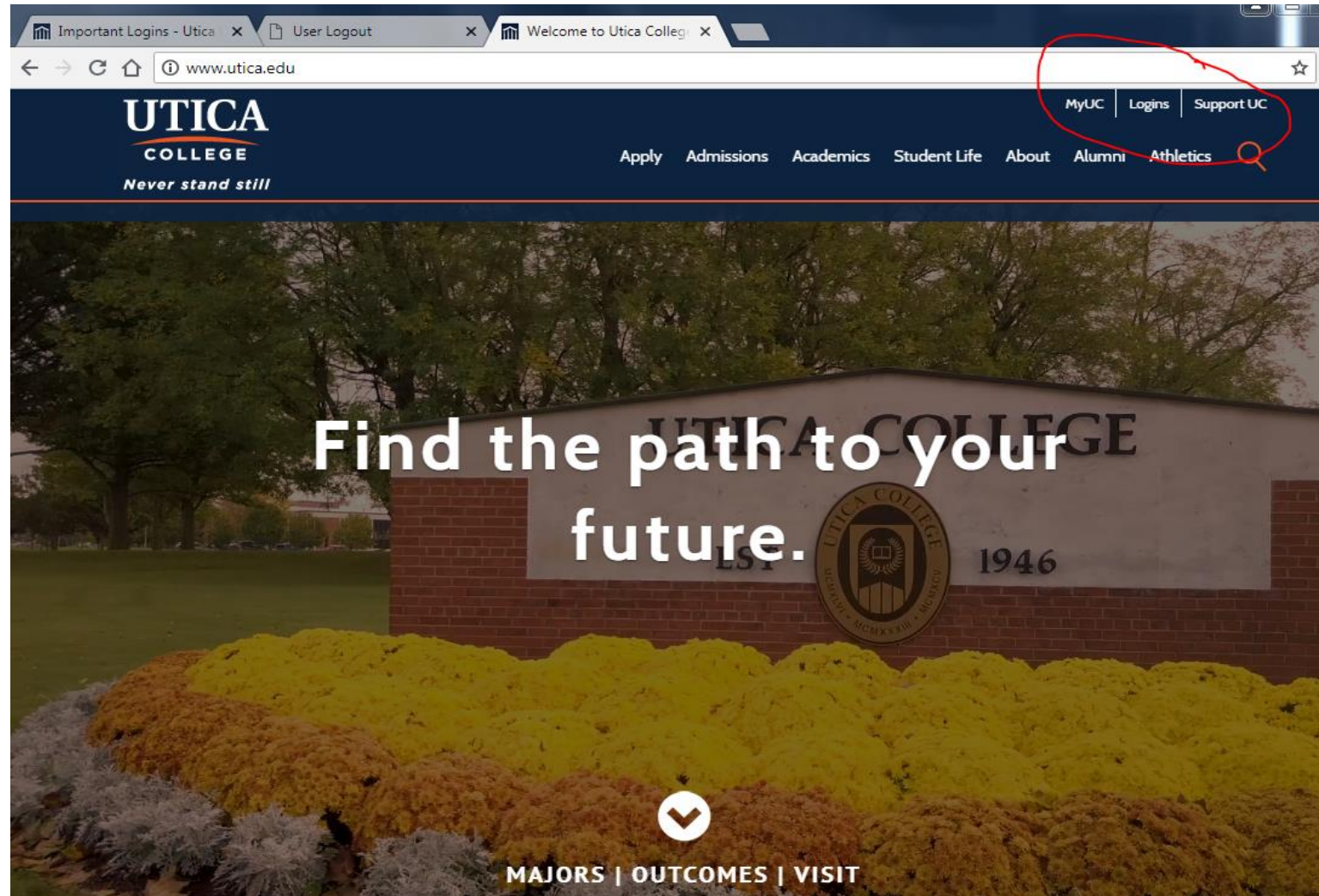


How to access your Academic Transcript or Order Official Copies

1. Go to www.utica.edu and click on “Logins” in the upper right corner.



2. Click on “BannerWeb”.

The screenshot shows the Utica College website homepage. The top navigation bar includes the college logo, the motto "Never stand still", and links for MyUC, Logins, Support UC, Apply, Admissions, Academics, Student Life, About, Alumni, and Athletics. A search icon is also present. The main content area is divided into three columns. The left column contains "QUICK LINKS" and "CONTACT" sections. The middle column features a video player titled "About Utica College" and an "Important Logins" section with a list of links, where "BannerWeb" is highlighted. The right column contains a "UC Alert" section with a call to action to get text messages.

