Welcome
We are glad to have you
at UC Blue Ash College.

Please use this checklist to ensure you
have everything completed during
orientation and after in order to
begin classes next semester. This New
Student Handbook contains valuable
information to help you be successful
in your first year and beyond.

# UC Blue Ash College
Orientation Checklist

<table>
<thead>
<tr>
<th>Name:</th>
<th>Major:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Username:</th>
<th>M#</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Advisor:</th>
<th>Advisor Contact:</th>
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<tbody>
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Check-In:
- Username and Password Set-Up
- Bearcat Card photo (Student ID)
- Parking Permit
- Verify Major
- Connect with Campus Resources

During Orientation:
- Learn about getting connected, the business of being a student,
  and college academic success during the Welcome Sessions.
- Note where all of the resources on campus are during your Campus Tour.
- Connect with peers during the Peer Small Group and ask your SOLs questions.

During Advising & Registration:
- Participate in Advising Overview presentation.
- Find your academic advisor; list them above.
- Verify your schedule with your advisor; they initial here: ______
- Register for classes.
- Print two copies of your schedule (one goes to your advisor).
- Complete Post-Orientation Survey found in your student email.
  (Sign into email with username and password at ucmail.uc.edu.)
- Check out: pick up ID in One Stop Lobby.

Before the First Day of Class:
- Register for and attend Convocation.
- Confirm Financial Aid.
- Pay your bill.
- Waive or pay health insurance.
- Login to UC Email and Blackboard.
  (Check for updates and important information from UC and professors.)
- Purchase laptop. (Go to ucbblueash.edu/laptop for more information.)
- Purchase books.
- Find your classrooms.

Still have questions?
Contact Student Life & Engagement at (513) 745-5773 or BAStdLife@uc.edu.

DOWNLOAD OUR APP
to stay informed about orientation
and UC Blue Ash College.

- Search for “Bearcat App" in your app store or Google Play.
- Open the Bearcat App and search for UC Blue Ash College.
- Download our guide and stay connected.
Laptop Requirement

UCBA students will need a laptop computer that runs either Windows or Macintosh operating systems and can be brought to class when required for in-class computer usage. This laptop requirement ensures you will have adequate and timely access to the electronic resources necessary to be a successful UCBA student. Chromebooks or tablets cannot access all of the electronic educational material used at UCBA, so they are therefore not considered a suitable replacement.

Please note that UCBA’s Emedia and Art and Visual Communications programs have more specific laptop requirements which can be found on their programs’ pages. Students enrolling in transfer programs should also consider any laptop requirements of their intended transfer program.

Specifications for Windows Laptops

<table>
<thead>
<tr>
<th>Feature</th>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Intel Core i3</td>
<td>Intel Core i5 or i7</td>
</tr>
<tr>
<td>Memory</td>
<td>4GB</td>
<td>8GB</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>256 GB HD</td>
<td>256 GB SSD</td>
</tr>
<tr>
<td>USB (2 or more)</td>
<td>USB2</td>
<td>USB3 or USB3.1 type C</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11 N</td>
<td>802.11 AC</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 7</td>
<td>Windows 10</td>
</tr>
<tr>
<td>Screen</td>
<td>12 inch screen</td>
<td>15 inch screen</td>
</tr>
</tbody>
</table>

Specifications for Macintosh Laptops

<table>
<thead>
<tr>
<th>Feature</th>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>OS X 10.11</td>
<td>OS X 10.13</td>
</tr>
<tr>
<td>Memory</td>
<td>8GB</td>
<td>8GB</td>
</tr>
<tr>
<td>Screen</td>
<td>12 inch screen</td>
<td>13 inch or larger screen</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Core i5</td>
<td>Intel Core i7</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11 N</td>
<td>802.11 AC</td>
</tr>
<tr>
<td>USB/Thunderbolt</td>
<td></td>
<td></td>
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</tbody>
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Get Social With Us!

Stay up-to-date with the latest event information, photos, videos and stories about UC Blue Ash College. We’re active on social media, and can’t wait to get social with you!

