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

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