UTICA COLLEGE
Never stand still

MyUC | Logins | Support UC

Apply | Admissions | Academics | Student Life | About | Alumni | Athletics

QUICK LINKS

- Academic Programs
- Apply to UC
- Current Students
- Employment Opportunities
- Evaluate Your Classes Online
- Logins: BannerWeb, Mail, etc.
- Make a Gift to UC
- Orientation
- President's Greeting
- Transcripts
- UC Daysheet

CONTACT

Office of Marketing and Communications
publicrelations@utica.edu
(315) 792-3047

MAKE A GIFT TO UC RIGHT NOW

About Utica College

Important Logins

Use these convenient links to access your UC resources anytime... anywhere.

- Academic Alert →
- Adjunct Portal →
- AdobeConnect →
- BannerWeb →**
- CANVAS →
- Emergency Alert →
- PeopleAdmin →
- PioneerPlace →
- Read & Write Gold →
- Room Reservations →
- SiteManager CMS →
- SMARTHINKING →

UC Alert

Get The (Text) Message.


UC Alert helps keep you informed about safety concerns as they emerge.
[Learn more →](#)

3. Click on “Enter Secure Area”.




- ▲ Enter Secure Area
- ▲ General Financial Aid
- ▲ Campus Directory
- ▲ Class Schedule
- ▲ Course Catalog

4. Login with your Utica College “Username” and “Password” then click “Login”.



HELP EXIT

User Login

 Please enter your Faculty/Staff/Student Utica Web Mail **Username** and **Password**. When finished, click **Login**.

*** Please remember that both the username and password are case sensitive. ***

When you are finished, please Exit and close your browser to protect your privacy.

Attention: To retrieve your Username and Password, please visit <http://password.utica.edu>.

Username:

Password:

[Click Here for Help with Login?](#)

5. This is your homepage in BannerWeb. You will find tabs for Personal Information (demographics) and Student Services (academic). An employee tab will be seen if you obtain employment at Utica College, otherwise it will not be included on your homepage.

The screenshot shows the homepage of the Utica College Banner Web System. At the top, there is a dark blue header with the "UTICA COLLEGE" logo in white. Below the header, there are three tabs: "Personal Information", "Student Services", and "Employee". A search bar with a "Go" button is located below the tabs. To the right of the search bar, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below these links is a "Main Menu" section. A yellow horizontal line separates the main menu from the rest of the page. The main menu contains a welcome message: "Welcome, [redacted] to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:42 am". Below the welcome message, there are three sections: "Personal Information" (with a description: "Update addresses and contact information; Review name or social security number change information; Customize your directory profile."), "Student Services" (with a description: "Register; View your academic records; View account information; View Financial Aid Award Notice; Make Payments;"), and "Employee" (with a description: "Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory").

