COLLEGE CREDIT PLUS (CCP): A Registration Guide

 ► CATALYST ................................................................. 2
   ▪ Logging into Catalyst

 ► SEARCHING and REGISTERING FOR CLASSES ........................................... 4
   ▪ Registering for Classes in Catalyst
   ▪ Searching for Classes in Catalyst

 ► SELECTING CLASSES ........................................................................... 9
   ▪ Curriculum Guides
   ▪ Course Options
   ▪ Academic Advising: Dr. Debra Clark debra.clark@uc.edu
   ▪ Course Substitution Crosswalk
   ▪ Guidelines for Athletic Eligibility
   ▪ Courses that CCP students may NOT take

 ► PLACEMENT TESTS ................................................................. 14
   ▪ ACT / SAT ................................................................. 14
   ▪ Math Cut-Off Scores ................................................. 15

 ► APPENDIX .................................................................................. 16
   ▪ Student ‘Self-Help’ Guide
   ▪ Online Classes vs In Person Classes
   ▪ Impact of Student Grades and Decisions to Withdraw
   ▪ How to Order a UC Transcript
   ▪ How to Remove a “Bursar Pre-Registration Hold”
The University of Cincinnati’s CATALYST system will serve as your portal to all things UC, including course registration, grade reports and transcripts.

Logging into Catalyst

After you’ve been admitted, you will receive a Catalyst-generated email titled “Important University of Cincinnati System Access Information.” This email will provide you with your username, UCID and default password. You’ll find a sample Catalyst email on page 3.

Next Steps:

1) Set up your student account profile at https://uc.edu/PSS

Enter your username and default password – Uc!mmddyyyy (‘mmddyyyy’ refers to your full date of birth). The system will immediately prompt you to change your default password as well as answer ‘Admin Defined” and “User-Defined” Challenge Questions.

▶ If you’ve taken UC classes ‘on campus’ or ‘in high school’ before and can’t remember your username or password, click Forgotten Username and/or Forgotten Password.

For assistance, please contact the UC Information Technology (UCIT) Service Desk at helpdesk@uc.edu or 513.556.4357. Have your M-Number at the ready.

2) After you’ve set up your student account profile and created a new password, log into Catalyst at https://catalyst.uc.edu.

3) First action in Catalyst: Activate your UC Student Email account:

Click the app launcher (upper right hand corner) and then click student email. Follow prompts.
The following is a SAMPLE EMAIL sent to newly admitted students.

Dear Ignatius Thistlewhite,

While a student at UC, you will maintain your account through the Catalyst Student Portal, which can be accessed [here](#).

The Portal serves as your hub and self-service center for information and actions you can take as a current student. In the Portal, you will be able to:

- Search for classes
- Enroll
- Check your student bill

To [login to Catalyst](#), you will need to use your Username below:

Your UCID is: M86058587.
Your Username is: thistlii.

Your default password is Uc!mmddyyyy where mmddyyyy is your full date of birth. You will be prompted to change this password the first time you log in.

If you need technical support, contact the IT@UC Service Desk at [helpdesk@uc.edu](mailto:helpdesk@uc.edu) or by phone at 513-556-4357. Calling from outside the Cincinnati area? Just dial 866-397-3382.

For help with registration issues, contact your regional One Stop Student Service Center:

- Uptown Campus: [http://www.onestop.uc.edu](http://www.onestop.uc.edu)
- UC Blue Ash: [http://www.ucblueash.edu/students/one-stop](http://www.ucblueash.edu/students/one-stop)
- UC Clermont: [http://www.ucclermont.edu/students/onestop](http://www.ucclermont.edu/students/onestop)

Sincerely,

University of Cincinnati

*If you previously received this information, please disregard this email. This email was sent from a notification-only address that cannot accept an incoming email. Please do not reply to this message.*
SEARCHING and REGISTERING FOR CLASSES

You can both search and register for classes from within your Catalyst portal.

Registering for Classes in Catalyst

Five Easy Steps:

1. **Log into Catalyst** at https://catalyst.uc.edu (a link is also provided at http://onestop.uc.edu/)  
   - Enter your username and password [For more information, refer to pages 2-3.]

