

## STUDENT PORTAL LOGIN

**Student Portal:** add/drop classes, view student schedule, view holds, check financial aid status, make a payment, sign up for payment plan, print unofficial transcripts and more!

### Student Portal LOGIN

my.centralaz.edu

- Select: LOGIN-Student Portal Homepage
- LOGIN

### Username and Password

Username: **firstname\_lastname@stu.centralaz.edu**

Password: **Birthdate: MMDDYYYY-8 number format**

**Note:** Some students will have a number after their last name.

If you are unable to access your Student Portal, please contact ITHelp at 520.494.5678.

## CLASS SCHEDULE SEARCH

### How to Search for Classes

Search all classes OR enter specific criteria to narrow your search:

#### Option 1: Student Portal

- my.centralaz.edu
- Campus Info
- Course Schedule

#### Option 2: CAC Website

- centralaz.edu
- Academics
- Class Schedule

### Example

Campus: **Online**

Term: **summer, spring or fall**

Instructor: **\*ALL\* or by instructor**

Course Code: **ENG101**

Select: **Search**

## UNOFFICIAL TRANSCRIPTS & CLASS SCHEDULE

### Print or View Unofficial Transcript

- my.centralaz.edu
- Select: LOGIN-Student Portal Homepage
- Academics
- Degree Audit
- Select: **Unofficial Transcript**

### Print or View Class Schedule

- my.centralaz.edu
- Select: LOGIN-Student Portal Homepage
- Academics
- My Class Schedule
- Select: **My Class Schedule**

Certain holds will not allow you to register for classes and view/print unofficial transcripts. For **HOLD** information, go to **My Profile** and select **My Message Center** in the Student Portal.

## ADD, WAITLIST OR DROP A CLASS

### “ADD” a Class in the Student Portal

- Academics
- Online Registration
- Enrollment

Term: **Summer, Fall or Spring**

### Begin or Modify Online Registration

1. Select Course(s)
2. Proceed to Final Step
3. Register/Drop1

### “Drop” a Class in the Student Portal


1. **Action Column:** select the icon to change from a minus to a plus sign and **Status Column** changes to “pending drop”
2. Select: Proceed to Final Step
3. Select: Register/Drop1







**Note:** The Academic Calendar provides registration start and end dates. Registration staff must process drop and/or add requests after the semester begins.

### “Waitlist” a Class in the Student Portal

If a class is **full**, a prompt will pop up and ask if you would like to waitlist the course. If you choose the waitlist option, you have a 24-hour window to add the class in the event another student drops the course. Students receive an email notification when a class becomes available. If you miss the 24-hour window to add the class the saved “seat” will go to the next student on the waitlist. Waitlists are **cleared and turned** off prior to the start of the semester.

*Required Courses will populate in the center of the screen*

Search Results Required Courses Click on the  sign to see all sections of ENG101.

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study
 ENG101	English Composition III	3.00	Lecture	Available	41	
 ENG102	English Composition IV	3.00	Lecture	Available	32	
 MAT082	Basic Arithmetic	3.00	Lecture	Available	9	
 MHL100	Music Appreciation	3.00	Lecture	Available	8	
 PAC105	Physical Fitness:Core Emphasis	1.00	Lab	Available	1	
 PAC113	Total Body Conditioning	1.00	Lab	Available	2	

Displaying 1-8 of 8 Course(s)

### “Elective”-Course Search

**Course Search** Quick Add

Term Period: \*All\*

**Display:** Elective

Sort By: Default

Areas Of Study: None

Keyword:

**Code:** CBA133B

Type: \*All\*

Level: \*All\*

Instructor:

MO TU WE TH FR SA SU  
        
 Meets ONLY on these days

Classes starting between: \*Any\*   
\*Any\*

What is the difference between “**Elective**” and “**Required**” for online registration?

**Example:** Students following an AAS in Nursing degree plan are “**Required**” to take *PSY101* to meet the social/behavioral science requirement. *PSY101* will automatically populate in the center of the online registration screen. The same students are required to take an Arts or Humanities course from a list of options to “**Elect**” the course they want to take. Refer to the list of courses from your advisor or the CAC catalog.

How to add an “**Elective**” course?


**Start:** Course Search

**Display:** Change “Required” to “Elective”




**Code:** Enter the course code (Example: CBA133B)


**Select:** Search

The course will show up in the center of the screen, follow the steps to add.

Click on  next to the section you would like to your registration cart. Make sure you select the correct campus location.

## SELECT COURSE(S)

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study			
ENG101	English Composition III	3.00	Lecture	Available	41				
<b>Add</b>	<b>Section</b>	<b>Campus</b>	<b>Location</b>	<b>Course Schedule</b>	<b>Delivery Method</b>	<b>Instructor</b>	<b>Seating</b>	<b>Status</b>	<b>Term Period</b>
<a href="#">PreReq</a>	19SP7150	MAR 	MAR MAR-B:117	MW 9:00a-10:15a	Face to Face	Decker	10/12/0	Available	1/14/2019-5/9/2019
	19SP7151	MAR 	MAR MAR-	MW 9:00a-	Face to Face	Decker	11/12/0	Available	1/14/2019-5/9/2019

If you see “**PreReq**” instead of a  sign, click on the link to view the prerequisite error. Contact your local campus for assistance with prerequisite errors.

The first line contains essential information for selecting classes.




