

One Stop Catalyst Self-Help Guide

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

1. Select **MY ACADEMICS**
2. Choose **Classes and Schedule**
3. Click **Add/Drop Classes**

View Your Class Schedule

1. Select **MY ACADEMICS**
2. Choose **Classes and Schedule**
3. Click **View Class Schedule**

View Your Degree Audit

1. Select **MY ACADEMICS**
2. Choose **Academic Progress**
3. Click **Get My Degree Audit**

View Your Grade Report

1. Select **MY ACADEMICS**
2. Choose **Grades/Transcripts/Enroll Cert**
3. Click **View My Grades**

Obtain Enrollment Verification

1. Select **MY ACADEMICS**
2. Choose **Grades/Transcripts/Enroll Cert**
3. Click **Print Enrollment/Degree Letter**

Order a Transcript

1. Select **MY ACADEMICS**
2. Choose **Grades/Transcripts/Enroll Cert**
3. Click **Request Official Transcript** or click **View My Unofficial Record** for an unofficial transcript

FINANCIAL AID & BILLING

Start by logging into Catalyst at catalyst.uc.edu

Accept/Decline Financial Aid

1. Select **MY FINANCES**
2. Choose **Manage Financial Aid**
3. Click **Accept/Decline Financial Aid**

View/Pay Your Bill

1. Select **MY FINANCES**
2. View **Account Summary**
3. Click **View Term Bill** to view
4. Click **Make A Payment** to pay

Enroll in a Payment Plan

1. Select **MY FINANCES**
2. Choose **Billing Information**
3. Click **Payment Plan Enrollment**

Enroll in Direct Deposit

1. Select **MY FINANCES**
2. Choose **Billing Information**
3. Click **Direct Deposit Enrollment**

Check Health Insurance Waiver Status

1. Select **MY FINANCES**
2. Choose **Student Health Insurance**
3. Click **Health Insurance Waiver Status**

Download Your 1098-T

1. Select **QUICK LINKS & HELPFUL CONTACTS**
2. Click **Download 1098-T**

PERSONAL INFORMATION

Start by logging into Catalyst at catalyst.uc.edu

Give Delegated Access to Your Account

1. Select **QUICK LINKS & HELPFUL CONTACTS**
2. Click **Give Parent/Guest Access**

Check Your UC Student Email

1. Select **OTHER TOOLS**
2. Click **Student Email**

Check for Outstanding Requirements

1. Select **TASKS**
2. Choose **To Do List** or **Service Indicators**
3. Click each item for additional info

Updated Your Address/Phone Number

1. Select **MY PROFILE**
2. Choose **Update Profile**
3. Click **Address, Phone Number, etc.**

Get Your UCID (M#)/Username

1. Go to onestop.uc.edu
2. Choose **Personal Information**
3. Select **Get My Username/UCID**

Get Catalyst Help

1. Select **QUICK LINKS & HELPFUL CONTACTS**
2. Click **Catalyst Tutorials**