1. Log in to myUCA (https://my.uca.edu/cp/home/displaylogin)

2. Select the “Self-Service” tab

3. Choose “Student & Financial Aid”

4. Click the “Registration” link
5. To find a course’s CRN, click the “Look Up Classes” link

6. Select a Term on which to search and click “Submit”
7. Complete the form and click "Class Search"

Look Up Classes

Use the selection options to search the class schedule. You may choose a class search when your selection is complete.

Subject:
- Kinesiology & Physical Ed
- Accounting
- Advanced Studies
- Teaching/Learn

Course Number:

Title:

Schedule Type:
- All
- Independent Study
- Internship

Instructional Method:

Credit Range:

Campus:
- All
- Main

Instructor:
- Abrams, Micah L
- Ackerman, Sanna

Session:
- All
- Afternoon
- Conference & Seminar

Attribute Type:
- All
- Advanced Studies
- Teach & Learn
- As/African Amer Minor elect

Start Time:
- Hour:
- Minute:
- am/pm

End Time:
- Hour:
- Minute:
- am/pm

Days:
- Mon
- Tue
- Wed
- Thur
- Fri
- Sat
- Sun

8. The next page will list all sections matching the given criteria

Look Up Classes

Sections Found

Accounting

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Gmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10024</td>
<td>ACCT</td>
<td>2310</td>
<td>0</td>
<td></td>
<td>3.000</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>M</td>
<td>MWF 08:00-08:30 AM</td>
</tr>
<tr>
<td></td>
<td>10034</td>
<td>ACCT</td>
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<td>PRINCIPLES OF ACCOUNTING I</td>
<td>M</td>
<td>MWF 09:00-09:30 AM</td>
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<tr>
<td></td>
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<td>3.000</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>M</td>
<td>MWF 11:00-01:15 PM</td>
</tr>
</tbody>
</table>

9. Place a check next to the desired section(s)
10. To add the selected section(s) to your Worksheet, click “Add to Worksheet”

☐ 10339 ACCT 6309 0 M 3.000 TAX PLANNING & RESEARCH  TR  05:00 pm-06:00 pm

☒ 10349 ACCT 6310 0 M 3.000 ADVANCED ACCOUNTING THEORY  TR  06:30 pm-07:30 pm

☐ 10361 ACCT 6317 0 M 3.000 SEMINAR IN AUDITING  TR  02:40 pm-03:40 pm

☐ 10386 ACCT 6350 0 M 3.000 SPECIAL PROBLEMS  TR

11. Click the “Class Search” to search for additional courses and repeat steps 7 through 10

Add or Drop Classes

To add a class, enter the Course Reference Number in the box.

Add Classes Worksheet

CRNs
10349

Submit Changes | Class Search | Reset
12. From the Worksheet view, click “Submit Changes” to register for the selected sections.