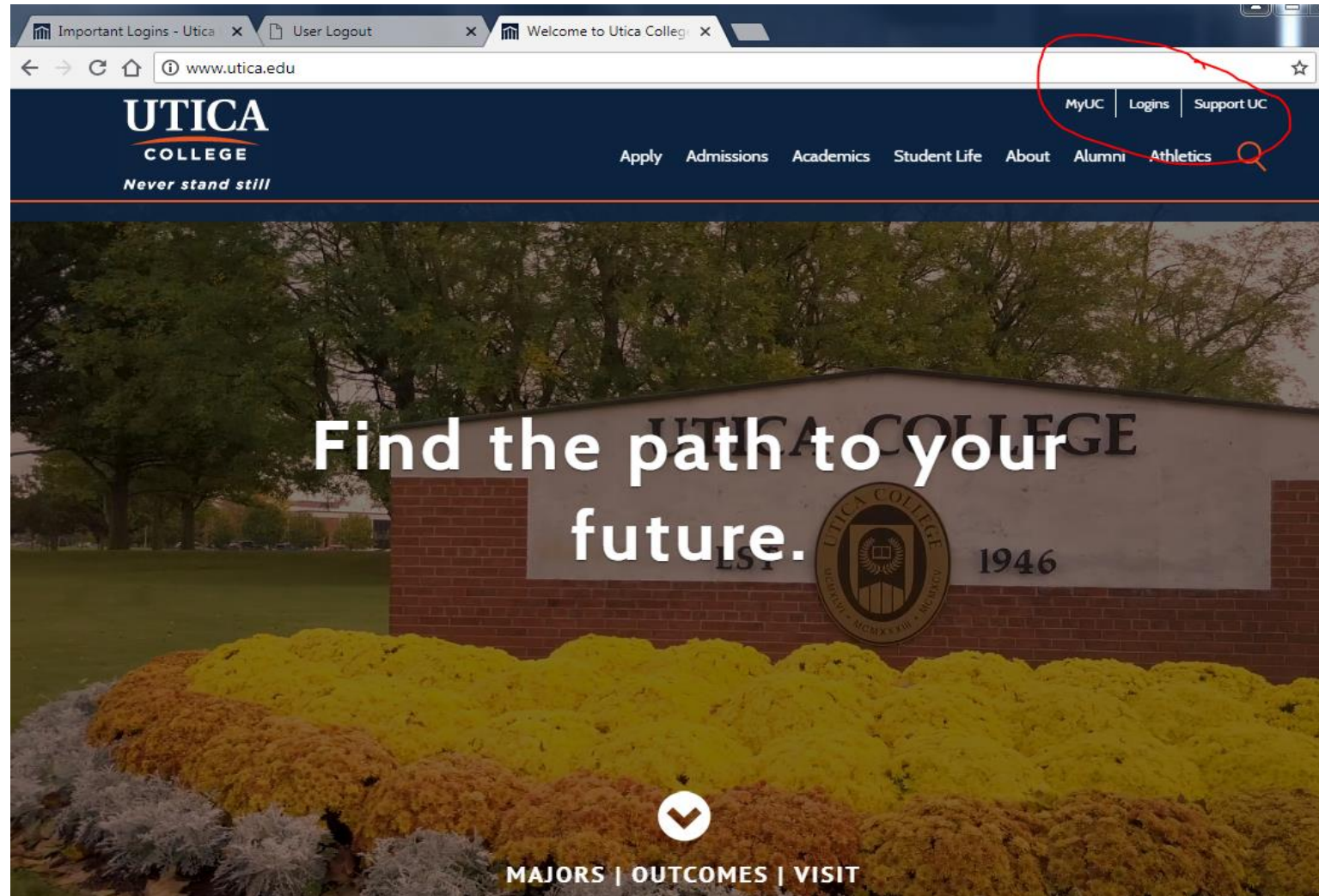


How to run a “What-if-Analysis”.

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 text message icon and a "Learn more" link.

