



THE UNIVERSITY OF ARIZONA

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College of Public Health

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# **Quick Reference Guide for Graduate Certificate and Non-Degree Seeking Students**

## **Quick Links (external to this document)**

[Academic Calendar](#)

[Admission Information Events for Graduate Degree Programs](#)

[College of Public Health Graduate Certificate Handbook](#)

[College of Public Health Schedule of Classes](#)

Graduate Certificate Curriculum

- [Clinical and Translational Research](#)
- [Global Health and Development](#)
- [Health Administration](#)
- [Public Health](#)

[Graduate College application for NDS and Certificate Students](#)

[Immunization Requirements – MMR Campus Health Registration Hold \(Main Campus students\)](#)

[Masters of Public Health Curriculum](#)

[Public Health webpage for NDS students](#)

- Course recommendations for potential MPH students
- Financial Aid
- Benefits and challenges of taking courses as an NDS student
- Choosing a campus, Online v. Main
- Other FAQ's

[Qualified Tuition Reduction Benefit for UA Employees, Spouses and Dependents of Employees](#)

[Residency Classification Office](#)

[Tuition and Fee Calculator](#)

## **Reference Guide Content**

[Arizona Residency](#)

[Campus Safety](#)

[Cat Card](#)

[Completing the Admissions Process](#)

[D2L: Accessing your online course materials](#)

[Email](#)

[International Students](#)

[Library Resources](#)

[Miscellaneous University Resources](#)

[Parking and Transportation](#)

[Registering for Classes](#)

[Technological Resources for Students](#)

[Graduate Coordinator Contact Information](#)

## ARIZONA RESIDENCY

Main Campus students, are you an Arizona state resident? If you're an Arizona state resident, or might become one soon, you should become familiar with the [Residency Classification Office](#).

If you are incorrectly classified as an out-of-state student when you are an Arizona resident, you will need to follow the [UA Procedures for Establishing Arizona Residency](#). You will fill out the [Domicile Affidavit Form](#) and return it to their office.

If your status changes during your time at the U of A, you can apply for a review of your status during certain times of the year. Please contact the [Residency Classification Office](#) at 520.621.3636 or [REG-rco@email.arizona.edu](mailto:REG-rco@email.arizona.edu) if you have any questions.

Note to Online Campus students, your residency classification does not impact your tuition rate. All Online Campus students pay the same tuition and fees regardless of residency.

## BOOKS

So, you're registered and you're ready to go! You visit the big, beautiful [UA Bookstore](#) in the Student Union. You ask where the public health books are. They look at you like you just took a one-way trip from Pluto. "Hmmm," you think, "there must be more to this book-buying thing than meets the eye."

There is! Our books are sold at the [Arizona Health Sciences Center \(AHSC\) Bookstore](#). The AHSC Bookstore is located in Room 1116 on the ground floor of the [Arizona Health Sciences Center](#), near the [Arizona Health Sciences Library](#), just a bit north of the College of Public Health. You may also order books online and have them shipped to you.

In addition, some books may be on reserve at the [Arizona Health Sciences Library](#). Many books can also be purchased or rented through [Amazon](#) or [Chegg.com](#). Required books may be listed on [UAccess Student Center](#) and/or [D2L](#), as well as on the syllabus on the first day of class.

## CAMPUS SAFETY

Safety is an important issue for the entire University of Arizona campus community. The University of Arizona offers various campus safety resources and services like [SafeRide](#) and [UA Alert](#).

The [UA Police Department](#) provides a secure atmosphere for the University Community. For non-emergencies, UAPD can be reached at 520.621.8273 (621-UAPD). In case of emergency, please still call 911.

For **Phoenix campus students**, Campus Security can be reached at 602.827.2368.

In addition, with the new **LiveSafe App**, you have the option to either call ASUA SafeRide or to use the app's feature called SafeWalk, which allows you to pick a contact from your address book to watch your location as you walk to your destination in order to make sure that you arrive safely. LiveSafe is free and accessible to all through the [Apple Store](#) or [Google Play Store](#).

## CAT CARD

The [CatCard](#) is the official University of Arizona identification card. CatCards feature a digitized photo, digitized signature, SmartChip, and magnetic strip.

To obtain your CatCards, visit the [CatCard website](#). There is a \$25 charge for your CatCard. Prior to obtaining your CatCard, you must be enrolled in at least one class.

### Your CatCard can be used for:

- Library card
- Campus Recreation Center access
- Link with your Wells Fargo checking account
- Accessing Arizona athletic events
- Photocopying and printing services
- Discounts at local businesses
- And more!

