



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ICATT APP

How to know when to access to the University



Access to the University campuses

Access to University campuses is permitted on specific days based on when access authorisation has been assigned or if a specific appointment was made via the online booking service.

Guaranteed
access on
assigned dates

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

Guaranteed
access on
assigned dates

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)

Always
accessible
subject to
availability of the
service

What can I do?

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

Which app do I use?

APP Affluences

What must I do?

Use the app to book
the desired service(s)



Criteria used for the creation of Groups to access the university

- The «student cohort» for each degree programme and programme year is determined based on enrolments at each campus.
- Each cohort is divided into N groups of an equal number of students.
- From Monday to Friday each group is given access to the University on a daily rotation, while the scheduled lectures on Saturdays are open to everyone without any limitation.
- Students may not change groups.
- The daily rotation of the groups permits all students to have equal access to lectures during the week, enabling them to attend the University on different days of the weeks for scheduled lectures.
- The following is a hypothetical example N = 3:

WEEK 1,4,7 and 10		WEEK 2,5,8 and 11		SETTIMANA 3,6,9 e 12	
MON	Group 1	MON	Group 3	MON	Group 2
TUES	Group 2	TUES	Group 1	TUES	Group 3
WED	Group 3	WED	Group 2	WED	Group 1
THUR	Group 1	THUR	Group 3	THUR	Group 2
FRI	Group 2	FRI	Group 1	FRI	Group 3
SAT	Free access	SAT	Free access	SAT	Free access

GROUP 1:

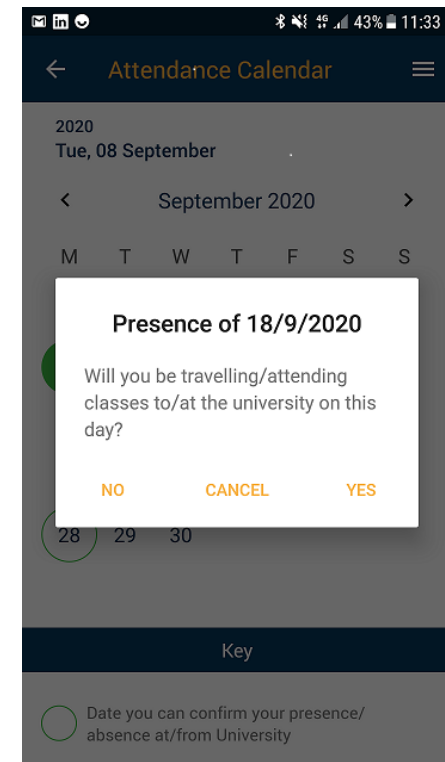
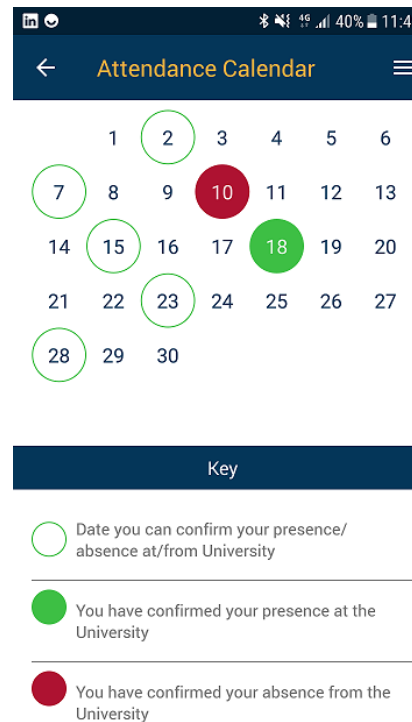
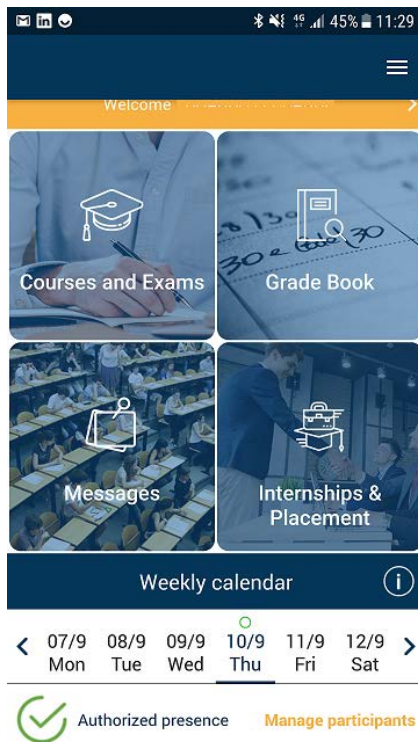
- week 1 - MONDAY and THURSDAY;
- week 2 - TUESDAY and FRIDAY;
- week 3 - WEDNESDAY;
- week 4 - MONDAY and THURSDAY;
- week 5 - TUESDAY and FRIDAY;
- week 6 – WEDNESDAY.

