



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# University access procedures for students

March 2021

- ✓ **Confirmation of attendance / absence from lessons at the University at least 48 hours in advance via the iCatt APP.**
- ✓ **Possibility of being present also on days other than your pre-assigned lesson days using the re-allocation system for unconfirmed places.**
- ✓ **Possibility of being present also on days other than your pre-assigned lesson days to use the University services.**
- ✓ **Entrance access control via your Student ID card.**

# When you can access the University

You are permitted to access the campus **TO ATTEND LESSONS (on the pre-assigned days and if attendance is confirmed)** or **TO USE THE SERVICES (with reservation of attendance)**, subject to availability and also on days other than your pre-assigned lesson days when you would not normally be eligible to attend.

## Access to lessons

### What can I do?

Attend lectures in person  
Study (subject to classroom availability)

### Which app do I use?

ICATT APP –  
Attendance Calendar section

### What must I do?

Confirm your presence or absence via the app

## Reservation of services

### What can I do?

Administrative services (Student Services, Cattolica International, University Linguistic Service, Disability Services Office)

### Which app do I use?

iCatt Portal

### What must I do?

Follow the instructions to book desired service(s)

### What can I do?

University services currently 'open': library study room, consultation rooms, bookshop, study rooms

### Which app do I use?

APP Affluences

### What must I do?

Use the app to book the desired service(s)

# Right to access for lessons

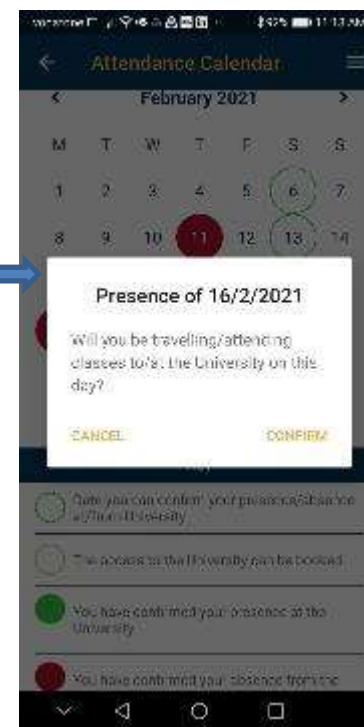
- If the APP calendar indicates your right to access (dot circled in green) you can:
  - Attend the face-to-face or online lessons (if scheduled during the day) in dedicated classrooms, using your devices (pc/tablet/mobile phone and earphones).
  - Access the University services that you have pre-booked (Library, Student Services, Bookshop etc.) following the protocols indicated by each individual service.



It's obligatory to confirm or decline attendance at the University via the APP at least 48 hours in advance by clicking on the dates circled in green. If the symbol becomes a green dot your attendance is confirmed, if the symbol becomes a red dot your absence is confirmed.

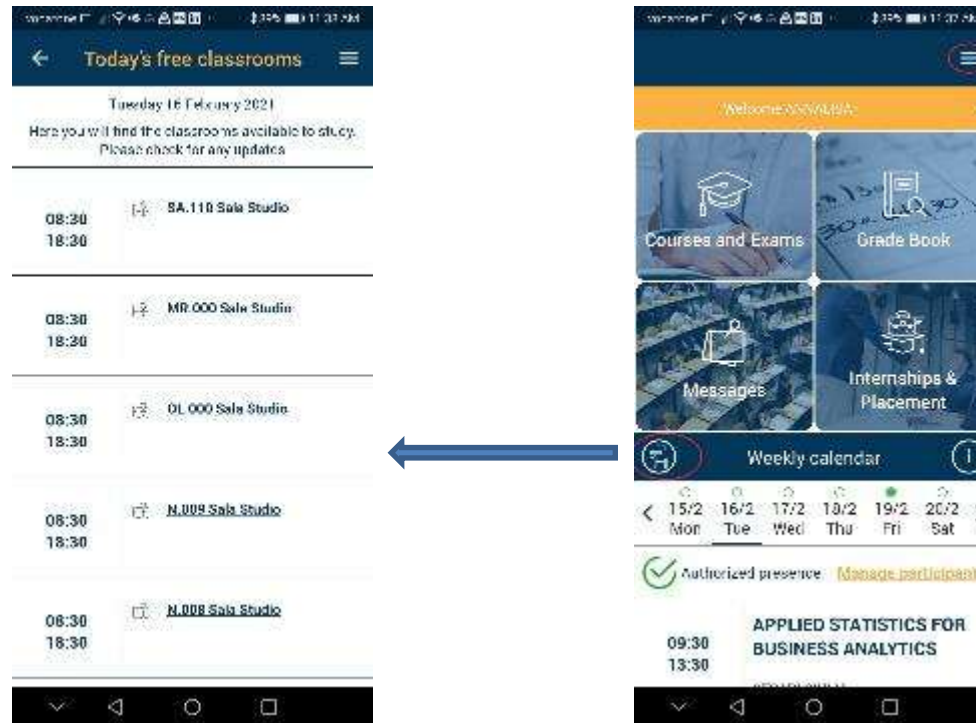
# Access on days other than those assigned for lessons (only in the case of shifts)