Check out UCBANOW: The UC Blue Ash College News Center for news, events, stories, galleries, videos and more – it’s everything you need to stay connected! ucbueash.edu/now

Like us on Facebook  
facebook.com/ucblueash

Watch our YouTube channel  
youtube.com/ucblueash

Follow us on Twitter  
twitter.com/ucblueash

Check out our photos  
flickr.com/ucblueash

Follow us on Instagram  
instagram.com/ucblueash

Share your moments with us  
UCBlueAsh
MAPS

Muntz Hall & Pavilion D

MUNTZ HALL
FIRST FLOOR

- Disability Services
- Writing & Study Skills Center
- Math Lab
- Software Support
- Library Offices
- Learning & Teaching Center
- Computer Commons
- Community Commons
- Library
- Community Commons Patio
- Theater 119
- Bookstore
- Maintenance 108
- Dean’s Suite 140
- Advising Center
- Student Life
- One Stop Center
- Admissions
- Lobby
- Information
- Closed for Renovation

PAVILION D

MUNTZ HALL
SECOND FLOOR

MUNTZ HALL
THIRD FLOOR
Walters Hall

FIRST FLOOR

SECOND FLOOR

THIRD FLOOR
Advising Center

How to find your advisor:
1. Go to ucblueash.edu/advising
2. Click the Advisors By Program tab on the left side menu.
3. From the alphabetical list, find your major program and email advisor from your UC student email account.

Scheduling with your advisor or tutor through Starfish:
1. Log into your Blackboard account using your Central User ID and password.
2. Click on the blue Starfish icon on the left side of the screen. You may be prompted to click on an option. Choose Schedule a Meeting.
3. On your Success Network page, click on the person’s name with whom you are trying to schedule.
4. You will see that person’s calendar. Search for bolded dates. Click on the date and search for a time where you see Sign Up indicated. Click on the Sign Up link and finalize your appointment options in the pop up window.

Important Fall Semester Dates:
- Classes Start: August 27, 2018
- Last Day to Register for a class without instructor permission: September 2, 2018
- Last Day to Drop without a grade appearing on your transcript: September 11, 2018
- Meet with your advisor to plan for next semester: Mid October
- Last Day to Withdraw from a class with a grade of “W”: November 2, 2018

Reminder: Your registration will be blocked until you have earned 24 credit hours. It is mandatory that you meet with your advisor before each registration period to lift this block. Please contact the Advising Center for additional information.

Advising Center
Muntz 125
(513) 745-5753

QUESTIONS

Logging in to UConnect and Blackboard
You must activate your central login username and password before you will be able to access any of your UC accounts (e.g., Blackboard, One Stop, UConnect).

Logging in to UConnect
1. Go to mail.uc.edu.
2. Enter your central login username and password.
3. Select the Log In button.

Logging in to Blackboard
2. Enter your username and password.
3. Select the Log In button.
4. Navigate through the main page, the tabs at the top and the item in the menu bar on the left to view your personal information and course information.
We make it possible. You make it happen.

Course Search
1. Go to catalyst.uc.edu.
2. Log in with central username and password.
3. Take steps to release Bursar’s Hold under the To Do List if you haven’t already done so.
4. Select My Academics from the tool bar near the top of the page.
5. Choose Classes and Schedule and then Click on Search for Classes.
6. Select the Term for which you are searching under the pull down menu.
7. Under Class Search use the pull down menus to select:
   • Subject (ENGL, MATH, BIOL, etc…)
   • If you know the course number, put it in the box to the right. If you don’t know the course number, leave this blank and it will show all courses in the subject.
   • Under Offering College, select Blue Ash. (Do not select a Campus.)
8. Click the SEARCH button.

General Education Elective Search
If you need to search for a General Education Elective, select Additional Search Criteria.
1. Leave the Subject and Course Number fields blank.
2. Under Course Attribute, select Breadth of Knowledge.
3. Under Course Attribute Value, select the general education requirement that you need (i.e. Social Sciences, Humanities, Historical Perspective, etc.)
4. Click the SEARCH button.