- The assignment of each group is, therefore, independent of scheduled lectures as it also enables access to the campuses to make use of the auxiliary services offered by the University.



Weekly Calendar: confirm your presence/absence

- Check your Attendance Calendar in the iCatt App to find out what days you have been assigned to access campus and classes.
- Select the pre-authorized day of attendance and confirm or cancel your presence.
- Your pre-authorized day of attendance is identified on the Calendar by a green circle around the date: if you confirm your presence the dot will turn green, if you decide not to attend on that day, refuse attendance and the dot will turn red.
- You can confirm your presence or absence up until the day preceding the date in question.





Confirming attendance/absence

- Visualise your designated days of attendance on the Calendar. On those days you may:
 - Attend scheduled in-person lectures;
 - Connect to online lectures using your own personal devices (laptop, phone, tablet, with personal earphones) in dedicated classrooms
 - Access university services (Library, Student Services, Bookstore, etc.) by following the booking procedures available for each service.

2020
Tue, 08 September

September 2020

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key

○ Date you can confirm your presence/absence at/from University

Welcome

Courses and Exams

Grade Book

Messages

Internships & Placement

Weekly calendar

< 07/9 Mon 08/9 Tue 09/9 Wed 10/9 Thu 11/9 Fri 12/9 Sat >

✓ Authorized presence [Manage participants](#)

Weekly calendar

< 14/9 Mon 15/9 Tue 16/9 Wed 17/9 Thu 18/9 Fri 19/9 Sat >

⊘ Not authorized presence [Manage participants](#)



Booking appointments to access other University services

- On authorised access dates to campus, you can use the iCatt portal - Records tab to book appointments with the following administrative services:
 - Student Services
 - Education Abroad
 - University Linguistic Service
 - Disability Services Office

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

Book appointment for advising session

First select the date and then the time for the appointment

Appointment	Meeting in person	Microsoft Teams
Language of advising session	English	Italian
E-mail		
Subject		

Back

Study record
Course exams and final examination
Student tuition and fees
University Language Service - SeLDA
International Office - Study and internships abroad
Disability Services Office
Information: advising for study plan

- The Internships and Placement services are available for in-person appointments, which must be booked by phone.

IMPORTANT: Access to all university spaces, including all classes in progress, is only permitted 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>



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Booking systems to access other University services

- For access to other services, please use the Affluences APP if applicable.
- The following services are currently available:
 - Library Milan: <https://affluences.com/universita-cattolica>
 - Library Brescia: <https://affluences.com/universita-cattolica-brescia>
 - Library Piacenza: <https://affluences.com/biblioteca-ucsc-di-piacenza>
 - Library Roma: <https://affluences.com/universita-cattolica-roma>
 - Vita e Pensiero bookshop: <https://affluences.com/libreria-vita-and-pensiero-1>
- To access services managed by Educatt, such as the Milan campus cafeterias, please check the Education website <https://educatt.unicatt.it/educatt-2922.html> for useful information.

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- For all information regarding courses and calendar:
 - Go to the iCatt Portal and enter your question in the «Request for information» section:
 - Area of interest: «Classes, course exams and final examination»
 - Subject: «General information»
- For technical assistance:
 - Go to the iCatt Portal and enter your question in the «Request for information» section:
 - Area of interest: «Request technical support»
 - If possible, please send a screenshot of the problem
 - email techpoint.studenti@unicatt.it

TO BE USED ONLY IF YOU ARE UNABLE TO ACCESS ICATT