- When you see a date on the calendar encircled in orange it means that a student enrolled in your same academic year cannot attend the lesson; you can then proceed to book this place even if you did not initially have the right to access it.
- If you are the first to select the presence option, you reserve the right of access and the orange circle will change to a green dot, confirming your booking.
- If you have previously given up access, you will not find the orange circle. You must check if there are still free places by selecting the date of interest and, if there are places available, you can book access.



# Free classrooms for study

- On the days when the calendar authorises your class presence, you will also be able to access the free classrooms for study.
- To view the free classrooms at your campus, simply select the desk symbol or the 'Free classrooms' function on the APP menu.

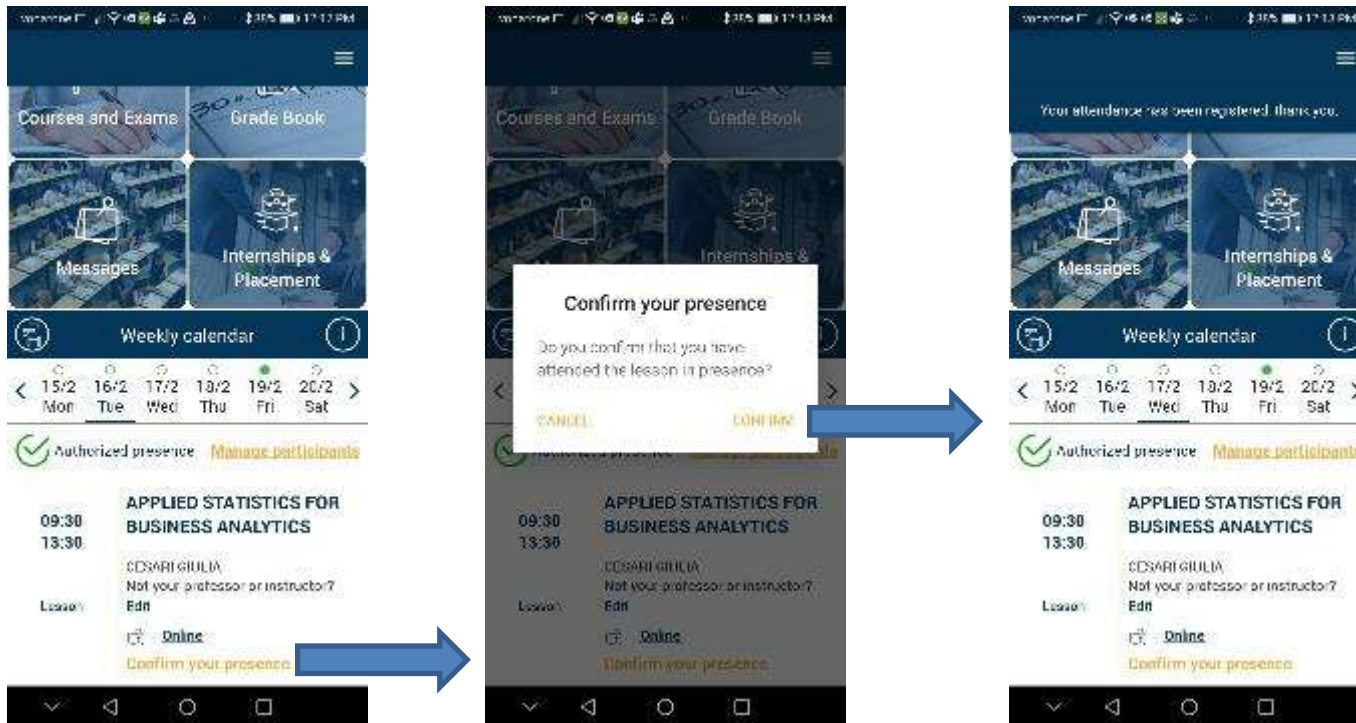


- On other days you will only be able to access the library STUDY ROOMS using the Affluences APP, upon reservation and subject to availability.



