Our Students

**4,870**
FALL 2018 ENROLLMENT

**58%**
FEMALE

**42%**
MALE

NEARLY
HALF
OF OUR STUDENTS ARE
FIRST GENERATION

Our fastest growing student age group is 20-24 years old.

Welcome

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

Welcome to 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.

Check-In:
- Username and Password Set-Up
- Bearcat Card photo (Student ID)
- Parking Permit
- Verify Major

During Orientation:
- Review the programs being offered during the conference sessions.
- Use the spaces below to plan which programs you/your guests will attend:
  - Academic Success Session:  __________________________ Room:  ______
  - Campus Resources Session:  _________________________ Room:  ______
  - College Finances Session:  ___________________________ Room:  ______
  - College Connections Session: ________________________ Room:  ______
- Connect with peers during the Student-to-Student Small Group time and ask your SOLs questions.

During Advising & Registration:
- Participate in Advising Overview presentation.
- Register for classes.
- Verify your schedule with your advisor.
- 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.
- Complete immunization and health screening requirements.
  (Go to www.med.uc.edu/uhs/vaccination for more information.)
- Login to UC Email and Blackboard.
  (Check for updates and important information from UC and professors.)
- Purchase laptop. (Go to ucblueash.edu/students/new/laptop for more information.)
- Purchase books.
- Find your classrooms.

Still have questions?
Contact Student Life at (513) 745-5773 or StudentLife@uc.edu.
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 program 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 3.0 or more</td>
<td>USB</td>
<td>USB or USB 3.1 type-C</td>
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<tr>
<td>Wireless</td>
<td>802.11 N</td>
<td>802.11 AC</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10</td>
<td>Windows 10</td>
</tr>
<tr>
<td>Screen</td>
<td>15 inch</td>
<td>15 inch</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>13 inch or larger 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>
</tr>
</tbody>
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### Campus Map

Note: The UC Campus shuttle drop-off/pick-up location is in the circle drive between the Muntz and Walters parking lots. There is no shuttle stop at the Annex Building.
How to find your advisor:
1. Go to ucbblueash.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 through Starfish:
4. Log into your Blackboard Account using your Central User ID and password and click on Starfish, located on the left side of the screen under “Tools”.
5. A “My Connections” page will open. Click on your advisor’s name (be sure to know who this is before scheduling!).
6. Choose an option for why you are meeting. Click the “Continue” button.
7. Choose one of the open dates that works for you. Click the “Continue” button.
8. A confirmation page will appear – be sure to indicate your major and reason for appointment before clicking the “Confirm” button.

Important Fall Semester Dates:
It is a student’s responsibility to be aware of all important dates and deadlines. You can access calendar information through Catalyst. Once you are logged in, click on the My Academics tile. Then, on the left hand side, select Calendars and Deadlines and then Undergraduate and Graduate. Alternatively, you can go to onestop.uc.edu/calendars.

Reminder: Your registration will be blocked until you have earned 24 credit hours. Some majors have blocks beyond 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.

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. Click Blackboard login icon.
3. Enter username and password.
4. Navigate through the main page, the tabs at the top and the items in the menu bar on the left to view your personal information and course information.

We make it possible. You make it happen.
To Search for Courses:

1. Go to catalyst.uc.edu.
2. Log in with central username and password.
3. Take steps to release Bursar’s Pre-Registration Hold under the Tasks tile/To Do List if you haven’t already done so.
4. Click on the My Academics tile from the homepage.
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. Open Additional Search Criteria.
3. Under Course Attribute, select Breadth of Knowledge.
4. Under Course Attribute Value, select the general education requirement that you need (i.e. Social Sciences, Humanities, Historical Perspective, etc.)
5. Click the SEARCH button.

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.

Class Schedule Builder Information:

A tool that can assist with registering for classes is Class Schedule Builder. This tool allows you to type in your class selections and see all available scheduling options in an easy to see calendar format. You will still need to look up general education class choices in Catalyst before adding your classes into Class Schedule Builder. You will also use Catalyst course search for online class searches.

1. Log onto catalyst.uc.edu. Click on the My Academics tile and then Classes and Schedule. Select Class Schedule Builder.
2. Select correct term.
3. Make sure only Blue Ash is selected under Campus.
4. Type in specific course numbers.
5. Uncheck all three boxes on the right.
6. Click and drag mouse to block out times you cannot take classes.
7. Scroll to find your favorite schedule.
8. Send Schedule to Shopping Cart.
9. Scroll to bottom of page and select Do Actions.
10. Click Proceed to Shopping Cart.
11. Enroll in your classes in Catalyst.
One Stop Student Self-Help Guide

UC Blue Ash One Stop
Use this guide as a quick reference tool for easy instructions on how to do your UC-related business online.

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 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/T/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 Account Summary
• View Account Inquiry for detailed transaction information
• Select View Term Bill for a breakdown of tuition and fees and more.

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 Quick Links & Helpful Contacts

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

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

Check for Outstanding Required Actions
• Log into Catalyst at catalyst.uc.edu
• Select Quick Links & Helpful Contacts
• View To Do List
• View Service Indicators

Update Your Address/Phone Number
• Log into Catalyst at catalyst.uc.edu
• Click on the Profile Icon
• Select Update Profile

Get Your UCID (M#)
• Go to onestop.uc.edu
• Select Personal Information
• Select Get My UCID

Get Your Username
• Go to onestop.uc.edu
• Select Personal Information
• Select Get My Username

Financial Aid for 2019-20

Get a FAFSA PIN number
• Go to fsaid.ed.gov and select Create An FSA ID
• Parent(s) of dependent students 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 fafsa.ed.gov and select Start a New FAFSA
• Fill out the 2019-20 FAFSA with 2017 tax information (1040, W2, 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 003135.
• If you need assistance, call (513) 936-1772 for options.

Accept your Financial Aid

• 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.

Additional forms regarding SNAP and/or a Perkins loan, additional Master Promissory Note will 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.

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If you accept a Parent PLUS loan and/or a Perkins loan, additional Master Promissory Notes will be required.

More information on the steps needed to secure your 2018-19 financial aid.

QUESTIONS

UC Blue Ash One Stop
Munty 150
(513) 745-5700
onestop@ucblueash.edu

To Do List
(Visit onestop.uc.edu for detailed instructions.)

Make Corrections.

Get Your PIN number
• Go to fafsa.ed.gov and select Accept your Financial Aid

Financial Aid Award Offer
• 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.

Accept your Financial Aid

• 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.

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 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.

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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 tile. 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 tile 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 tile 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 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 tile. 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. Students may check the status of their health insurance in their Catalyst account. Please allow up to 30 days for processing the waiver and removal of this fee from your bill. Approved. For more information, visit uc.edu/uhs/student_health_insurance or call 513-556-6868.

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.