Mon (M) Tue (T) Wed (W) Thu (H)  
Fri (F) Sat (S) Sun (U)

- MAR=Maricopa Campus
- STC=San Tan Campus
- SPC=Signal Peak Campus
- AVC=Aravaipa Campus
- SMC=Superstition Mt. Campus
- ONL=Online Class
- CCC=Casa Grande Corporate Center
- CGC= Casa Grande Center

## VERIFY COURSE STATUS

**Selected Courses** [Online Registration Home Screen-view Student Status to confirm registration status.](#)

Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)


Select Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Area(s) of Study	Term Period
<input checked="" type="checkbox"/>	CUL105	19SP7543	1.0	ONL 	Online	Potts	2/30/0	Selected		3/8/2019-5/9/2019
<input checked="" type="checkbox"/>	ENG101	19SP7413	3.0	ONL 	Online	McKinney	11/24/0	Registered		3/8/2019-5/9/2019
<input checked="" type="checkbox"/>	RDG10017	19SP7422	3.0	ONL 	Online	Teel	6/6/1	Waitlist		3/8/2019-5/9/2019

**Remove yourself from the waitlist select the small w and Proceed to Final Step.**

## PROCEED TO FINAL STEP

**Selected Courses** [After you click !\[\]\(b14eb163074919c75f79c501ec10303c\_img.jpg\) you will see the course\(s\) below under Selected Courses. Proceed to Final Step to add your course\(s\).](#)

Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)

Select Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>	ENG101	19SP7410	3.0	ONL 	Online	Lasley	16/24/0	Selected		3/8/2019-5/9/2019

Select to Waitlist a course:

 Waitlist

Select to Remove/Drop a course:

 Remove

Do no use the following buttons:

 Reserve  Audit

Proceed to Final Step to change each action: add, remove, waitlist.

**REGISTER/DROP1**

Select: Register/Drop1 to complete the add/drop process.

Please click the Register / Unregister Courses button to submit your schedule.

[Return to View Courses](#)

or

[Register / Drop1](#)

**Close Window** in the upper right corner of the screen will take you to the beginning of Online Registration. Review your Student Schedule in Degree Audit to confirm you selected the correct class, time and campus!

## MY FINANCIAL AID

### My Financial Aid

- Go to **MY.CENTRALAZ.EDU**
- **Select:** LOGIN in the right hand corner

### View Award Letter

- **Select:** My Financial Aid
- **Select:** Award Letter
- **Click:** Document Center

**Note:** Please verify you are not missing any documents requested by the financial aid department. A notification will be towards the bottom of this page under Missing Documents. Missing documents may prevent you from receiving your financial aid disbursements.

### Set-up Stipend Preference

- **Select:** My Financial Aid
  - **Select:** BankMobile and follow the steps to login
- Note:** Students can choose to deposit any stipends in an existing account or open a BankMobile account.

### Request an IRS Transcript

- **Select:** My Financial Aid
- **Select:** IRS Transcript and follow the steps to order a transcript online or by mail.

## MY FINANCES

### View Account Balance/Make a Payment

- Go to **MY.CENTRALAZ.EDU**
- **Select:** LOGIN in the right hand corner

### View Registration Bill

- **Select:** My Finances
- **Select:** Account Information
- **Select:** Registration Bill
- **Select:** Summer, Fall or Spring Term to view a specific term or enter a date range
- **Select:** Search to view your account status
- **Select:** Student’s Registration Bill .pdf to print a hard copy of the registration bill

### Payment Plan Option

- **Select:** My Finances
- **Select:** Payment Plan Form
- **Select:** Click on the link to enroll and follow the steps

**Note:** There is a \$35 enrollment fee associated with the payment plan for each semester a student wishes to use the plan. This \$35 enrollment fee is due at time of enrollment.

### Make a Payment

- **Select:** My Finances
- **Select:** Make a Payment Online
- **Select:** Add a Payment Method
- **Select:** Add a New Card once complete go back to Make a Payment Online and follow steps
- **Select:** Pay to submit the transaction

**Note:** Any questions regarding your bill, an AR hold or payment please contact: 520.494.5240

#### **Payment mailing address:**

Central Arizona College-Attention: Cashier  
8470 N Overfield Rd.  
Coolidge, AZ 85128

Include Student Name and Student ID number

## RESOURCES

**Academic Calendar:** [centralaz.edu/academics/academic-calendar/](http://centralaz.edu/academics/academic-calendar/)

**Blackboard:** [blackboard.centralaz.edu](http://blackboard.centralaz.edu)

**Bookstore:** [centralaz.bncollege.com](http://centralaz.bncollege.com)

**Student Accessibility Services:** [centralaz.edu/disability](http://centralaz.edu/disability)

**Purge (Payment) Deadlines:** [centralaz.edu/feedelete](http://centralaz.edu/feedelete)

**Library:** [centralaz.edu/library](http://centralaz.edu/library)

**New Student Orientation:** [centralaz.edu/future-students/new-student-orientation/](http://centralaz.edu/future-students/new-student-orientation/)

**Paying for College:** [centralaz.edu/admissions/payingforcollege/](http://centralaz.edu/admissions/payingforcollege/)

**Password Self Service:** [studentpss.centralaz.edu](http://studentpss.centralaz.edu)

**Residence Life:** [centralaz.edu/residence](http://centralaz.edu/residence) (Signal Peak Campus)

**Student Activities:** [centralaz.edu/studentactivities](http://centralaz.edu/studentactivities)

**Student Portal:** [my.centralaz.edu](http://my.centralaz.edu)

**Tutoring:** [centralaz.edu/tutoring](http://centralaz.edu/tutoring) (Tutoring is free of charge!)

**Veteran Educational Benefits:** [centralaz.edu/va](http://centralaz.edu/va)