2. If necessary, remove your Bursar Pre-Registration Hold (refer to pages 24-26). Otherwise, click the “Academics” tab on your Dashboard and then select “Classes and Schedule”
3. Click “Search for Classes” – a process explained on pages 7-8.
   ► As soon as you’ve been ‘activated’, a select option will appear for each class.

4. Add classes to your Shopping Cart and Validate.
   ► View Shopping Cart video here: https://www.youtube.com/watch?v=Ywh6s_T3gbQ

Check the box next to the course you wish to validate. Select “validate” to confirm your eligibility to enroll in this class.
5. Enroll
From your shopping cart, select the class for which you want to register, click “enroll” and then “finish enrolling.” And that’s it. You’ve registered for your first UC class!

Adding and Dropping Classes
After your initial registration, you may adjust your schedule any way you wish as long as you stop doing so by the first day of Fall Semester classes at UC.

► view Add/Drop video here:  https://www.youtube.com/watch?v=iGWZKrED_ps

Reminder: If you drop a course after the 14th day of the term, you will receive a grade of ‘W’ and your high school will charge you for the cost of the course.

Tips & Tricks
Video Tutorials and Handouts:
http://www.uc.edu/catalyst/resources/catalyst-tips-tricks.html
Searching for Classes in Catalyst

Follow the instructions provided below and/or view the following video:
Searching For Classes

REMINDERS:
► To search for Summer or Fall Semester classes, select the ‘settings’ identified below.
Note: The “Term” you should select is either Summer or Fall Sem 2018 not Fall Sem 2016.
► As a UC Clermont CCP student, you must take ALL of your classes at UC Clermont, including your online classes. If you have any questions about this, please contact Dr. Clark.

Search for Classes

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Cincinnati</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Fall Sem 2016</td>
</tr>
</tbody>
</table>

Select at least 2 search criteria. Select Search to view your search results.

Class Search

- **Subject**: select course discipline, e.g., ENGL English
- **Course Number**: is exactly
- **Course Career**: select “undergraduate”
- **Session**: select “full academic session”
- **Offering College**: must select “Clermont”
- **Campus**: select “UC Clermont & UC East”

Additional Search Criteria

After you’ve entered your “class search” information, you may either click SEARCH or click “Additional Search Criteria” The latter will enable you to customize your search results. For more information, refer to “Additional Search Criteria” on page 5.
After you've entered your additional criteria, click SEARCH. The system will automatically generate a results page that will include both a summary statement and a list of “matching” class sections.

Sample Class Section ('thumbnail' information provided)

To obtain a full page overview for each class, click either the class number (18115) or section information (001-LE Full Sess) – both options are in red. This overview will provide you with class details, pre-requisite information, and class availability.

HELPFUL HINT: Do NOT use your forward and back arrows to move within the search option. Instead, click on “modify search” or “view search results.”
SELECTING CLASSES

For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by the University of Cincinnati for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC curriculum guide to determine the latter.

The random completion of college courses does NOT a degree make. To earn a college degree, students must complete the specific courses required for a particular major (see curriculum guide information below).

Curriculum Guides

Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

► UC Clermont College (UCC)

To obtain curriculum guides for the majors offered at UC Clermont, please do the following:
1.) Go to www.ucclermont.edu
2.) Click “Academics” (black banner at the top of the page).
3.) Select “Majors & Programs” (left-hand sidebar).
4.) Choose a major(s) from the alphabetical list and click the “program name”. You’ll be directed to an overview page that will include program details and a curriculum guide.

► All Colleges at the University of Cincinnati (UC)

To obtain curriculum guides for majors offered by all three UC campuses, please do the following:
1.) Go to www.uc.edu
2.) Click “Menu” (upper right-hand corner)
3.) Select “Academics” (banner at top of page).
4.) Scroll down to “Turbo-charged” and then click “Undergraduate”
5.) Search by key word or “Programs by General Interest.” Relative to the latter, click a category and then select a major. Note: The overview page for each major includes a link to the major’s curriculum guide.