We make it possible. You make it happen.
How to Register for Classes

1. From your search results, scroll through the course options. Once you find the class you are interested in, select the red Select button to the right of the course. This will give you prerequisite requirements and show co-requisite classes (such as required labs that are attached to specific sections of science lectures.) Alternatively, if you need more information about a course including the course description, click the red course number information to the right of the listing.

2. Once you confirm that you are able to take the class, click the NEXT button to add the course to your shopping cart. If the course has a co-requisite, you may go to a second screen where you again will select the NEXT button confirming registration for both parts of the class.

3. Go to your shopping cart, select the box to the left of the course, and hit the ENROLL button.

4. On the next screen, click the button that says FINISH ENROLLING to add the class to your schedule. Note: we recommend that you enroll for each class individually during Orientation. In future enrollments, you can plan your classes ahead of time and register for them all at once.

5. Once you finish enrolling for a course, you will select the Search tab to look for your next class. Once you finish adding all of your classes, select MY CLASS SCHEDULE to view your completed schedule.
ACADEMICS & ENROLLMENT

Add or Drop a Class
• Log into Catalyst at catalyst.uc.edu
• Select My Academics
• Click Classes and Schedule
• Click Add/Drop Classes

View Your Class Schedule
• Log into Catalyst at catalyst.uc.edu
• Select My Academics
• Click View My Schedule

View Your Degree Audit
• Log into Catalyst at catalyst.uc.edu
• Select My Academics
• Click Get My Degree Audit

View Your Grade Report
• Log into Catalyst at catalyst.uc.edu
• Select My Academics
• Click Grade Transcript/Enroll Cert
• Click View My Grades

Obtain Enrollment or Degree Verification
• Go to onestop.uc.edu
• Select Academics & Enrollment
• Click Verify Enrollment/Degree

Order a Transcript
• Log into Catalyst at catalyst.uc.edu
• Select My Academics
• Click Grade Transcript/Enroll Cert
• Click Request Official Transcript

FINANCES

Accept/Decline Financial Aid
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• Click Accept/Decline Financial Aid
(View your To Do List for outstanding tasks.)

View Your Billing Information
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• View Term Bill
• Select Account Inquiry for detailed transaction information.

Pay Your Bill
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• Select Make A Payment in the Account Summary box

Enroll in a Payment Plan
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• Select Billing Information
• Select Payment Plan Enrollment

Enroll in Direct Deposit
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• Select Billing Information
• Select Direct Deposit Enrollment
(Visit onestop.uc.edu for detailed instructions.)

Download Your 1098-T
• Log into Catalyst at catalyst.uc.edu
• Select Download 1098-T on My Dashboard

Check Status of Health Ins. Waiver
• Log into Catalyst at catalyst.uc.edu
• Select My Finances
• Select Student Health Insurance
• Select Health Insurance Waiver Status

PERSONAL ACCOUNT

Check Your UC Student Email
• Log into Catalyst at catalyst.uc.edu
• Click on the App Launcher
• Click Student Email

Delegate Access to Your Account Info
• Log into Catalyst at catalyst.uc.edu
• Select My Dashboard
• Select Quick Links
• Select Give Parent/Guest Access

Check for Outstanding Required Actions
• Log into Catalyst at 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
• Click on the Profile Icon
• Select Update Profile

Get Your Username/UCID (M#)
• Go to onestop.uc.edu
• Select Personal Information
• Select Get My Username/UCID
Financial Aid for 2017-18

Get a FAFSA PIN number
• Go to www.fafsa.ed.gov and select Create An FSA ID.
• Parent(s) will need their own FSA ID.
• If you have an FSA ID, but have forgotten it, select Edit My FSA ID and click Forgot My Username or Password.

