interrupted for more than one calendar year. This degree plan cannot be approved unless the student has had <i>applicable</i> transfer credit evaluated by the advisor and submitted to the Graduate Studies Office using the Graduate and Professional Studies Petition , and has had <i>applicable post-baccalaureate credits changed to graduation credit</i> .		
Course ID	Course Name	Grade
1. CUIIN 6371	Models of Teaching	A
2. CUIIN 6378	Instructional Evaluation	A
3. CUIIN 7305	Design, Development & Evaluation of Presentations	A
4. CUIIN 7308	Computer Mediated Communication	In progress
5. CUIIN 7368	Advanced Digital Imaging	A
6. CUIIN 7389	Digital Media	A
7. CUIIN 7390	Instructional Design	In progress
8. CUIIN 7391	Curricular Development in Health Science Education	A
9. EPSY 6300	Intro to Educational and Psychological Measurement	A
10. EPSY 6340	Principles of Human Learning	A
11.		
12.		
13.		
14.		
15.		

Note: You should leave the Grade column blank for courses you have not yet taken.

Please e-mail Dr. Robin (brobin@uh.edu) for information about including substitute or transfer courses on your degree plan.