As a UC Clermont CCP student, you must take ALL of your classes at UC Clermont, including your online classes. If you have any questions about this, please contact Dr. Clark.

Credit Hour Equivalencies and Maximums

According to CCP guidelines, a college course transcripting three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcripting less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

<table>
<thead>
<tr>
<th>3+ Semester Hours (1 college course)</th>
<th>= 1 Carnegie Unit (1 year of the subject at high school)</th>
</tr>
</thead>
</table>

CCP participants may take a maximum of 30 college credit hours per academic year.
LIBERAL ARTS Curriculum Guide (Year 1)    SAMPLE

Fall Semester: 15-17 credit hours

ENGL1001: English Composition, EC (3)
INTR1010: Introduction to the Liberal Arts (3)
_________ Any Statistics or college-level math, QR (3)
_________ History, HP (3)
_________ Foreign Language, DC (3 – 5)

Spring Semester: 15-17 credit hours

_________ Any QR, QR (3)
_________ Historical Perspective, HP (3)
_________ Foreign Language, DC (3 – 5)
_________ Any "HU" or "FA", HU, FA (3)
_________ Elective (3)

KEY

DC Diversity & Culture
EC English Composition
FA Fine Arts
HP Historical Perspectives
HU Humanities & Literature
NS Natural Sciences
QR Quantitative Reasoning (Math-oriented classes)
SE Social & Ethical Issues
SS Social Sciences

BIOLOGY Curriculum Guide (Year 1)    SAMPLE

Fall Semester: 16 credit hours

BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)
BIOL1081L: Biology I Laboratory, NS (1)
CHEM1040: General Chemistry I, NS (4)
CHEM1040L: General Chemistry Laboratory I, NS (1)
STAT1034: Elementary Statistics I, QR (3)
ENGL1001: English Composition, EC (3)
INTRxxxx: INTR 1020 Intro Science Professions (1)

Spring Semester: 15 credit hours

BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)
BIOL1082L: Biology II Laboratory, NS (1)
CHEM1041: General Chemistry II, NS (4)
CHEM1041L: General Chemistry Laboratory II, NS (1)
MATH1044: Applied Calculus I, QR (3)
_________ Humanities elective, HU (3)
Course Options

UC Clermont offers hundreds of courses each academic year. The following is a list of courses that seem to be of particular interest to CCP students.

English Composition

English 1001 and 2089 are the only courses required for ALL majors at UC.

► ENGL 1001  English Composition -- a 1st first year foundations course
► ENGL 2089  Intermediate Composition – a 2nd year capstone course (pre-requisite: 30 sem hrs)

CCP students may NOT take remedial composition courses, e.g., ENGL 0097, 0099 or 1000.

Foreign Language

UCC offers the following foreign language courses: American Sign Language, French, German, Latin, Russian, and Spanish. Students may take these courses in either an extended or basic format:

► extended: 3 semester hours per course: 12 semester hours total (preferred by most students)
► basic: 5 semester hours per course: 10 semester hours total (intense)

Mathematics & Science

The Math and Science courses that students take at UC Clermont are a function of both their Math placement results and their intended college major. For specifics, students should refer to the curriculum guide for the major they plan to pursue on the college level.

Personal Finance

The following courses might satisfy the personal finance requirement at the high school. Before registering for one of these courses, students should discuss this option with their high school guidance counselor.

FIN 2081 Personal Finance and/or FIN 2071 Stock Markets and Investments

Political Science (American Government)

The following course might satisfy the American Government requirement at the high school. Before registering for this course, students should discuss this option with their high school guidance counselor.

POL 1010 Introduction to American Politics

Academic Advising

High School

For advising related to high school policies and procedures, to include high school graduation requirements, CCP students must contact their high school guidance counselor.

College

For advising related to college policies and procedures, to include the course requirements for particular college majors, CCP students should contact Dr. Debra Clark.

Dr. Debra Clark
Director of College Credit Plus
UC Clermont College
debra.clark@uc.edu
High School Graduation: COURSE SUBSTITUTION CROSSWALK

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to other Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).


