



▶▶▶ UACCESS CHEAT SHEET

HOW TO ACCESS UACCESS

1. Go to the following website: uaccess.arizona.edu
2. Click on **Student Center** under the UAccess Student section
3. Enter your NetID and password (this is the same login you use for CatMail)
 - If you do not have a NetID visit: www.netid.arizona.edu/newid.php

HOW TO SEARCH FOR CLASSES

1. Click **Search** under the **Academics** section
2. Make sure that the search for classes tab is selected, it is the default
3. Look at the **Term** drop-down menu, make sure that the correct term is selected (i.e., If you are registering for Fall 2017, make sure the term is Fall 2017)
4. In the **Subject** drop-down menu, select the subject
5. If you know the course number, enter it in the **Course Number** line without adding any letters
6. If you do not know the course number, you can attempt to search without it. UAccess will show you all the course Course Numbers and Course Titles under the subject and when the classes are typically offered
7. If you want to search for classes that are a certain level or above (i.e., 200 level courses), enter the **level** then change the drop down menu to the left of this box to **greater than or equal to**
8. Set the **Course Career** as **undergraduate**
9. If the check box next to **Show Open Classes Only** is set to a check and the class you are looking for is full, the class will not appear in the search results
10. If you need to enter more search details, enter the information under **Additional Search Criteria**
11. Under **Additional Search Criteria** you can search the catalog for a number of things including time, days of the week, instructor name, etc.
12. You can also search by **Class Attribute**. Under class attribute, you can search by General Education, Honors Section, etc.
13. At this point you can click the search button if you are satisfied with your search criteria
 - To read a description of a course, click on the **Class Section**
 - To see when a class is offered, look under the **Typically Offered** column
14. If you would like to change or start a new search, click the **New Search** or **Modify Search** boxes.
 - **Do not use the back or forward buttons in your browser**

HOW TO SEARCH FOR GENERAL EDUCATION CLASSES

1. Click **Search** under the **Academics** section
2. Select **General Education** under the **Course Attribute** drop-down menu.
 - This will lead to another drop-down menu next to the **Course Attribute Value** section
3. Select the category of general education course you are searching for in the **Course Attribute Value** menu (i.e., Tier 1 Individuals and Societies/150)
4. At this point you can click the search button if you are satisfied with your search criteria
5. The results will show all of the available classes that satisfy that specific General Education course

HOW TO REGISTER FOR CLASSES

1. Once you have found the class you would like to register for, click **Select Class** in the green box
2. Click **Next** to add the class to your **Shopping Cart**
 - Continue this process until you have added all of the classes you want in your shopping cart
3. Click the **Enroll** tab at the top
4. Click the semester you are registering for, then click **Continue**
 - All of the classes that you have added to your shopping cart will appear
5. Click **Proceed to Step 2 of 3**
6. Click **Finish Enrolling**
7. The screen will then show a box that includes the **Class, Message, and Status** to verify that you added the class

HOW TO VIEW TRANSFER CREDIT

1. To access the Transfer Credit Report, first you will follow the tab titled **My Academics** on your homepage
 - The **My Academics** page allows students to view academic records for past and current semesters, including class schedule, grades, transfer course evaluations, class standing and book lists.
2. Click **View my transfer credit report** to access transfer credit evaluations
3. The **Transfer Credit Report** shows two drop down menus that feature credits received from college courses and credits received from exams. The score, the number of units acquired, and the equivalent courses that each credit fulfills are displayed in the row.

HOW TO VIEW YOUR ACADEMIC ADVISEMENT REPORT

1. To access the Academic Advisement Report, first you will follow the tab titled **My Academics** on your homepage
 - The **My Academics** page allows students to view academic records for past and current semesters, including class schedule, grades, transfer course evaluations, class standing and book lists.
2. Click **View my advisement report**
3. When the report appears, there are two options:
 - You can click on **View report as PDF** to download the report
 - Or you can view your requirements in detail by clicking on **Expand all** in its original format
4. Your **Academic Advisement Report** is a computerized degree audit in UAccess through which you should regularly check progress toward your educational goals. The advisement report checks courses for which you are registered or have completed against the requirements of your degree program(s) and provides an audit report.

IMPORTANT TERMS TO KNOW

▶ SATISFIED

Throughout your academic advisement report, you may see the word **Satisfied**. This word does not necessarily mean what you think it does! In the UAccess language, **Satisfied** means that, with all past, current, and future listed enrollment on your UA record, the requirement is (or will be) complete. It is assumed that any coursework that has not yet been finished will be satisfactorily completed. If you drop or fail a class, then the requirement may revert to Not Satisfied.

▶ NOT SATISFIED

This term means that either (1) you have not yet completed (or registered for) the appropriate course(s) to complete the requirement, or (2) the course(s) needed to complete the requirement are not showing in that requirement. This may happen if you have a transfer course that does not automatically show up where it should on the advisement report. Contact your academic advisor for more information on transfer credits. The term **Not Satisfied** will also appear when your GPA is below the minimum for that requirement.

