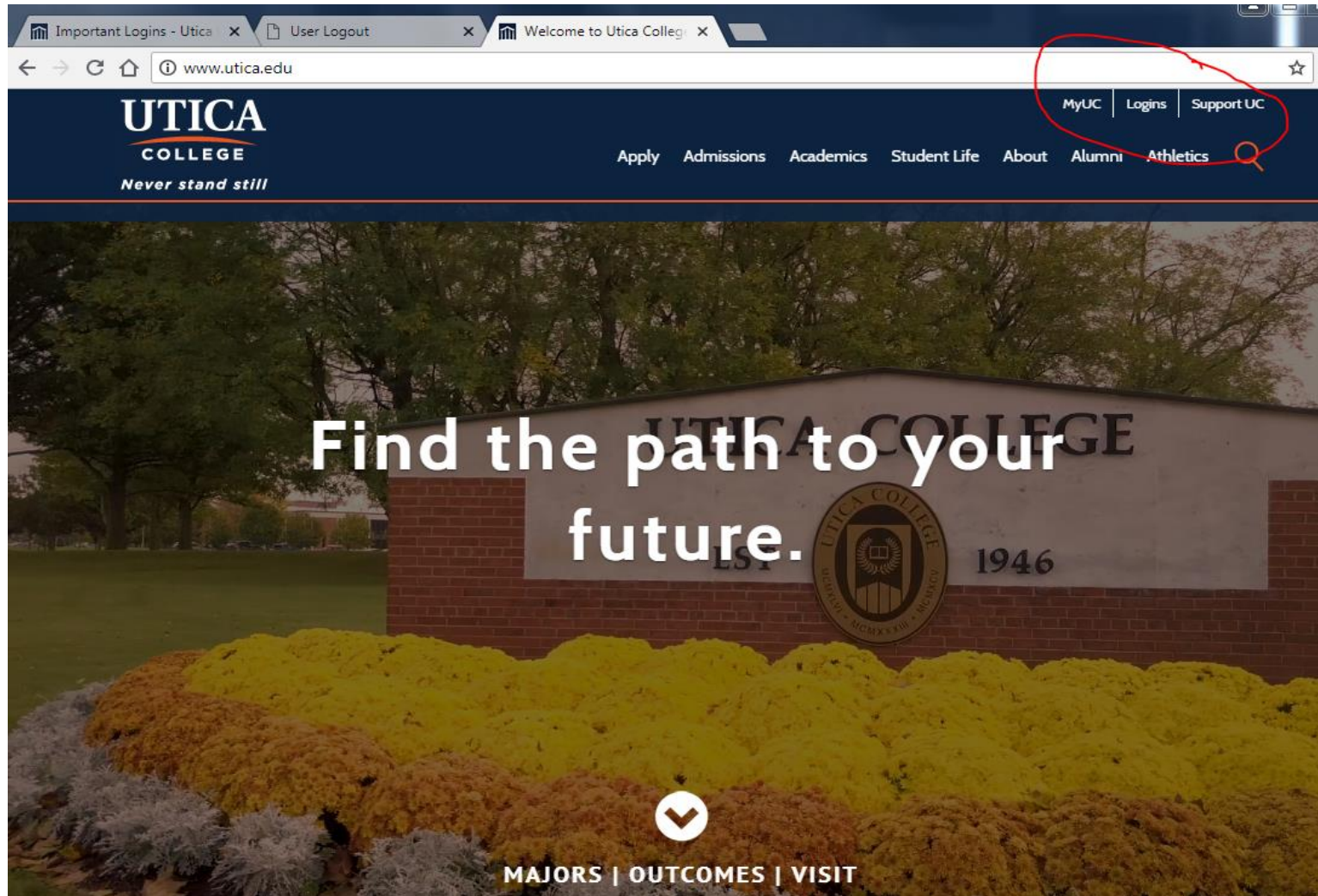
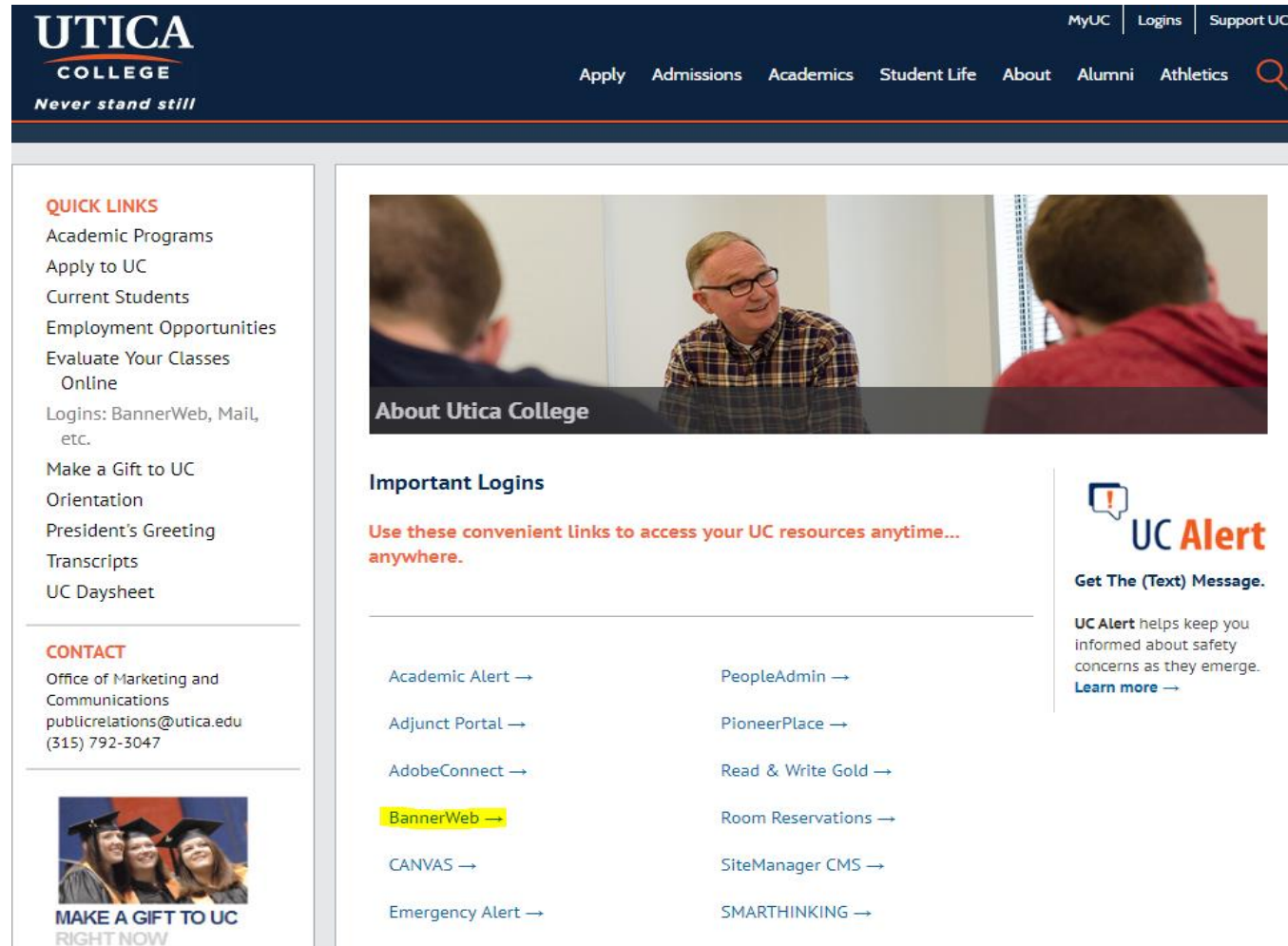