<table>
<thead>
<tr>
<th>High School Requirement</th>
<th>College Credit Plus (CCP) Example Course Substitutions</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language arts</td>
<td>Courses in literature, composition, journalism, speech, applied communication</td>
<td>Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Health</td>
<td>Any health courses</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Any math courses</td>
<td>Students must earn one unit of algebra II or the equivalent of algebra II. Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Courses in which the main concentration is participation in physical activity, fitness, and/or exercise.</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Any science courses</td>
<td>Students must earn: 1) one unit of physical sciences, 2) one unit of life sciences and 3) one unit of advanced* study in one or more of the following sciences: • chemistry, physics or other physical science; • advanced biology or other life science; • astronomy, physical geology or other earth or space science (*Note: A CCP science course does satisfy the advanced study requirement.) Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.</td>
</tr>
</tbody>
</table>

12
Guidelines for Athletic Eligibility:
Please refer to the guidelines provided here: https://www.ohiohighered.org/ccp/resources

Courses that CCP students may NOT take on the college-level:

► Study abroad courses.
► Courses with fees that exceed the maximum amount established by the Chancellor.
► Physical education courses.
► Courses with ‘Adult’ content (determined by college/university).
► Remedial and (sectarian) religion courses.
► Courses that provide P/F or S/U grades only. Exceptions: Internships or 1st year academic/career success courses.
PLACEMENT TESTS

► ‘In High School’ CCP students must take UC Clermont’s Math and/or English placement tests and score at the level required for the class in which they plan to enroll. For more information, you should contact your high school guidance counselor.

Reminder: The Math result is a ‘cut off’ score and the English result is an actual course placement.

**English**
- English 1001 (ENPT 5) English Composition
- English 1000 (ENPT 4) Introduction to English Composition
- English 0099 (ENPT 3) Preparatory Composition
- English 0097 (ENPT 2) Introduction to Academic Literacies

Of these four (4) classes, only English 1001 is a **college level** course and as such is the only composition class that you may take as a CCP student. Conversely, English 1000, 0099 and 0097 are **remedial** courses and as such may NOT be taken by CCP students.

**Mathematics**
To identify the Math course into which you tested, refer to the UC Clermont Math Placement (MPT) Cutoff Scores form on page 15. Equivalent ACT/SAT scores are also provided.

► You must take Math courses for which you may earn college credit. You may NOT take remedial Math courses, e.g., Math 0029, 0030, 0031 or 0034.

► On the college level, the Math class/es students take are a function of the degree plan in which they’re enrolled. Some degrees require calculus, others require basic algebra or statistics and still others require nothing more than a single Math course above the remedial level. If possible, you should take the Math class(es) listed on the curriculum guide for the major in which you’re interested.

► ‘In High School’ CCP students must also take an **Accuplacer Reading test**. Test results are evaluated on a course-by-course basis. For more information, you should contact your high school guidance counselor.

**ACT / SAT**

► ‘On Campus’ CCP applicants must submit ACT or SAT test results that meet or exceed the following thresholds in English and Math.*

- **English:**
  - ACT: English sub score – 18+
  - SAT: English sub score – 430+

- **Math:**
  - ACT: Math sub score – 22+
  - SAT: Math sub score – 520+

**Note:** These are the minimum thresholds required for **CCP admission** only. Students must still satisfy UC’s **major** and **course** requirements -- both of which may require higher ACT/SAT test scores.

**Standardized Test Scores:** We will accept test scores sent directly to UC from the testing service only. For Fall Semester 2018, these scores must arrive at UC no later than **May 31, 2018**.

FYI: There is one ACT / SAT code for all of UC’s campuses – Blue Ash, Clermont and Uptown.

