

One Stop Catalyst 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

Start by logging into Catalyst at
catalyst.uc.edu

Add or Drop a Class

Select **MY ACADEMICS**
Click [Add/Drop Classes](#)

View Your Class Schedule

Select **MY DASHBOARD**
Click [View Class Schedule](#)

View Your Degree Audit

Select **MY ACADEMICS**
Click [Get My Degree Audit](#)

View Your Grade Report

Select **MY ACADEMICS**
Click [View My Grades](#)

Obtain Enrollment Verification

Select **MY ACADEMICS**
Click [Print Enrollment/Degree Letter](#)

Order a Transcript

Select **MY ACADEMICS**
Click [Request Official Transcript](#)

Download Your Unofficial Transcript

Select **MY ACADEMICS**
Click [View My Unofficial Record](#)

FINANCIAL AID & BILLING

Start by logging into Catalyst at
catalyst.uc.edu

Accept/Decline Financial Aid

Select **MY FINANCES**
Click [Accept/Decline Financial Aid](#)

View/Pay Your Bill

Select **MY FINANCES**
View [Account Summary](#)
Click [View Term Bill](#) to view
Click [Make A Payment](#) to pay

Enroll in a Payment Plan

Select **MY FINANCES**
Click [Payment Plan Enrollment](#)

Enroll in Direct Deposit

Select **MY FINANCES**
Click [Direct Deposit Enrollment](#)

Check Health Insurance Waiver Status

Select **MY DASHBOARD**
Click [Health Insurance Waiver Status](#)

Download Your 1098-T

Select **MY DASHBOARD**
Select [Quick Links](#)
Click [Download 1098-T](#)

PERSONAL INFORMATION

Start by logging into Catalyst at
catalyst.uc.edu

Give Delegated Access to Your Account

Select **MY DASHBOARD**
Click [Give Parent/Guest Access](#)

Check Your UC Student Email

Select the **App Launcher** icon
Click [Student Email](#)



Check for Outstanding Requirements

Select **MY DASHBOARD**
View [To Do List](#)
View [Service Indicators](#)
Click each item for additional info

Updated Your Address/Phone Number

Select the **Profile** icon
Click [Update Profile](#)



Get Your UCID (M#)/Username

Go to onestop.uc.edu
Select [Personal Information](#)
Select [Get My Username/UCID](#)