

# 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

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Start by logging into Catalyst at  
[catalyst.uc.edu](http://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

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Start by logging into Catalyst at  
[catalyst.uc.edu](http://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

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Start by logging into Catalyst at  
[catalyst.uc.edu](http://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](http://onestop.uc.edu)  
Select [Personal Information](#)  
Select [Get My Username/UCID](#)