**Reminder:** To take a college-level English Composition course, CCP students must earn a test score of 18+ (ACT) or 480+ (SAT). To take a college-level Math course, students must earn a test score of 22+ (ACT) or 530+ (SAT). As explained above (**English and Mathematics info boxes**), CCP students may NOT take remedial English or Math courses.
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Course</th>
<th>Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥750</td>
<td>MATH1061 Calculus I</td>
<td>750</td>
</tr>
<tr>
<td></td>
<td>(ACT 29 or SAT 710)</td>
<td></td>
</tr>
<tr>
<td>≥570</td>
<td>MATH1044 Applied Calculus I</td>
<td>570</td>
</tr>
<tr>
<td></td>
<td>(ACT 26 or SAT 670)</td>
<td></td>
</tr>
<tr>
<td>≥550</td>
<td>MATH1022 Trigonometry</td>
<td>550</td>
</tr>
<tr>
<td></td>
<td>MATH 1026 Pre-Calculus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ACT 26 or SAT 670)</td>
<td></td>
</tr>
<tr>
<td>≥430</td>
<td>MATH1021 College Algebra I</td>
<td>430</td>
</tr>
<tr>
<td></td>
<td>(ACT 25 or SAT 650)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH1008 Fundamentals of QR</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>(ACT 22 or SAT 520)</td>
<td></td>
</tr>
<tr>
<td>≥420</td>
<td>STAT1034 Elementary Statistics I</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>(ACT 22 or SAT 520)</td>
<td></td>
</tr>
<tr>
<td>≥420</td>
<td>STAT1031 Introduction to Statistics</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>(ACT 22 or SAT 520)</td>
<td></td>
</tr>
<tr>
<td>≥370</td>
<td>MATH0034 Intermediate Algebra</td>
<td>370</td>
</tr>
<tr>
<td>≥290</td>
<td>MATH0031 Introductory Algebra</td>
<td>290</td>
</tr>
<tr>
<td>0-289</td>
<td>MATH0030 Fundamentals of Algebra</td>
<td>-</td>
</tr>
</tbody>
</table>

**COLLEGE COURSES**

REMINDER: As a CCP student, you may NOT take remedial Math courses, e.g., 0029, 0030, 0031 or 0034. If you ignore this warning and register for a remedial course anyway, you may be charged for the cost of this course.
### APPENDIX

**CCP Student Self-Help Guide**

- Overview                                                                 17

**How Online Classes Differ From In-Person Classes**

- Comparison                                                               18

**Impact of Student Grades and Decisions to Withdraw**

- Grid                                                                    19

**How to Order a UC Transcript**

- Instructions                                                            20

**How to Remove a Bursar Pre-Registration Hold**

- Instructions                                                            24
**ACADEMICS & ENROLLMENT**

**Add or Drop a Class**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY ACADEMICS**
Click “Add/Drop Classes”
[Watch this video for quick tips](#)

**View Your Class Schedule**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY ACADEMICS**
Click “Add/Drop Classes”

**View Your Degree Audit**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY ACADEMICS**
Click “Get My Degree Audit”

**View Your Grade Report**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY ACADEMICS**
Click “View My Grades”

**Obtain Enrollment or Degree Verification**
Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)
Select “Academics & Enrollment”
Click “Verify Enrollment/Degree”

**Order a Transcript**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY ACADEMICS**
Click “Request Official Transcript”

**PERSONAL ACCOUNT**

**Check Your UC Student Email**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Click on the **App Launcher**
Click “Student Email”

**Delegate Access to Your Account Info**
Log into Catalyst at [catalyst.uc.edu](http://catalyst.uc.edu)
Select **MY DASHBOARD**
Select “Give Parent/Guest Access”

**Check for Outstanding Required Actions**
Log into Catalyst at [catalyst.uc.edu](http://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](http://catalyst.uc.edu)
Click the **Profile icon**
Select “Update Profile”

**Get Your UCID (M#)**
Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)
Select Personal Information
Select “Get My UCID”

**Get Your Username**
Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)
Select Personal Information
Select “Get My Username”

**UC Student Email:** The first time you log into your account you’ll be prompted to verify your ‘default’ language (English) and preferred time zone (Eastern Time – US & Canada).
How Online Classes Differ from In-Person Classes

Before you enroll in online classes, consider how they differ from in-person classes.

**In-Person Class**

- Class time is set on a fixed schedule every week.
- Lectures dominate the class experience.
- Faculty and peers chat during class and study periods.
- Office hours are the mainstay to obtain extra help.
- Assignments submitted both in and outside class.
- Course assessments are often during class.

