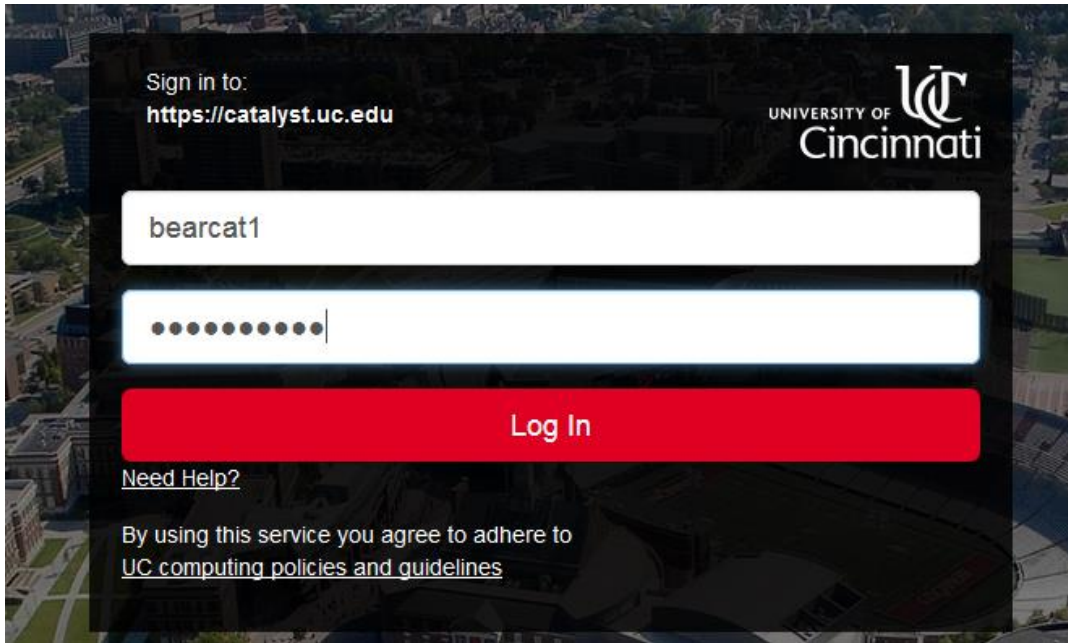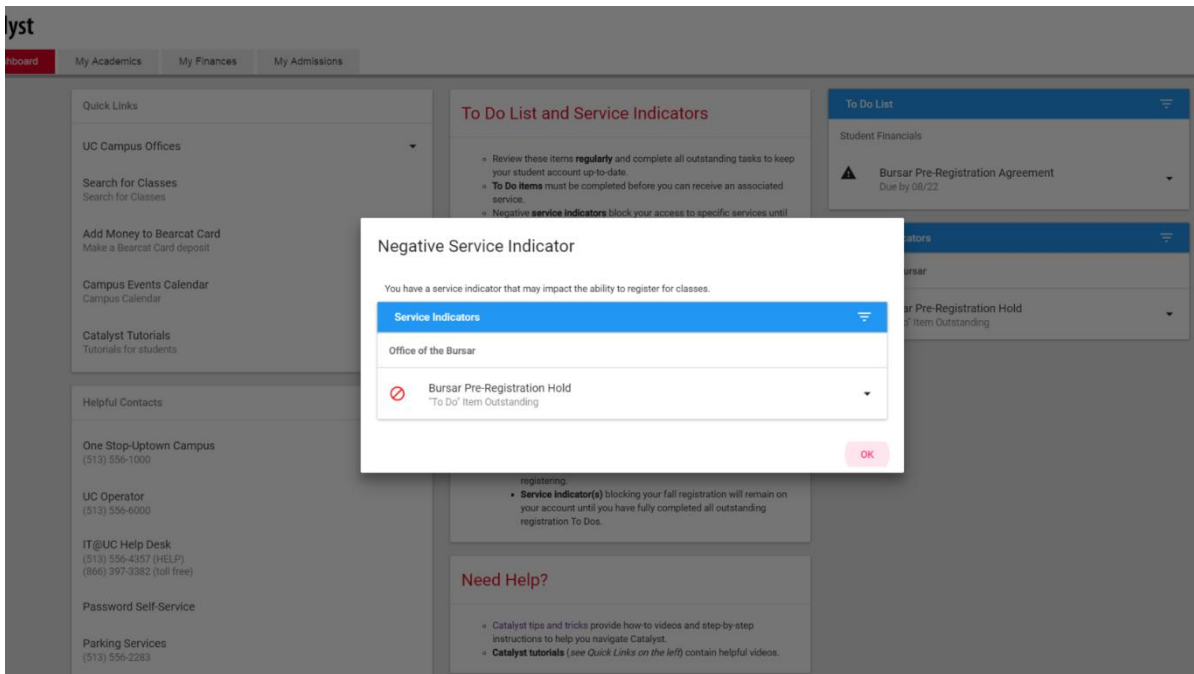# SERVICE INDICATORS & TO-DO LIST