## COMPLETING THE ADMISSIONS PROCESS

1. After you have been officially admitted to the University of Arizona, the UA Graduate College will send you your Student ID number by e-mail and your PIN by mail (your PIN can also be obtained in GradApp at <https://apply.grad.arizona.edu/users/login>).
2. You will need to log into UA GradApp to accept your admission (indicate your intent to matriculate): <https://apply.grad.arizona.edu/users/login>
3. Using your Student ID and PIN number, you will obtain your UA NetID, password, and e-mail address at: <https://netid.arizona.edu/>
4. Once you have established your e-mail address, you may begin checking your UA e-mail at: <http://catmail.arizona.edu> All official communications from the University of Arizona and the College of Public Health will be sent to your UA e-mail address.
5. At that point, **Main Campus** students will be required to meet the [UA immunization requirements](#) prior to registering.
6. Once you complete steps 2, 3, and 5, you will be able to log onto [UAccess Student Center](#) to register for your courses.
7. You will want to check out the [MEZCOPH Course Schedule](#), as well as the curriculum and Recommended Course Sequencing (MPH program only) at <http://www.publichealth.arizona.edu/academics/mph>.

If you are an Online Non-degree Seeking Student, please follow-up with [Samantha Pierce](#) regarding online MPH course offerings, course meeting dates, and plan of study options for the Online MPH.

8. [UAccess Student Center](#) is the center for obtaining information on your financial aid package, signing up for health insurance, paying tuition, etc.

9. If you are an Arizona resident, you will need to verify your residency through the Residency Classification Office: <https://registrar.arizona.edu/support-services/residency-classification-tuition-purposes> You will also need to meet the Prop 300 requirements to verify your citizenship status: <https://registrar.arizona.edu/support-services/residency-classification-tuition-purposes/residency-classification-faqs>

Be reminded, if you are a non-degree seeking student, financial aid options are limited. Please review the [Financial Aid for Non-Degree Seeking Students](#) section for more information.

10. Updated tuition rates for all MEZCOPH graduate programs will be posted in June at the [Bursar's Office](#).

## D2L: ACCESSING YOUR ONLINE COURSE MATERIALS

[Desire 2 Learn \(D2L\)](#) is the campus-wide system used for both online and on campus classes. If you're taking a class that uses D2L, you will have access to the course one week before classes start.

Questions? Concerns? Check out the [D2L system requirements](#), [Student Tool Guides](#), and [D2L Help page](#).

## EMAIL

After you have been officially admitted to the University of Arizona, the UA Graduate College will send you your Student ID number by e-mail and your PIN by mail. Using your Student ID and PIN number, you will obtain your UA NetID, password, and e-mail address at: <https://netid.arizona.edu/>

Once you have established your e-mail address, you may begin checking your UA e-mail at: <https://it.arizona.edu/service/catmail-student-email>

All official communications from the University of Arizona and the College of Public Health will be sent to your UA e-mail address once you begin classes.

## INTERNATIONAL STUDENTS

If admitted to a Main Campus graduate program within the College of Public Health, International Students will need to complete the [Financial Guarantee](#) and submit it to the UA Graduate College so that they may process your visa.

[International Student Programs and Services \(ISPS\)](#) holds the [International Student Orientation and Registration](#) program for new international students at the beginning of the fall and spring semesters. The program is **mandatory** for all new international undergraduate and graduate students who are in Main Campus programs.

## LIBRARY RESOURCES

For writing papers, doing biostats homework, checking e-mail, or a bit of chatting with classmates, the [Arizona Health Sciences Library \(AHSL\)](#) is the place to be! After the doors lock, UA Health Sciences students, faculty, and staff can enter the library with their CatCards. Here is [more information](#) about hours, including holidays

and seasonal changes. The library offers great access to [journals](#), information services, grant support, [wireless internet access](#), and [computer labs](#). [Map of location in Tucson](#)

Phoenix Health Sciences Library hours, map, and parking information: <http://ahsl.arizona.edu/pbc-library>

In addition, we have our own Health Sciences librarian! During the academic year, AHSL librarians are available in room A202 of Drachman Hall to provide individual assistance to students, faculty, and staff. If you would like to set up an appointment, please contact Jean McClelland at [jmcc@email.arizona.edu](mailto:jmcc@email.arizona.edu) or 520-626-7508.

You may also, from time to time, visit (electronically or in person) the [UA Library](#) on main campus (see [map](#)).

## MISCELLANEOUS UNIVERSITY RESOURCES

The University of Arizona has a variety of resources for you, including:

- [African American Student Affairs](#)
- [Arizona Online](#)
- [Asian Pacific American Student Affairs](#)
- [Campus Health Services](#)
- [Campus Pantry](#)
- [Campus Recreation Center](#)
- [Career Services](#)
- [Chicano/Hispano Student Affairs](#)
- [Counseling and Psychological Services](#)
- [Dean of Students](#)
- [Diversity & Inclusion](#)
- [Disability Resource Center](#)
- [Financial Assistance](#)
- [Graduate College](#)
- [Graduate and Professional Student Council \(GPSC\)](#)
- [International Student Programs and Services](#)
- [The Think Tank \(tutoring and other services\)](#)
- [LGBTQ Student Affairs](#)
- [Native American Student Affairs](#)
- [Ombudsperson Committee](#)
- [Safe Ride](#)
- [Sexual Assault Assistance](#)
- [Strategic Alternative Learning Techniques \(Learning Disabilities\)](#)
- [Student Housing](#)
- [UA Bursar's Office](#)
- [UA Events – Getting Involved](#)
- [UA Human Resources](#)
- [Veterans Services](#)

## PARKING AND TRANSPORTATION

The [UA Parking and Transportation Services](#) offers a number of parking options, including parking lots, garages, park & ride programs, and [carpool options](#). Make sure to put your name in the hat early for parking programs, as there is often a waiting list!

