Registering for a Learning Community

First Year Experience
Overview of Registration

Read this document in its entirety before beginning the registration process.

Step 1: Find the LC that you wish to enroll in
http://www.uc.edu/fye/learning_communities/first-year.html

Step 2: Take note of the 5-digit class number on the template, as well as the LC course schedule

Step 3: Navigate to Catalyst

Step 4: Enroll in all courses needed that are outside of your Learning Community

Step 5: Enroll in your Learning Community
Here are some screenshots that will walk you through this process
Step 1: Click LC Offerings

Step 2: Click on the respective college

Step 3: Browse the Learning Community templates

Step 4: Find the 5-digit Class Number in the top, left-hand corner of the LC template
Helpful Tip:
In order to schedule courses outside of the LC template, you must utilize the Learning Community template to avoid time conflicts.
Step 3

Navigate to catalyst.uc.edu

Login using your central username and password
Navigate to My Dashboard

Quick Links

UC Campus Offices

Search for Classes
Search for Classes

Add Money to Bearcat Card
Make a Bearcat Card deposit

Campus Events Calendar
Campus Calendar

Catalyst Tutorials
Tutorials for students
Click Search for Classes
Add all courses that your advisor deems necessary that are NOT included in the Learning Community template.
Now that you have added all of the classes you need outside of the Learning Community courses, follow the remaining instructions to enroll in a Learning Community.
Click ENROLL
Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Fall Semester 2016 Shopping Cart

Your enrollment shopping cart is empty.
Enter the 5-digit Learning Community Class Number for the Learning Community you wish to enroll in.
If you don’t know the 5-digit Learning Community Class Number, click learning community help which will direct you to the First Year Experience website.
Step 1: Click LC Offerings

Step 2: Click on the respective college

Step 3: Browse the Learning Community templates

Step 4: Find the 5-digit Class Number in the top, left-hand corner of the LC template
Click find my learning community
Is this the Learning Community you want?

### Learning Community

#### 2. Enroll in Learning Community classes

Learning Community A&S 022 (STEMM-D MID-COL) consists of the following classes. By clicking Enroll, you will automatically be enrolled in these classes. To exit without enrolling in these classes, click Cancel.

#### Spring Semester 2016 | Undergraduate | University of Cincinnati

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Course Description</th>
<th>Meeting Dates, Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM2040L (10315)</td>
<td>002</td>
<td>Laboratory</td>
<td>ORGANIC CHEM LAB I</td>
<td>08/22/2016 - 12/10/2016: We 1:25PM - 4:15PM</td>
</tr>
<tr>
<td>CHEM2040 (11894)</td>
<td>008</td>
<td>Recitation</td>
<td>ORGANIC CHEMISTRY I</td>
<td>08/22/2016 - 12/10/2016: Th 2:00PM - 2:55PM</td>
</tr>
<tr>
<td>MLTI2022 (14328)</td>
<td>001</td>
<td>Seminar</td>
<td>LC-MIDCOLLEGIATE</td>
<td>08/22/2016 - 12/10/2016:</td>
</tr>
<tr>
<td>PD2001 (15644)</td>
<td>001</td>
<td>Seminar</td>
<td>ADV SUCC PREHEALTH PATH</td>
<td>08/22/2016 - 12/10/2016: We 10:10AM - 11:05AM</td>
</tr>
</tbody>
</table>
Review the Learning Community Class Schedule to ensure this is the correct Learning Community.
If this is NOT the correct Learning Community, click CANCEL to enter a new 5-digit Learning Community Class Number.
If everything looks good, click ENROLL
CONGRATULATIONS!
You just enrolled into a Learning Community!

Learning Community

2. Enroll in Learning Community Classes

You have successfully enrolled in Learning Community A&S 022 (STEMM-D MID-COL). Click Proceed to view/drop your Learning Community classes.

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<td>✓</td>
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<tr>
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<td>008</td>
<td>ORGANIC CHEMISTRY I</td>
<td>Successfully enrolled.</td>
<td>✓</td>
</tr>
<tr>
<td>MLT12022 (14326)</td>
<td>001</td>
<td>LC-MIDCOLLEGIATE</td>
<td>Successfully enrolled.</td>
<td>✓</td>
</tr>
<tr>
<td>PD2001 (15644)</td>
<td>001</td>
<td>ADV SUCC PREHEALTH PATH</td>
<td>Successfully enrolled.</td>
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Learning Community

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Click PROCEED
You can review the courses within the Learning Community here.
Don’t forget to scroll down and check your class schedule.
You may see an extra class that was not a part of the Learning Community Class Schedule… It’s okay!
Catalyst automatically enrolled you into the lecture portion of a course because the Learning Community contained the recitation portion of the same course.
After enrolling into a Learning Community, you **will not** be permitted to add, drop, or swap any classes.
In order to add, drop, or swap a class not associated with the Learning Community, you will need to drop the LC, make the appropriate change, and then re-enroll into the LC.
To drop the Learning Community, ensure that you are on the Learning Community page.
3. View/Drop Learning Community classes

You are enrolled in Learning Community A&S 022 (STEM-D MID-COL), which consists of the following classes. Click Drop if you wish to drop these classes.

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<td>002</td>
<td>Laboratory</td>
<td>ORGANIC CHEM LAB 1</td>
<td>08/22/2016 - 12/10/2016: We 1:25PM - 4:15PM</td>
</tr>
<tr>
<td>CHEM2040</td>
<td>003</td>
<td>Recitation</td>
<td>ORGANIC CHEMISTRY I</td>
<td>08/22/2016 @ 8:00PM</td>
</tr>
<tr>
<td>MLT1022</td>
<td>001</td>
<td>Seminar</td>
<td>LC-MIDCOLLEGIATE</td>
<td>08/22/2016</td>
</tr>
<tr>
<td>PDD2001</td>
<td>001</td>
<td>Seminar</td>
<td>ADV SUCC PREHEALTH PATH</td>
<td>08/22/2016 @ 1:05AM</td>
</tr>
</tbody>
</table>

Click DROP

DROP

My Fall Semester 2016 Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2063-001 (22579)</td>
<td>GENETICS (Lecture)</td>
<td>MoWeFr 11:15AM-12:10PM</td>
<td>LNDNCTR 460</td>
<td>J. Neil</td>
<td>3.00</td>
<td>✔️</td>
</tr>
<tr>
<td>CHEM 2049-001 (11827)</td>
<td>ORGANIC CHEMISTRY I (Lecture)</td>
<td>TuTh 8:00AM-9:20AM</td>
<td>TBA</td>
<td>N. Ayres</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>CHEM 2049-008 (11824)</td>
<td>ORGANIC CHEMISTRY I (Recitation)</td>
<td>Th 2:00PM-2:55PM</td>
<td>TBA</td>
<td>N. Ayres</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>CHEM 2040L-002 (10315)</td>
<td>ORGANIC CHEM LAB I (Laboratory)</td>
<td>W 1:25PM-4:15PM</td>
<td>TBA</td>
<td>D. Lieberman</td>
<td>1.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>
You have successfully dropped the Learning Community.
You will now be able to make any change to the other classes within your class schedule.
After you have made the appropriate adjustment to the courses outside of the Learning Community, do not forget to return to the Learning Community page and re-enroll into the Learning Community.
You will want to complete this process quickly as other students will be enrolling into Learning Communities at the same time as you.
When you leave Orientation, your schedule will be “locked” for editing until you are granted permission by your advisor to make adjustments.

In order to make any changes to your schedule after leaving Orientation, contact your academic advisor.

*Most changes will not be approved until August 1, 2016.*
Please speak with your Academic Advisor if you have any Questions!