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

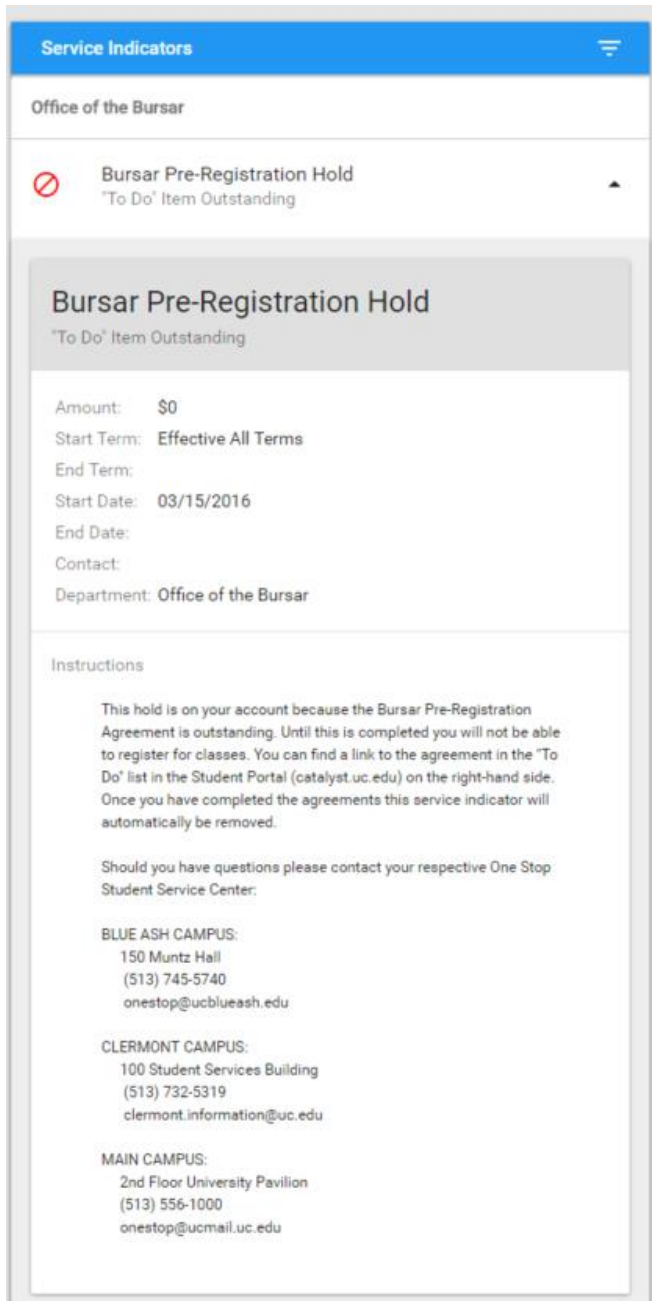**2)** If you have new **service indicators** on your account, a pop-up will appear after you log in with a list of these indicators.