UTICA
COLLEGE

Personal Information **Student Services** **Employee**

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

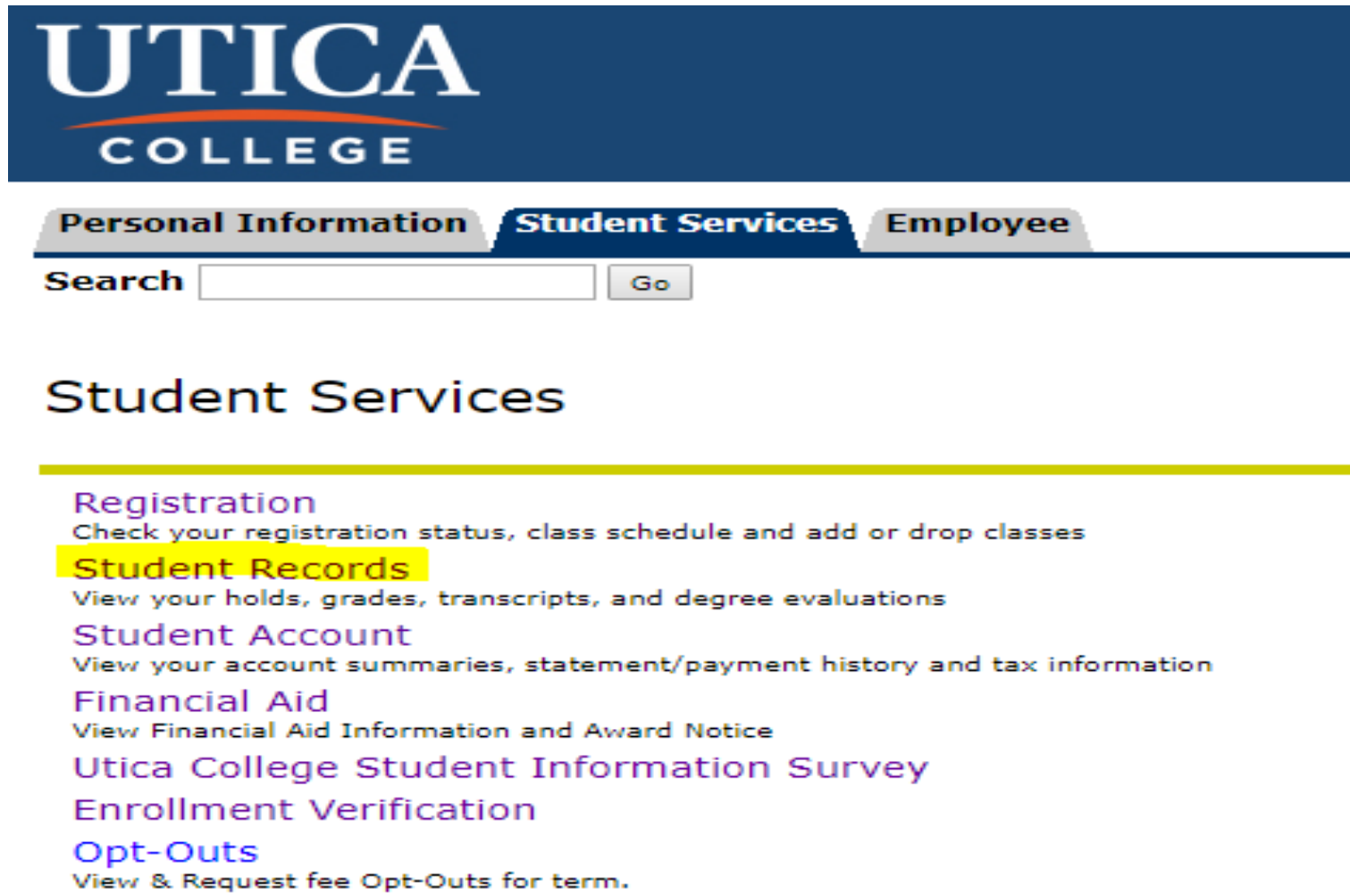
Welcome, [redacted] to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:42 am

Personal Information
Update addresses and contact information; Review name or social security number change information; Customize your directory profile.

Student Services
Register; View your academic records; View account information; View Financial Aid Award Notice; Make Payments;

Employee
Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory

6. Click on “Student Services” and then “Student Records”.



The screenshot displays the Utica College website interface. At the top, the college's logo is shown in a dark blue banner. Below the logo, there are three navigation tabs: "Personal Information", "Student Services", and "Employee". The "Student Services" tab is currently selected. Underneath the tabs, there is a search bar with the text "Search" and a "Go" button. The main heading "Student Services" is prominently displayed. A horizontal yellow line separates the heading from the list of services. The services listed are: "Registration" (with a sub-description), "Student Records" (highlighted in yellow), "Student Account" (with a sub-description), "Financial Aid" (with a sub-description), "Utica College Student Information Survey", "Enrollment Verification", and "Opt-Outs" (with a sub-description).

UTICA
COLLEGE

Personal Information **Student Services** **Employee**

Search

Student Services

- Registration**
Check your registration status, class schedule and add or drop classes
- Student Records**
View your holds, grades, transcripts, and degree evaluations
- Student Account**
View your account summaries, statement/payment history and tax information
- Financial Aid**
View Financial Aid Information and Award Notice
- Utica College Student Information Survey**
- Enrollment Verification**
- Opt-Outs**
View & Request fee Opt-Outs for term.

7. Select either Academic Transcript or Order Official Transcripts. If ordering transcripts select “Order Transcripts” on the next screen; you will be redirected to Parchment, UC’s partner for ordering transcripts and follow the prompts.

The screenshot shows the top navigation bar of the Utica College website. The header is dark blue with the "UTICA COLLEGE" logo in white. Below the header is a horizontal menu with tabs for "Personal Information", "Student Services", "Faculty Services", "Employee", and "Finance". The "Student Services" tab is active. Below the menu is a search bar with a "Go" button and a "RETURN TO MENU SITE MAP HELP EXIT" link. The main content area is titled "Student Records" and contains a list of links: "View Holds", "Midterm Grades", "Final Grades", "Academic Transcript", "Degree Evaluation", "Course Catalog", "View Student Information", "Class Schedule", and "Order Official Transcripts". The "Academic Transcript" and "Order Official Transcripts" links are highlighted in yellow. A note below the links states: "Clicking this link will lead you to the Parchment transcript ordering site. Parchment is Utica College's partner for transcript ordering." At the bottom, there is a "RELEASE: 8.8.2" notice and a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates."