**Online Class**

- Learning driven by the student with checkpoints.
- Faculty lecture notes made available online.
- Student engagement facilitated through discussion boards.
- Assignments are uploaded to Blackboard.
- Chat, email, and other collaboration tools offer more help.
- Assessments are online or are proctored in person.

These differences have an effect on the pace and rhythm of a class. Taking online classes require you to exhibit more initiative to stay on task. Although classes online do not take place in a classroom, they require as much or more discipline to stay abreast of the course materials.

However, online classes allow more flexibility and let you work through each week’s content at times and in places that better fit your active schedule.
Impact of Student Grades and Decisions to Withdraw

[Table and diagram]

Impact of Student Grades and Decisions to Withdraw

How to Order a University of Cincinnati Transcript

Follow these steps to get your official transcript in Catalyst!

1) Go to catalyst.uc.edu and log in with your 6+2 and password.

2) Click My Academics and select Request Official Transcript listed under the Audit, Grades and Transcript pagelet.
3) The first time you request a transcript through Parchment, you will be asked to provide a current mailing address. Note: This will not update your information in Catalyst.

![Table Image]

Address Details

Welcome to the University of Cincinnati document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

4) Then select the institution, location or email address of your intended recipient. Note: Many institutions prefer that your transcript be sent to them electronically.

![Table Image]

Where would you like your document(s) sent?

Institution Name, Acronym, Location, or Email

Or Send to Yourself, Another Individual, or Third Party

- If you wish to send your transcript to yourself, another individual, company, or to an institution that isn’t identified in the search function, click the blue link below to select the type of transcript you wish to order.

- An eTranscript will generate a PDF that will be sent almost immediately. This PDF can be opened by the recipient up to three times in a 30 day period. This is the fastest, most secure, and environmentally-friendly method to request your transcript.

- A paper transcript can be selected, but will require the Registrar’s Office print your transcript and mail it through the US Postal Services. An estimated 7-10 business days may be required to complete a paper transcript request.
Next, **verify the destination** is correct for your transcript, and **select the delivery mode** (electronic or mail delivery). You can also provide the **Purpose for Transcript** (employment, graduate school, internship, etc.) and attach other documents if needed.

If you are sending your transcript to yourself or a third party, you will be prompted to provide the address information needed.
6) The first time you request a transcript, you will need to provide consent. Future orders will recognize that you have provided consent.

7) Review the order and enter your billing and credit card information to purchase your transcript. **Note: The charge will appear as Parchment on your credit card statement**

8) Once your order is complete, you will receive an email confirming your purchase. You will also be emailed once your transcript has been **electronically delivered** and when your transcript has been **downloaded**.
How to Remove a Bursar Pre-Registration Hold

1) Go to catalyst.uc.edu and log in with your 6+2 and password.

2) If you have new service indicators on your account, a pop-up will appear after you log in with a list of these indicators.
3) Expand the item under Service Indicators on My Dashboard to learn more about the indicator and instructions on how to complete it. Keep in mind, indicators can be both positive and negative. Negative indicators, or holds, will prevent you from doing certain student business until you complete and remove it from your account.

For this example, we will look at the Bursar Pre-Registration Agreement. You will need to complete this before validating or registering for classes in your enrollment shopping cart.

To take an action on this indicator, go to your To Do List on the top right of My Dashboard. (To Dos are also found on the My Finances tab.) Click the arrow next to the item’s subject and due date for additional information.
4) Review and complete the pre-registration agreement. Read the contents of each task and check the box stating “I understand and agree.” Once all items in the Task Details section have a green check mark, click Exit in the top-right corner of the page to save.

5) Once you return to My Dashboard, the Bursar Pre-Registration Agreement to-do item and service indicator will be removed. You will then be able to validate classes in your enrollment shopping cart, as well as register when it’s time.

Note: If you have a service block on your account for a prior term on One Stop, and that service block was recently removed, it can take up to 48 hours for the equivalent service indicator to be removed from your Catalyst account.

Check with Dr. Clark BEFORE clicking any other ‘To-Do List’ items! Most of these items apply to regular college students only NOT College Credit Plus students.