catalyst.uc.edu

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.**

Service Indicators

Office of the Bursar

⊘ **Bursar Pre-Registration Hold**
'To Do' Item Outstanding ▲

Bursar Pre-Registration Hold
'To Do' Item Outstanding

Amount:	$0
Start Term:	Effective All Terms
End Term:	
Start Date:	03/15/2016
End Date:	
Contact:	
Department:	Office of the Bursar

Instructions

This hold is on your account because the Bursar Pre-Registration Agreement is outstanding. Until this is completed you will not be able to register for classes. You can find a link to the agreement in the "To Do" list in the Student Portal (catalyst.uc.edu) on the right-hand side. Once you have completed the agreements this service indicator will automatically be removed.
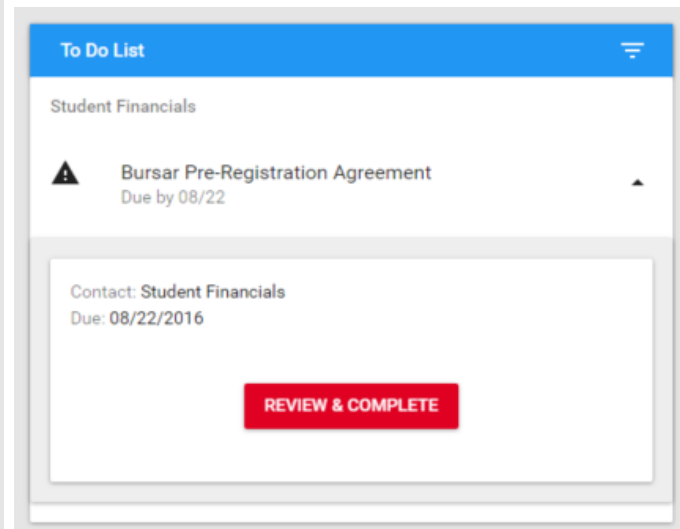
Should you have questions please contact your respective One Stop Student Service Center:

BLUE ASH CAMPUS:
150 Muntz Hall
(513) 745-5740
onestop@ucblueash.edu

CLERMONT CAMPUS:
100 Student Services Building
(513) 732-5319
clermont.information@uc.edu

MAIN CAMPUS:
2nd Floor University Pavilion
(513) 556-1000
onestop@ucmail.uc.edu

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.
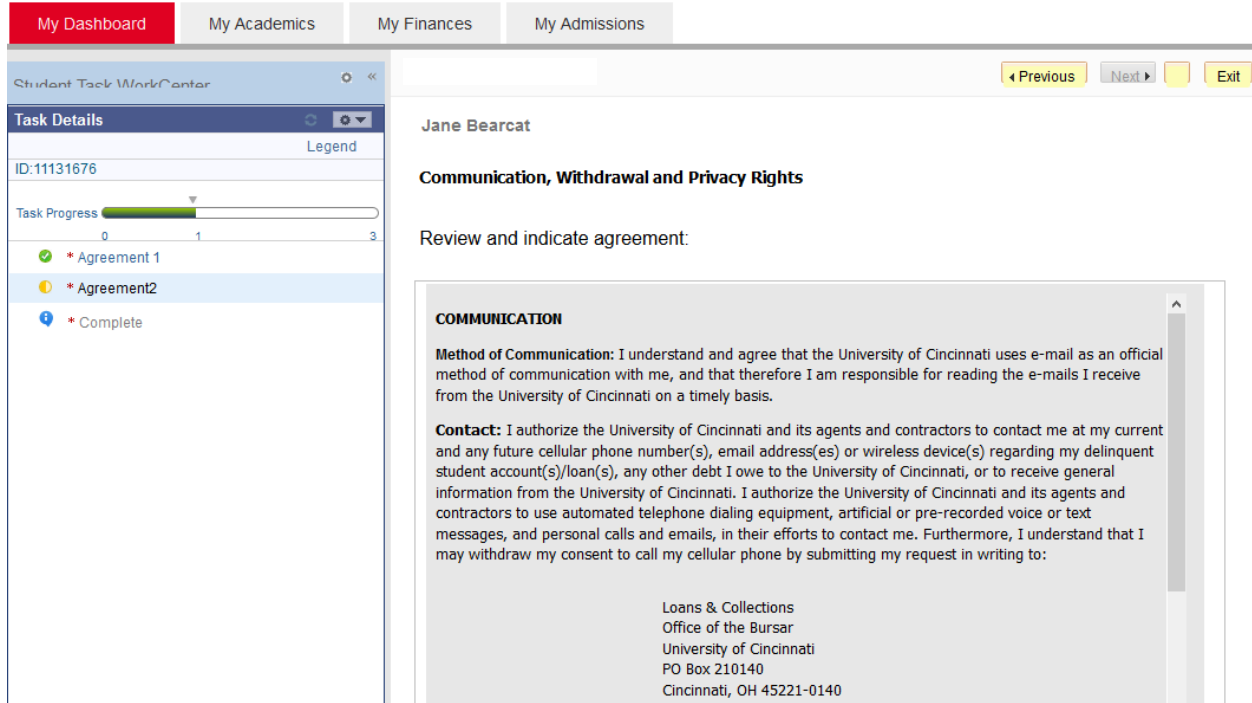
To Do List

