Student Information in myUCA

https://my.uca.edu/cp/home/displaylogin
Enter your Network ID and PIN-Password (if lost or unknown, take a photo ID to the IT Help Desk, BURD 106)

Finding the General Education and Major/Minor Check Sheets:
Click on "My UCA" tab and go to the Advising Center Channel in center of page
Click on "Resources for Students" link and print:
- Master Class Schedule
- General Education Requirements
- Model Plan of Study for your chosen degree (or go directly to the Academic Department for a degree checklist)

Finding your Advisor in myUCA:
You must meet with your advisor before you can register for classes
Click on the Self-Service Tab
Click on the Student & Financial Aid
Click on Student Records
Click on View Student Information (middle of page)

Looking at your Academic Information in myUCA:
Click on the Self-Service Tab
Click on Student & Financial Aid
Click on Student Records
    Click to "View Holds", "Midterm Grades", "Final Grades", "Academic Transcript" – list of all the classes that you have taken at UCA, transfer classes, AP and CLEP credit. (Use the general education program check sheet and model plans of study to determine what GNED and major courses you need.)
View the "Class Schedule" to plan your next semester classes

To Register for Classes:
You must meet with your advisor and clear all holds before you can register for classes
You can find the Advance Registration Schedule on the MyUCA log-on page by clicking on "Registration Information and Schedule of Classes"
Click on the Self-Service Tab
Click on Student & Financial Aid
Click on Registration Link
Click on Look up Classes
Select Term and submit
Select subject - can limit search by:
- Specific Class or all classes in a subject
- Specific Instructor
- Specific Time
- Specific Day(s)
Click on "Class Search" – after you find the class that you want to take, the box on the left will indicate that the class is available, check the box, and scroll to the bottom of the screen:
Click "Add to worksheet" or "Register"

To View your Schedule after registration:
Click on View/Print Schedule to see your completed schedule.

Access your online course content in myUCA
Click on the "My Courses" Tab
Click on a link to a course
This will take you to Blackboard, if your instructor uses it, or Course Studio
**You will have a link for each course for which you are enrolled but not all instructors use this service.

Add a Channel to myUCA
Click the "My Tab" tab
Click "Content Layout" by the myUCA logo in the top left corner.
Click the "My Tab" tab then click one of the "New Channel" buttons
Select "Student" from the Category drop-down box then click "Go"
Select "Distance Education" then click the "Add Channel"
Click the "Back to My Tab" by the myUCA logo in the top left corner.
***This channel will provide helpful information about online learning tools.
***There are many other channels that you can add to your myUCA.

Logout of myUCA (top right of screen)