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:

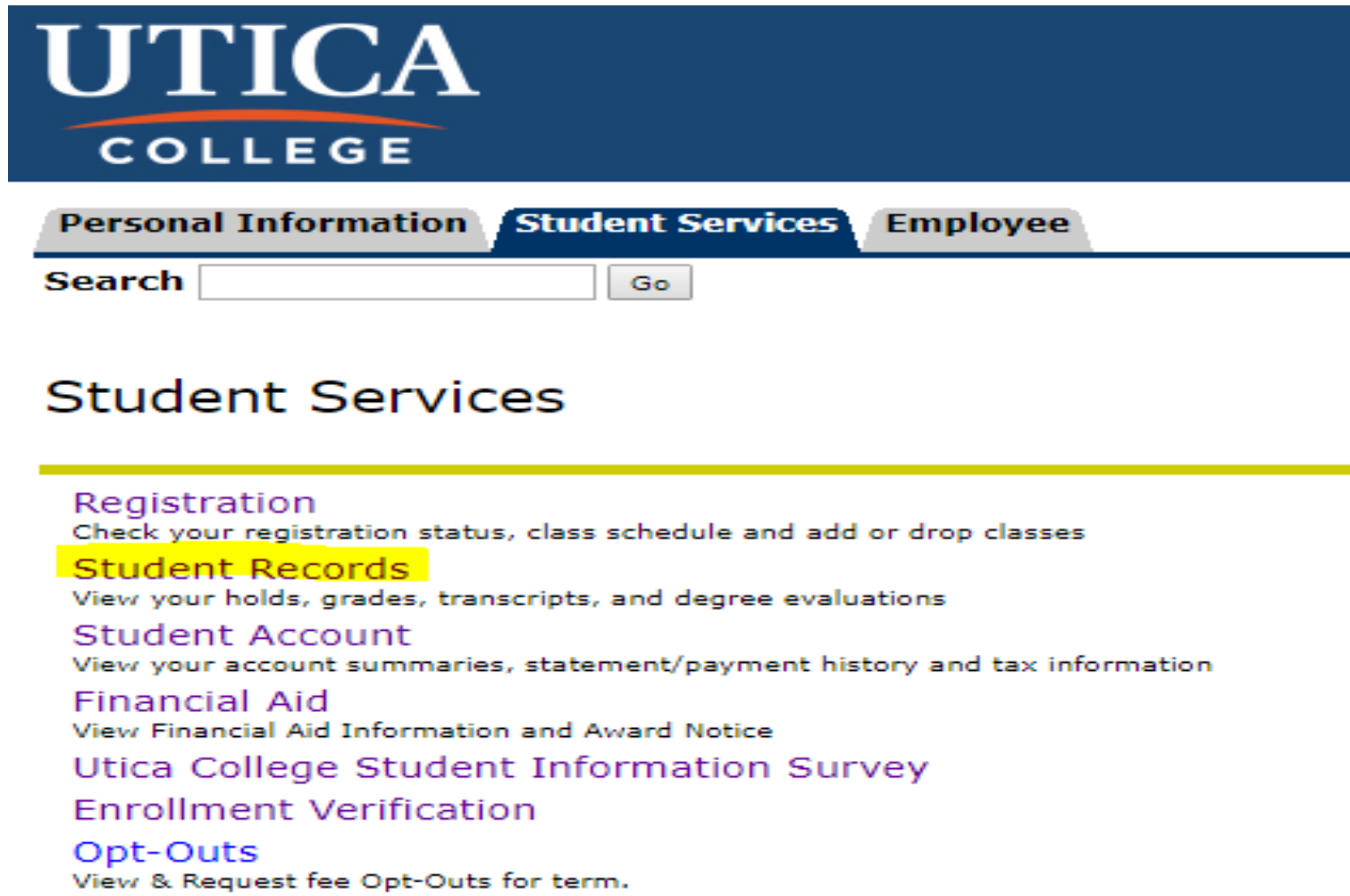
[Click Here for Help with Login?](#)

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 navigation tabs: "Personal Information", "Student Services", and "Employee". A search bar is located below the tabs, with a "Go" button. To the right of the search bar, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below the search bar, the text "Main Menu" is displayed. A yellow horizontal line separates the main menu from the welcome message. The welcome message reads: "Welcome [redacted], to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:11 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").

RELEASE: 8.8.2

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



The screenshot shows the Utica College website interface. At the top is the college logo with "UTICA" in large white letters and "COLLEGE" below it, set against a dark blue background. Below the logo is a navigation bar with three tabs: "Personal Information", "Student Services" (which is highlighted in dark blue), and "Employee". Underneath the navigation bar is a search area with the label "Search", a text input field, and a "Go" button. The main content area is titled "Student Services" in a large, bold, black font. Below this title is a horizontal yellow line. A list of service links follows: "Registration" (with a sub-link description), "Student Records" (highlighted in yellow), "Student Account" (with a sub-link description), "Financial Aid" (with a sub-link description), "Utica College Student Information Survey", "Enrollment Verification", and "Opt-Outs" (with a sub-link description). The entire content area is bordered by a dark blue line at the bottom.