Student Financials

⚠ **Bursar Pre-Registration Agreement**
Due by 08/22 ▲

Contact: **Student Financials**
Due: 08/22/2016

REVIEW & COMPLETE

catalyst.uc.edu

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.

My Dashboard	My Academics	My Finances	My Admissions

‹ Previous | Next › | | Exit

Student Task WorkCenter

Task Details

Legend

ID:11131676

Task Progress   0   1   3

✓ * Agreement 1

◐ * Agreement2

ℹ * Complete

Jane Bearcat

Communication, Withdrawal and Privacy Rights

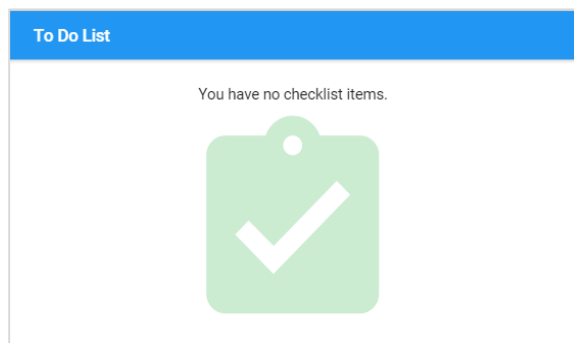Review and indicate agreement:

COMMUNICATION

Method of Communication: I understand and agree that the University of Cincinnati uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from the University of Cincinnati on a timely basis.

Contact: I authorize the University of Cincinnati and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to the University of Cincinnati, or to receive general information from the University of Cincinnati. I authorize the University of Cincinnati and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to:

Loans & Collections
Office of the Bursar
University of Cincinnati
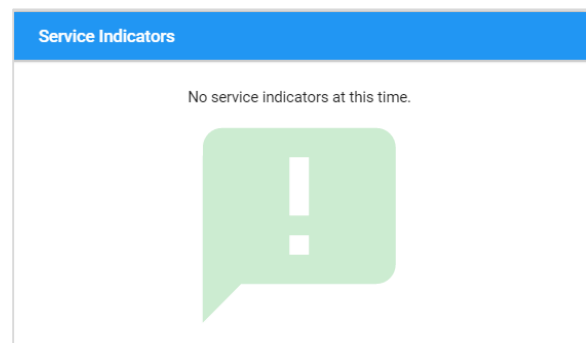PO Box 210140
Cincinnati, OH 45221-0140

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.

To Do List

You have no checklist items.

Service Indicators

No service indicators at this 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.

catalyst.uc.edu