

# One Stop Student Self-Help Guide

Use this guide as a quick reference tool for easy instructions on how to do your UC related business online.

## ACADEMICS & ENROLLMENT

### Add or Drop a Class

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY ACADEMICS**  
Click "Add/Drop Classes"  
[Watch this video for quick tips](#)

### View Your Class Schedule

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY ACADEMICS**  
Click "Add/Drop Classes"

### View Your Degree Audit

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY ACADEMICS**  
Click "Get My Degree Audit"

### View Your Grade Report

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY ACADEMICS**  
Click "My Course History"

### Obtain Enrollment or Degree Verification

Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)  
Select "Academics & Enrollment"  
Click "Verify Enrollment/Degree"

### Order a Transcript

Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)  
Select "Get Transcripts" in the top navigation bar

## FINANCES

### Accept/Decline Financial Aid

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
Select "Accept/Decline Financial Aid"  
View your To Do List to check for outstanding tasks

### View Your Billing Information

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
View "Account Summary"  
Select "Account Inquiry" for detailed transaction information

### Pay Your Bill

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
View "Account Summary"  
Select "Make A Payment"

### Enroll in a Payment Plan

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
Select "Payment Plan Enrollment"

### Enroll in a Payment Plan

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
Select "Payment Plan Enrollment"

### Enroll in Direct Deposit

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY FINANCES**  
Select "Direct Deposit Bank Accounts" to add/edit your bank account information  
Select "Direct Deposit Enrollment" to finalize the enrollment process  
(Visit [onestop.uc.edu/finances](http://onestop.uc.edu/finances) for detailed instructions)

## PERSONAL ACCOUNT

### Check Your UC Student Email

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Click on the **App Launcher**



Click "Student Email"

### Delegate Access to Your Account Info

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY DASHBOARD**  
Select "Give Parent/Guest Access"

### Check for Outstanding Required Actions

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Select **MY DASHBOARD**  
View "To Do List"  
Click each item for additional info  
View "Service Indicators"  
Click each item for additional info

### Update Your Address/Phone Number

Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)  
Click the **Profile** icon



Select "Update Profile"

### Get Your UCID (M#)

Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)  
Select **Personal Information**  
Select "Get My UCID"

### Get Your Username

Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)  
Select **Personal Information**  
Select "Get My Username"