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

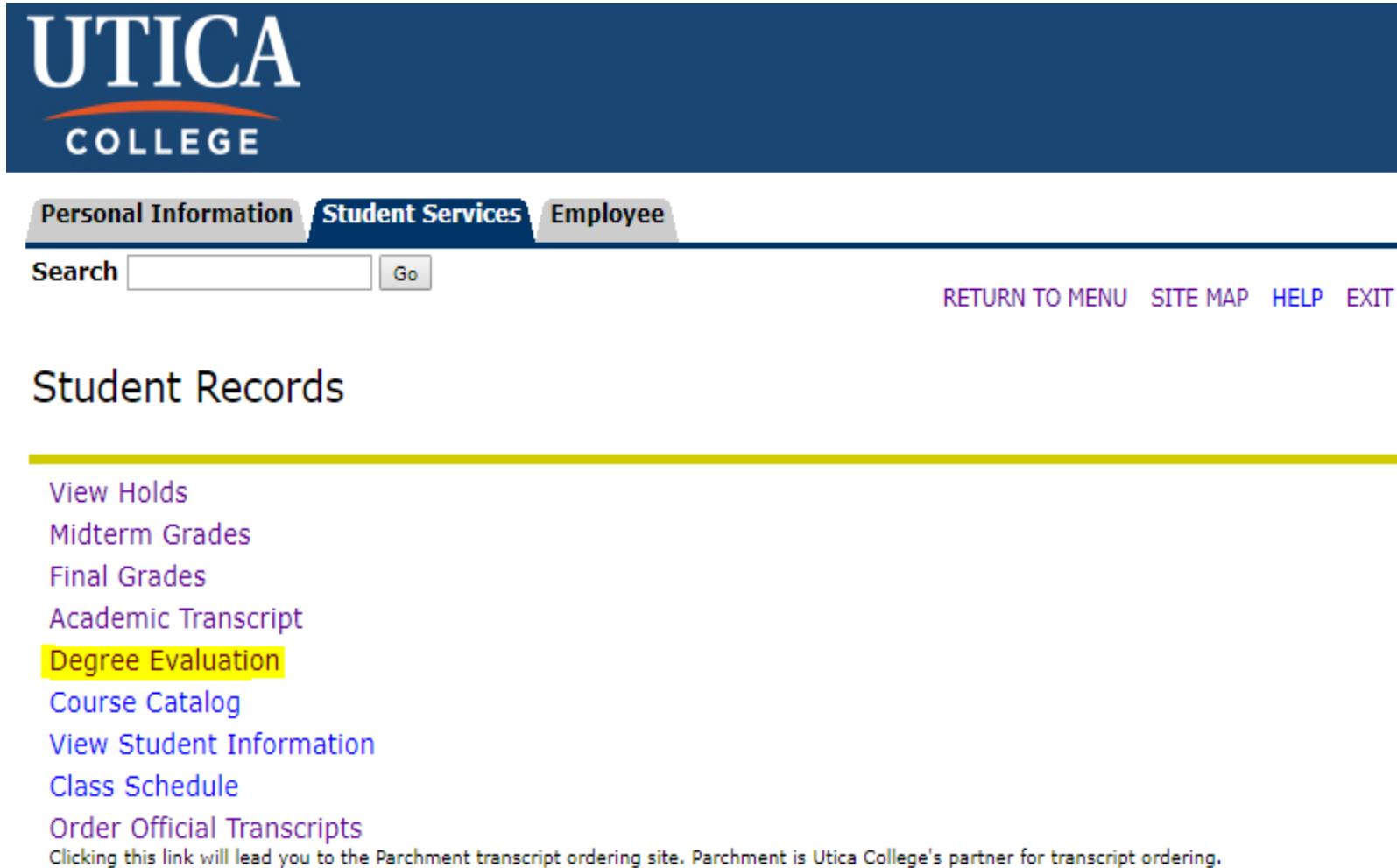
[Financial Aid](#)
View Financial Aid Information and Award Notice

[Utica College Student Information Survey](#)

[Enrollment Verification](#)

[Opt-Outs](#)
View & Request fee Opt-Outs for term.