Complete a FAFSA
• Go to www.fafsa.ed.gov and select Start a New FAFSA.
• Fill out the 2018-19 FAFSA with 2016 tax information (1040’s, W2’s, untaxed income information).
• We suggest you use the IRS data retrieval tool to input tax information.
• You may need information for both student and parent(s).
• The school code for all University of Cincinnati campuses is 003125.
• If you need assistance, call (513) 745-1772 for options.

Correcting a FAFSA
• Go to www.fafsa.ed.gov and select Login as a returning user.
• Sign in and click on Make Corrections.

Accept your Financial Aid
Once your admissions application is complete, you may go on-line to check your Financial Aid Award Offer. Please note that financial aid is awarded based on full-time status for the entire academic year. To better understand your award offer, please visit the UC Blue Ash One Stop Student Service Center, call 513-745-5740 or email onestop@ucblueash.edu.

• Go to catalyst.uc.edu. View your To Do List for any requirements and steps needed to secure your 2018-19 financial aid. Accept/decline your aid as needed.
  You may be asked to provide more information such as a Verification Worksheet and/or a 2016 Tax Return Transcript.

  IRS Tax Return Transcripts may be requested and/or printed on-line at www.irs.gov. Select the Get Transcript of Your Tax Records then click Get Transcripts Online. Copies of Federal 1040s will not be accepted. Students are encouraged to use the IRS data retrieval link. Simply sign into your FAFSA and click on Make Corrections.

  Additional forms regarding SNAP and/or child support paid may be required.

• If you accept loans, you must complete the undergraduate Direct Loan Entrance Counseling and a Master Promissory Note. From onestop.uc.edu, select Finances and under Financial Aid select Get Loan Counseling and Sign Promissory Note. You will need your FSAID.

  Students may also go directly to www.studentloans.gov to complete these steps.

  If you accept a Parent PLUS loan and/or a Perkins loan, additional Master Promissory Notes will be required.
We make it possible. You make it happen.

ONE STOP

Understanding Your Bill

- Federal and State financial aid (grants and loans) posts to your bill 10 days prior to the start of the term. Students should check their bills before calling with questions.
- You may view your bill by logging into your Catalyst account and navigating to the "My Finances" tab. You will be able to see when grants, loans, and scholarships have posted to your bill. You will also see when refund checks are mailed or funds are direct deposited. Bills are not sent by mail. We suggest that students check their bills often, as changes in registration will be reflected on the bill.
- If you would like a third party (such as a parent or guardian) to have access to your record to view/pay your bill, view financial aid or view class schedule and/or grades, The Family Education Rights and Privacy Act of 1974 (FERPA) requires a release by the student. You can grant access by logging into your Catalyst account and selecting Quick Links and Give Parent/Guest Access.
- Direct Deposit allows you to receive any financial aid refunds directly to your designated bank account. Sign up on your Catalyst account under the My Finances tab and select Billing Information then Direct Deposit Enrollment.
- Students may sign up for a payment plan. Sign up on your Catalyst account under the My Finances tab and Billing Information then Payment Plan Enrollment.
- If your bill remains unpaid, late fees will be added. Late fees are assessed on the last day of every month. A $50 flat late payment fee plus 1.5% interest will be charged on balances greater than $200. For more information, visit www.uc.edu/af/bursar/paying_your_bill/latepayfees.html
- UC students enrolled in 6 or more credit hours are required to have health insurance; all students, therefore, are automatically enrolled in the University Health Insurance plan. If you have existing health insurance, you must waive the University Health Insurance by logging into your Catalyst account and navigating to the My Finances tab. Make sure your pop-up blocker is turned OFF. Health insurance must be waived each academic year. Please be aware of deadlines to complete this waiver.

Waiving Your Health Insurance

The University of Cincinnati requires all students registered with 6+ credit hours to be covered by a health insurance policy; either the University’s Plan policy or a policy that is equal to or better than UC’s. Find more information about the UC Student Health Insurance plan at uc.edu/uhs/student_health_insurance.

Questions?

UC Clifton Lindner Center Room 334, (513) 556-6868.