# Confirm presence during the lessons

- In correspondence with the lessons, the Weekly calendar also gives a **‘Confirm your presence’** link which allows you to confirm that you are present at a lesson in the classroom.
- During the lesson, the teacher will ask you to confirm your presence using the link.



# Exams with “In presence” option

- For exam sessions offering the option ‘select exam mode’, during registration you can select in-person or remote attendance.
- You will always be able to view your choice in the course details and you may be able to modify it within, and no later than, the deadline for the exam registration.
- Your selected method will be visible in the APP’s Weekly calendar in correspondence with the date of the exam session.

**Select exam mode**

**In presence**

**Online**

**Confirm**



No extra or postponed classes, no room changes

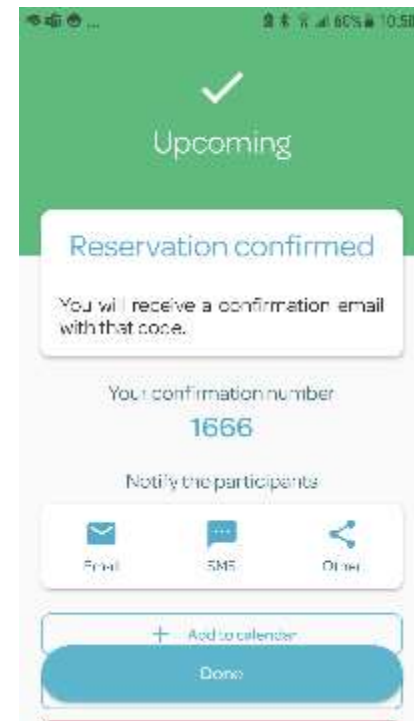




# Booking of services with the Affluences APP

To book other services (even on days when you do not have the right to access the campus for lessons):

- Access the Affluences APP and search for the Università Cattolica active services: <https://affluences.com/>: Library Milan/Brescia/Piacenza/Rome, Vita e Pensiero Bookshop, active Services in the campuses, study rooms.
- Select the service of interest and book your access based on the opening days and available places.



# Reservation of services via your iCatt Account

- On your iCatt Account – «Academic records» section, you can book access to the following administrative services :
  - Student Services
  - Education Abroad
  - University Language Service

Book an appointment with Student Services at your campus, the University language Service (SeLDA) or the Education Abroad office

You may book an appointment with Student Services, the University Language Service, or the Education Abroad office for a dedicated advising meeting; check the day and time slots available. You may book only one meeting per day.

Book an appointment



The screenshot shows a web form for booking an appointment. It includes fields for 'Appointment', 'Meeting location', 'Language of advising service', 'Date', 'Time', 'Email', and 'Subject'. There is a 'Submit' button at the bottom.

- The Internships & Placements services are also available by telephone appointment.

**IMPORTANT:** Access and stay on the University premises, including all classes in progress, is only permitted to those **in possession of their Student ID card and whilst wearing a suitable face covering**. Disposable surgical-medical masks are recommended. Please replace them every 4/6 hours and follow the relevant instructions from the Ministry of Health and the competent authorities. For guidelines, please go to <https://www.unicatt.it/info-covid-19>

- **Tracking systems at the entrances:**
  - Thermal imaging calendars
  - Access tracking card readers
  - Smart video cameras to tally entrances and exits (with attendance reports in each building at any time)
- **Levels of verification:**
  - Report with access statistics (for checking persons who have confirmed their presence but did not show up, and for contact tracing)
  - Access control system at the entrances with ID card



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- For information on lessons and calendar:
  - Enter your query in the «Request information» section on your iCatt Account by selecting the corresponding menu item
- For technical assistance
  - Enter your query in the «Request information» section on your iCatt Account»:
    - Subject: «Request technical support»
    - If possible, please send a screenshot of the anomaly
  - email [techpoint.studenti@unicatt.it](mailto:techpoint.studenti@unicatt.it)

**TO BE USED ONLY IF YOU ARE NOT ABLE TO ACCESS ICATT**