7. Click on “Degree Evaluation”.



The screenshot displays the Utica College website interface. At the top, the college's logo is shown in white text on a dark blue background. Below the logo is a navigation bar with three tabs: 'Personal Information', 'Student Services', and 'Employee'. The 'Student Services' tab is currently selected. Underneath the navigation bar is a search field with a 'Go' button. To the right of the search field are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student Records' and features a list of links: 'View Holds', 'Midterm Grades', 'Final Grades', 'Academic Transcript', 'Degree Evaluation', 'Course Catalog', 'View Student Information', and 'Class Schedule'. The 'Degree Evaluation' link is highlighted with a yellow background. Below this list is a link for 'Order Official Transcripts' with a note stating: 'Clicking this link will lead you to the Parchment transcript ordering site. Parchment is Utica College's partner for transcript ordering.'

UTICA
COLLEGE

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

Search

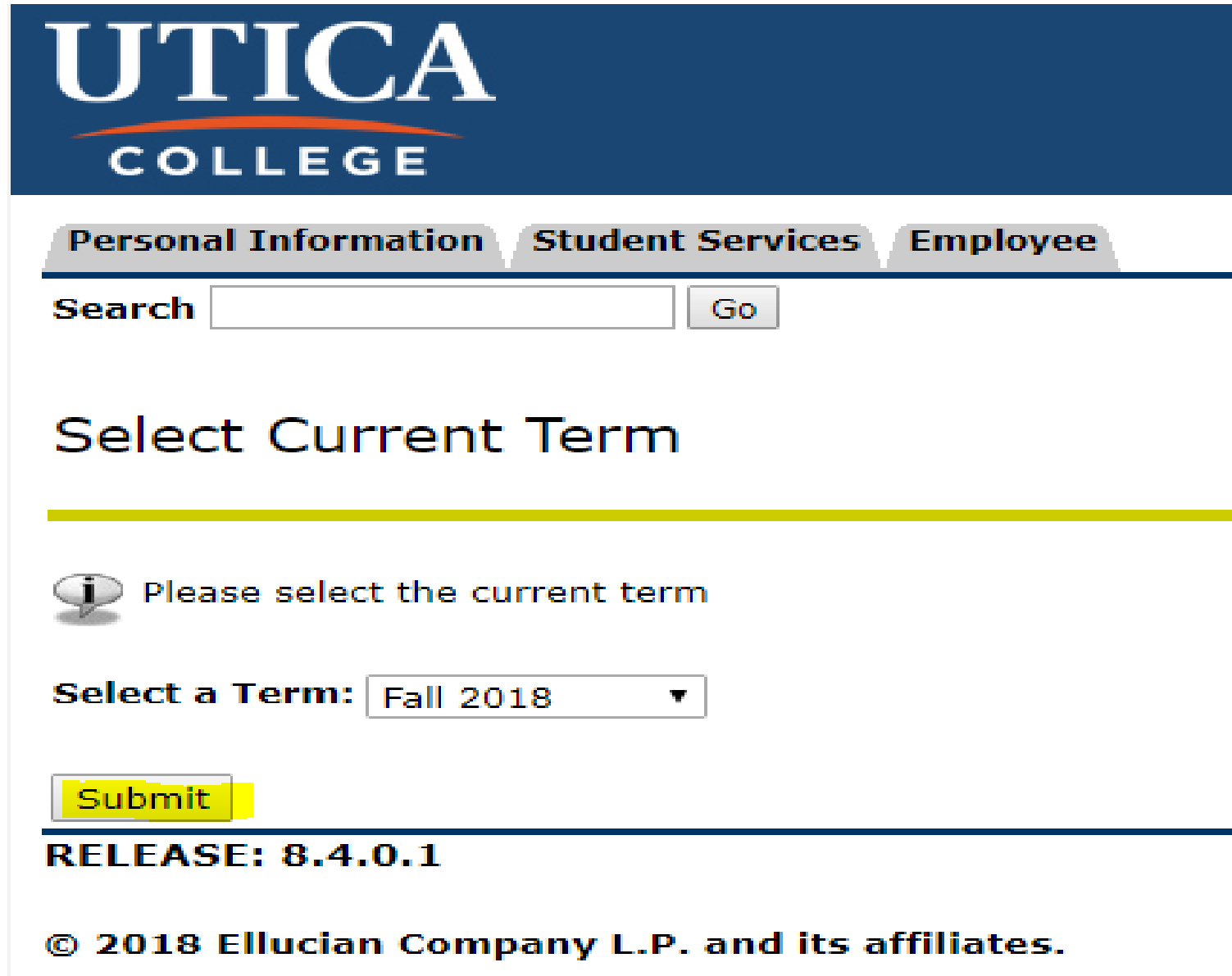
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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.

