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