



1. Log in on UAccess Student Center (uaccess.arizona.edu) with your University of Arizona NetID (beginning of your UA email) and password.

The image shows a screenshot of the UAccess Student Center interface. On the left, there are two main sections: 'Academics' and 'Finances'. In the 'Academics' section, there is a 'Search' link with a red arrow pointing to it. Below it are links for 'Plan', 'Enroll', 'My Academics', and 'Booklist'. There is also a search box with the text 'other academic...' and a search button. In the 'Finances' section, there are links for 'My Account', 'Account Inquiry', 'Health Care Options', 'Enroll/Cancel Coverage', 'View Eligibility and Fees', 'Financial Aid', 'Financial Aid Authorization', 'My Financial Aid Status', 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. There is also a search box with the text 'other financial...' and a search button. On the right side, there are several panels: 'SEARCH FOR CLASSES', 'Notices & Holds' (with 'UALerts Opt Out' and 'details'), 'To Do List' (with 'Title IX Training' and 'details'), 'Enrollment Dates' (with 'Open Enrollment Dates'), and 'Advisor(s)' (with 'None Assigned'). In the center, there are two information boxes: 'You are not enrolled in classes.' and 'You have no outstanding charges at this time.'

2. Once in your UAccess Student Center, click "Search" to look for classes being offered.

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Class Search

Show Open Classes Only

Subject

Interdisciplinary Interest Area

Course Number

Course Career

Course Keyword

Mode of Instruction

Campus

Location

Class Attribute requires a Class Attribute Value to be selected.

Course Attribute

Course Attribute Value
Class Attribute 2
Class Attribute Value 2

Additional Search Criteria

3. Make sure that you are looking for classes in the correct semester.
4. Indicate the "Subject." For MPA and MPP students, you will largely take "PA – Public Administration and Policy" courses, but there are some electives available to you. For more information on available electives, please see the following link:

<https://mpa.sgpp.arizona.edu/mpa-curriculum>

To look for only graduate level classes (classes over level 500), indicate that the "Course Number" should be "greater than or equal to" "500." You can also use the "Course Number" box to insert specific course numbers, if you know exactly what course you're looking for.

Class Detail

PA 500 - 001 Economics for Public Policy

The University of Arizona | Spring 2018 | Lecture

Class Details

Status	 Open w/Req	Career	Graduate
Class Number	75128	Dates	1/10/2018 - 5/2/2018
Session	Regular Academic Session	Grading	Regular Grades A, B, C, D, E
Units	3 units	Location	Tucson
Instruction Mode	In Person	Campus	University of Arizona - Main
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 5:30PM - 8:00PM	R P Harvill Bldg, Rm 210	Todd Neumann	01/10/2018 - 05/02/2018

Enrollment Information

Enrollment Requirements MPA and MPP students only.

Per Unit Fee	\$0.00	Flat Fee	\$0.00	iCourse Fee	\$0.00
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Class Availability

Class Capacity	50	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	50		

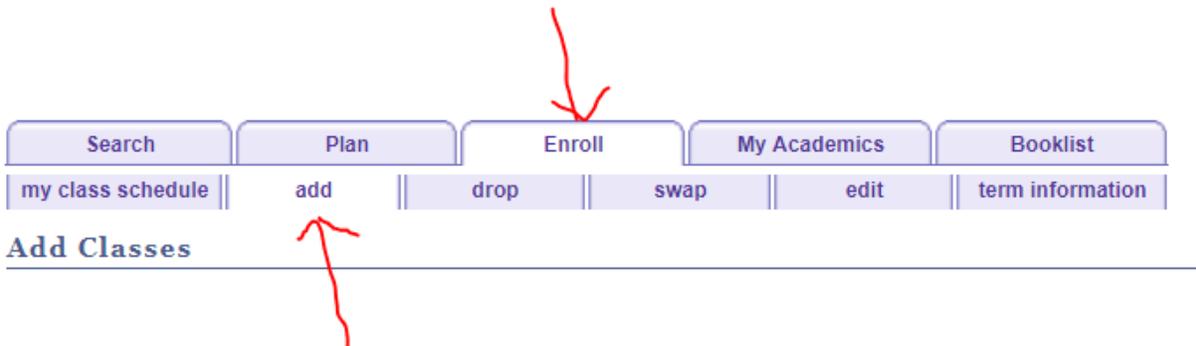
Description

Microeconomic theory and applications for public policy.

[VIEW SEARCH RESULTS](#)

5. A list of courses will populate based on the criteria you indicated. Click on the course you want to view more information.
6. If you are eligible to enroll in classes, you will see a green button next to the "View Search Results" button that indicates you can add the class to your shopping cart. If you have already added the class to your shopping cart, or you are not eligible to enroll in classes (like the student above), this button will not show up. On this page, you can also see a course description, class times, enrollment requirements, and availability for the course.

7. Please keep in mind that once you have added the class to your shopping cart, **you are not enrolled in the class, the class is only in your shopping cart** (like online shopping, you have to go “buy” the class!).



8. At the top of the page, there are tabs. Go to the “Enroll” tab to view your shopping cart and enroll in classes (“add”) that are currently in your shopping cart. You can also use this page to “drop” classes that are already in your schedule, “swap” classes so classes can be added and dropped simultaneously, and “edit” classes (typically not applicable to graduate students).
9. Once you believe you have added the class, go to the “My Class Schedule” tab to ensure the class has been added.

Contact Alma Urbina, Graduate Programs Administrative Assistant (aurbina@email.arizona.edu) or Diane Darling, Graduate Programs Manager (dianedarling@email.arizona.edu) if you have further questions or concerns.