8. Select current term and click “Submit”




The screenshot shows the Utica College website interface. At the top, the Utica College logo is displayed in white on a dark blue background. Below the logo, there are three navigation tabs: 'Personal Information', 'Student Services', and 'Employee'. A search bar with a 'Go' button is located below the tabs. The main heading is 'Select Current Term', followed by a yellow horizontal line. An information icon and the text 'Please select the current term' are present. Below this, there is a dropdown menu labeled 'Select a Term:' with 'Fall 2018' selected. A yellow 'Submit' button is at the bottom of the form. A footer contains the text 'RELEASE: 8.4.0.1' and '© 2018 Ellucian Company L.P. and its affiliates.'

UTICA
COLLEGE

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

Search

Select Current Term


 Please select the current term

Select a Term:

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9. Select Generate New Evaluation




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

Search

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

Degree Evaluation Record

 You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

Curriculum Information

Primary Curriculum

Program:	MS-Health Care Administration
Catalog Term:	Summer 2012
Level:	Graduate
Campus:	Distance Graduate
College:	Health Professions and Educ
Degree:	Master of Science

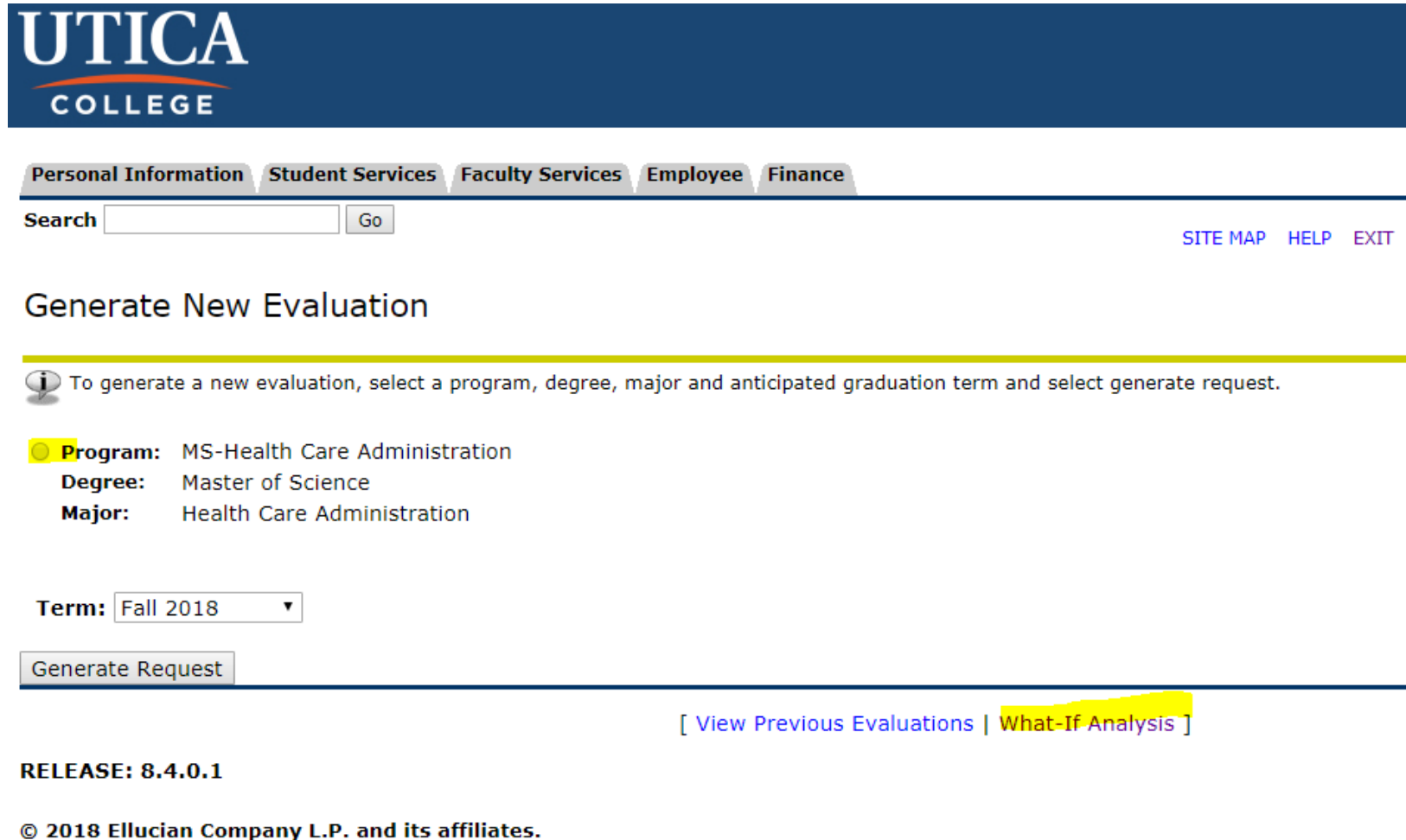
First Major: Health Care Administration

[[View Previous Evaluations](#) | [Generate New Evaluation](#) | [View Holds](#)]

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10. Select the program to evaluate and on the bottom of the screen click on “What-If-Analysis”.




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

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

Generate New Evaluation

 To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

Program: MS-Health Care Administration
Degree: Master of Science
Major: Health Care Administration

Term:

[[View Previous Evaluations](#) | [What-If Analysis](#)]

RELEASE: 8.4.0.1

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11. Click the desired “Entry Term” and “Continue”.

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COLLEGE

Personal Information Student Services Employee

Search Go

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

What-if Analysis

i **Step 1** : Select the catalog term. This is the term you were admitted.

Entry Term:

Continue

[[View Previous Evaluations](#) | [Generate New Evaluation](#)]

12. Click on a new “Program” that you may be interested in and then “Continue”.

UTICA
COLLEGE

Personal Information Student Services Employee