[Specific information on permits](#)

[Parking map](#)

If you would like to get a permit, they're typically valid August through the following August. The cost for most permits is in the range of \$479 (Zone 1) to \$610 (street specific and lot specific) to \$726 (garage).

Our recommendations close to Drachman Hall would be:

- Zone 1 (which gives you access to any Zone 1 lot on campus)
- Lot Specific 2029 or 2012
- Lot Specific 9003, which is across Campbell. It's cheaper, but is only for the academic year (August through May)
- Street Specific on Helen, Martin, or Mabel
- Highland Garage

## REGISTERING FOR CLASSES

1. Go to the UAccess: <http://uaccess.arizona.edu/>
2. Click on "Student Center"
3. Log in using your UANetId
4. Locate the Enrolment tab and click on "Class Search".
5. Verify that you are searching for courses for the term that you will be taking classes.
6. Enter the course subject and section within the appropriate sections.
  - a. In SUBJECT, type in or select the course prefix (e.g. "PHPM)
  - b. In COURSE NUMBER, type in the course number (e.g. 574).

Note: Graduate Certificate and Online Non-degree seeking students are to enroll in the **202 sections** of graduate MPH course offerings.

7. For CAMPUS verify it has "Main" campus or "Online" as appropriate to your program.
8. Click the SEARCH button. You should see all the courses on the screen with the prefix you entered.
9. Select your class and click on "Select". Classes will be added to your shopping cart.
10. You will now formally enroll in the courses that have been added to your shopping cart. Locate the Enrolment tab and click on "Add/Drop/Swap Classes".
11. All classes within your shopping cart will be listed. Click "Select" and then click "Enroll in # class". You will be prompted to confirm enrollment.
12. Verify your course enrollment and class schedule by selecting the Enrollment tab, and clicking "Schedule".

## TECHNOLOGICAL RESOURCES FOR STUDENTS

**Free Microsoft Office 365 for Students!** Student licenses covered under the Microsoft® Campus Agreement (MCA) enables UA students subscription to [Office 365 Education](#) (Microsoft software in the cloud) plan. This plan allows to install Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets.

**Software Licensing //** A number of software options are available to students for free or discounted cost, including Adobe Creative Cloud, EndNote, and ESRI ArcGIS. [Download software here.](#)

**24/7 IT Support //** The [24/7 IT Support Center](#) technical consultants are available in person, by phone, or over chat to assist with campus applications and services or to help you with your personally owned computer or device. Support services are free for all students.

### Services Available

- Supporting applications such as CatMail, UAConnect, D2L, UAccess, and NetID
- Troubleshooting problems on student, faculty, or staff computers
- Installing operating systems and software. Software licenses must be provided by the customer.
- Removing spyware and viruses
- Removing unwanted software
- Installing wired or wireless networking cards
- Troubleshooting network problems
- Taking reports of problems with the UA wired or wireless network

### Request Services

**In person:** The 24/7 IT Support Center is located in room 203 in the **Martin Luther King, Jr. Building** located at 1322 E. 1st Street (at the corner of Mountain Ave. and 1st Street). Use your CatCard to enter the building between 10 PM and 6 AM.

**Phone:** (520) 626-TECH (8324) or (877) 522-7929.

**Chat** (Remote Desktop available): <http://support.arizona.edu> (see Documentation for assistance with using)

**UAService** (online form): <http://uaservice.arizona.edu> (see Documentation for assistance with using)



## GRADUATE COORDINATOR CONTACT INFORMATION

You've looked through this document, searched the UA website, and you still can't find the information you need. Maybe there's a situation in the classroom you are just not sure how to handle. Then there's all of those things life throws at us and you need to know what your options are for taking a break from school. The Office of Student Services and Alumni Affairs is here to provide you with resources, let you know your options and generally help you problem solve.

For Certificate and On-Campus NDS students, your main point of contact is:

Michael Tearne, MEd  
Certificate Coordinator and On-Campus NDS Contact Person  
The University of Arizona's Mel & Enid Zuckerman College of Public Health  
Office of Student Services & Alumni Affairs | Drachman Hall, Room A302E  
1295 N. Martin | PO Box 245033 | Tucson, AZ 85724  
Phone 520.626.2112 | [coph-certificate@email.arizona.edu](mailto:coph-certificate@email.arizona.edu)

For Online NDS students interested in the Online MPH Program, your main point of contact is:

Samantha Pierce, MPH  
Online MPH Coordinator and Online NDS Contact Person  
The University of Arizona's Mel & Enid Zuckerman College of Public Health  
Office of Student Services & Alumni Affairs | Drachman Hall, Room A305-A  
1295 N. Martin | PO Box 245033 | Tucson, AZ 85724  
W: 520-621-5526 | [spierce@email.arizona.edu](mailto:spierce@email.arizona.edu)