

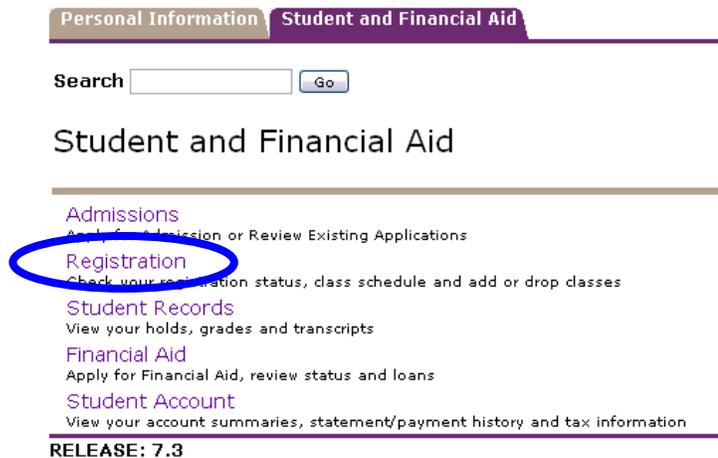
1. Log in to myUCA (<https://my.uca.edu/cp/home/displaylogin>)
2. Select the “Self-Service” tab



3. Choose “Student & Financial Aid”



4. Click the “Registration” link



5. To find a course's CRN, click the "Look Up Classes" link

Personal Information Student and Financial Aid

Search

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History

RELEASE: 7.3

6. Select a Term on which to search and click "Submit"

Personal Information Student and Financial Aid

Search

Select Term or Date Range

Search by Term:

Fall 2007

OR

Search by Date Range (MM/DD/YYYY):

From: To:

RELEASE: 7.3

7. Complete the form and click "Class Search"

Personal Information Student and Financial Aid

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:
 Accounting
 Advanced StudiesTeaching/Learn

Course Number:

Title:

Schedule Type:
 Independent Study
 Internship

Instructional Method:

Credit Range: hours to hours

Campus:
 Main

Instructor:
 Abrams, Micah L
 Ackerman, Sandra

Session:
 Afternoon
 Conference & Seminar

Attribute Type:
 Advanced Studies Teach & Learn
 Afr/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

Select the box in front of the CRN (C identifies a closed class) and choose f

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	10024	ACCT	2310	0	M	3.000	PRINCIPLES OF ACCOUNTING I	MWF	08:00 am-08:am
<input checked="" type="checkbox"/>	10034	ACCT	2310	0	M	3.000	PRINCIPLES OF ACCOUNTING I	MWF	09:00 am-09:am
<input type="checkbox"/>	10043	ACCT	2310	0	M	3.000	PRINCIPLES OF ACCOUNTING I	MWF	11:00 am-11:

9. Place a check next to the desired section(s)

10. To add the selected section(s) to your Worksheet, click “Add to Worksheet”

<input type="checkbox"/>	10339	ACCT 6309 0	M	3.000	TAX PLANNING & RESEARCH	TR	05:00 pm-06:pm
<input checked="" type="checkbox"/>	10349	ACCT 6310 0	M	3.000	ADVANCED ACCOUNTING THEORY	TR	06:30 pm-07:pm
<input type="checkbox"/>	10361	ACCT 6317 0	M	3.000	SEMINAR IN AUDITING	TR	02:40 pm-03:pm
<input type="checkbox"/>	10386	ACCT 6390 0	M	3.000	SPECIAL PROBLEMS	TBA	

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 A

Add Classes Worksheet

CRNs

10349				
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12. From the Worksheet view, click “Submit Changes” to register for the selected sections

Add or Drop Classes

 To add a class, enter the Course Reference Num

Add Classes Worksheet

CRNs