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/Drop

“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/Drop

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

Click on the sign to see all sections of ENG101.

“Elective”-Course Search

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.
Student Portal “How To”

SELECT COURSE(S)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
<th>Status</th>
<th>Sections</th>
<th>Area(s) of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition III</td>
<td>3.00</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

VERIFY COURSE STATUS

Online Registration Home Screen-view Student Status to confirm registration status.

PROCEED TO FINAL STEP

After you click ☑ you will see the course(s) below under Selected Courses. Proceed to Final Step to add your course(s).

Select to Waitlist a course: Waitlist
Select to Remove/Drop a course: Reserve
Do not use the following buttons: Audit
Proceed to Final Step to change each actions 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/
Blackboard: blackboard.centralaz.edu
Bookstore: centralaz.bncollege.com
Student Accessibility Services: centralaz.edu/disability
Purge (Payment) Deadlines: centralaz.edu/feedelete
Library: centralaz.edu/library
New Student Orientation: centralaz.edu/future-students/new-student-orientation/

Paying for College: centralaz.edu/admissions/payingforcollege/
Password Self Service: studentpss.centralaz.edu
Residence Life: centralaz.edu/residence (Signal Peak Campus)
Student Activities: centralaz.edu/studentactivities
Student Portal: my.centralaz.edu
Tutoring: centralaz.edu/tutoring (Tutoring is free of charge!)
Veteran Educational Benefits: centralaz.edu/va