Search Go

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

What-if Analysis

i **Step 2** : Please select the program you would like to evaluate.

Entry Term: Fall 2018

Program:

Continue

[[View Previous Evaluations](#) | [Generate New Evaluation](#)]

13. Select the “Campus”, the “First Major” and then “Submit”.

UTICA
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Personal Information Student Services Employee

Search Go

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

What-if Analysis

Step 3 : Select a major.

Program Description : Total credit hours required for degree: 120 Final 30 credits must be taken in residence at Utica College Must l course requirements, which include concentration courses (if any). Must have an overall cumulative average of 2.00. Refer to college c major requirements.

Entry Term: Fall 2018
Program: BA-Communication Arts
Level: Undergraduate
Degree: Bachelor of Arts
College: Arts and Sciences
Campus: ▾
First Major*: ▾

14. Click on “Evaluation Term” and then “Generate Request”.

UTICA
COLLEGE

Personal Information Student Services Employee

Search Go

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

What-if Analysis

Step 6 : Select an evaluation term.

Please note, processing may take a few minutes.

Program Description : Total credit hours required for degree: 120 Final 30 credits must be taken in residence at Utica College. Must have an overall cumulative average of 2.00. Refer to college catalog for course requirements, which include concentration courses (if any). Must have an overall cumulative average of 2.00. Refer to college catalog for major requirements.

Entry Term: Fall 2018
Program: BA-Communication Arts
Level: Undergraduate
Degree: Bachelor of Arts
College: Arts and Sciences
Campus: Main


First Major: Communication Arts

Evaluation Term:

Generate Request

15. A “Degree Evaluation Report” will be populated. This Report will include class requirements to complete the chosen program of study.

Degree Evaluation Report

 This is NOT an official evaluation.

Student Details

Name :



ID :

Program : MS-Educational Ldrshp & Admin

Campus : Graduate

College : Health Professions and Educ

Degree: Master of Science

Level : Graduate

Majors : Educational Ldrshp & Admin

Departments :

Catalog Term : Fall 2018

Evaluation Term : Fall 2018

Expected Graduation Date :

Request Number : 19

Results as of : Aug 09, 2018

Minors :

Concentrations :

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Overall GPA :	Yes	3.00	3.87		

Not Met Area : MS Educ Leadership & Admin

Must take EDU 603, EDU 615, EDU 632, EDU 634, EDU 635, EDU 636, EDU 637, EDU 638, EDU 644, EDU 647, EDU 648, EDU 670.