UTICA
COLLEGE

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Records

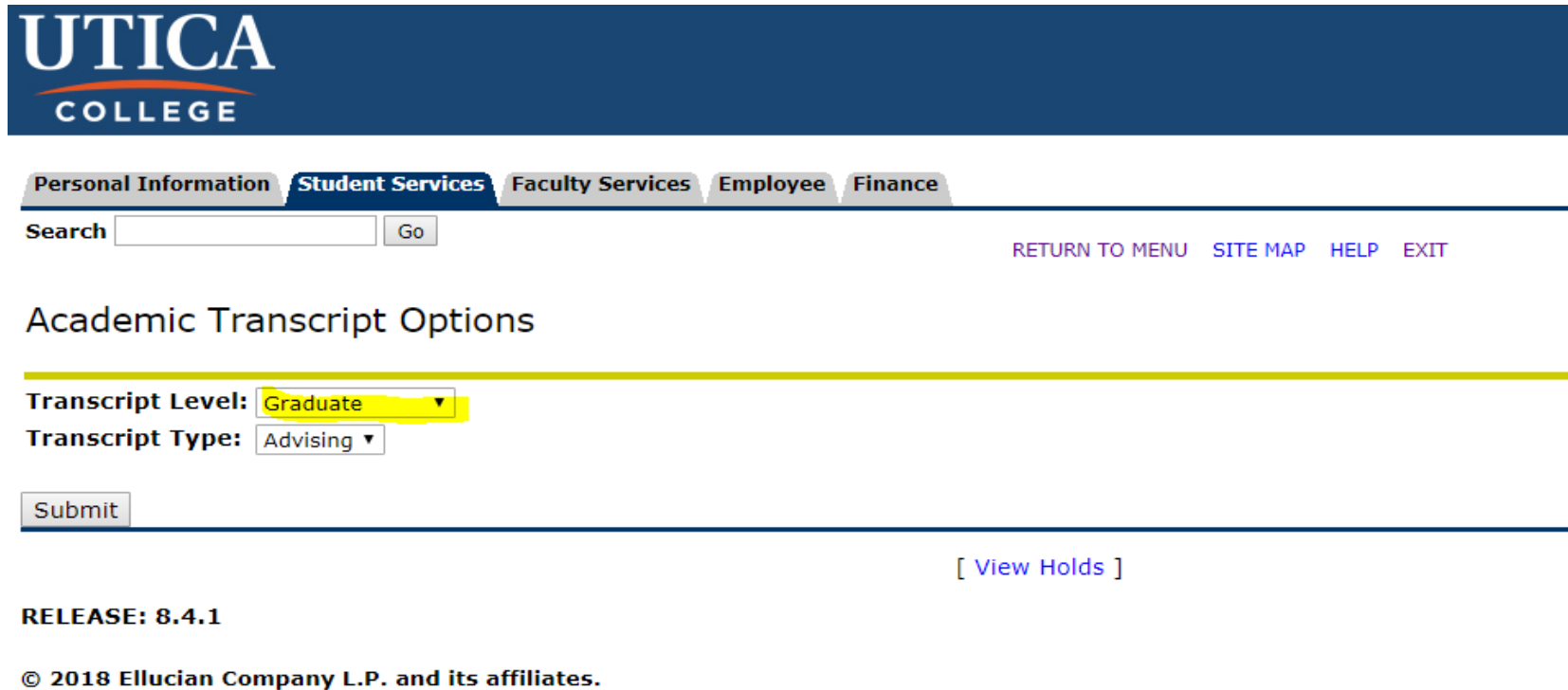
- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Order Official Transcripts](#)

Clicking this link will lead you to the Parchment transcript ordering site. Parchment is Utica College's partner for transcript ordering.

RELEASE: 8.8.2

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8. Select the Transcript Level



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COLLEGE

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Academic Transcript Options

Transcript Level: Graduate ▼
Transcript Type: Advising ▼

[\[View Holds \]](#)

RELEASE: 8.4.1

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9. The next page will show your program of study, courses and grades organized by term, GPA and credit hours both by term and cumulatively.