

One Stop Student Self-Help Guide

Check Your UC E-mail

1. Go to www.uc.edu
2. Select **UC Tools** near the top of the page
3. Select **Student Email**

Add, Drop, or Withdraw From A Class

1. Go to onestop.uc.edu
2. Select **Registration Information**
3. Select **Register for Classes**
4. To ADD: enter call number then click **Submit**
5. To DROP/WITHDRAW: select the **Drop/Withdraw** box, then click **Submit**

View Your Class Schedule

1. Go to onestop.uc.edu
2. Select **Registration Information**
3. Select **view my schedule**

View Your Degree Audit

1. Go to onestop.uc.edu
2. Select **Registration Information**
3. Select **get my degree audit**

View Your Grade Report

1. Go to onestop.uc.edu
2. Select **Grades and Transcripts**
3. Select **check my grades**

View or Pay Your Bill

1. Go to onestop.uc.edu
2. Select **Billing**
3. Select **View/Pay My Bill**
4. Click **View/Pay My Bill - Students**

Enroll in a Payment Plan

1. Go to onestop.uc.edu
2. Select **Billing**
3. Select **sign up for payment plan**

Waive Your Student Health Insurance

1. Go to onestop.uc.edu
2. Select **Billing**
3. Select **waive my health insurance**

Check Your Health Insurance Waiver Status

1. Go to onestop.uc.edu
2. Select **Billing**
3. Select **waive my health insurance**
4. Select **check my waiver status**

Set Up a Parent/Other Party to Access Your Account

1. Go to onestop.uc.edu
2. Select **Parent/Friend Access**

Enroll in Direct Deposit

1. Go to onestop.uc.edu
2. Select **Billing**
3. Select **direct deposit my refunds**

Check Your Financial Aid Status

1. Go to onestop.uc.edu
2. Select **Financial Aid**
3. Select **check my aid**

Obtain Enrollment or Degree Verification

Go to onestop.uc.edu
Select **Registration Information**
Select **Verify My Enrollment/Degree**

Order a Transcript

1. Go to onestop.uc.edu
2. Select **Grades and Transcripts**
3. Select **request my transcript**

Get Your UCID (M#)

1. Go to onestop.uc.edu
2. Select **Personal Information**
3. Select **get my UCID**

Get Your Username

1. Go to onestop.uc.edu
2. Select **Personal Information**
3. Select **get my username**

Update Your Address/Phone Number

1. Go to onestop.uc.edu
2. Select **Personal Information**
3. Select **change my address**