How to run a degree evaluation

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



2. Click on “BannerWeb”.



The screenshot shows the homepage of Utica College. 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 a list of "Important Logins" with "BannerWeb" highlighted. The right column contains a "UC Alert" section with a "Get The (Text) Message." link 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. Click on “Student Services”.

The screenshot shows the top navigation bar of the Utica College Banner Web System. The header features the Utica College logo in white on a dark blue background. Below the logo are three tabs: "Personal Information", "Student Services", and "Employee". A search bar with a "Go" button is located on the left, and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Main Menu" and contains a yellow horizontal line. Below the line is a welcome message: "Welcome, [redacted], to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:11 am". The menu items are: "Personal Information" (with a description: "Update addresses and contact information; Review name or social security number change information; Customize your directory profile."), "Student Services" (highlighted in yellow, 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"). A footer bar at the bottom contains the text "RELEASE: 8.8.2".

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 10:11 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

RELEASE: 8.8.2

6. Click on “Student Records”.

The screenshot shows the top navigation bar of the Utica College website. The header features the college's logo, "UTICA COLLEGE", in white text on a dark blue background. Below the logo are three navigation tabs: "Personal Information", "Student Services" (which is highlighted), and "Employee". Underneath the tabs is a search bar with the label "Search" and a "Go" button. The main content area is titled "Student Services" in a large, bold font. A horizontal yellow line separates the title from the list of services. The list includes: "Registration" (with a sub-description: "Check your registration status, class schedule and add or drop classes"), "Student Records" (highlighted in yellow), "Student Account" (with a sub-description: "View your account summaries, statement/payment history and tax information"), "Financial Aid" (with a sub-description: "View Financial Aid Information and Award Notice"), "Utica College Student Information Survey", "Enrollment Verification", and "Opt-Outs" (with a sub-description: "View & Request fee Opt-Outs for term.").

UTICA
COLLEGE

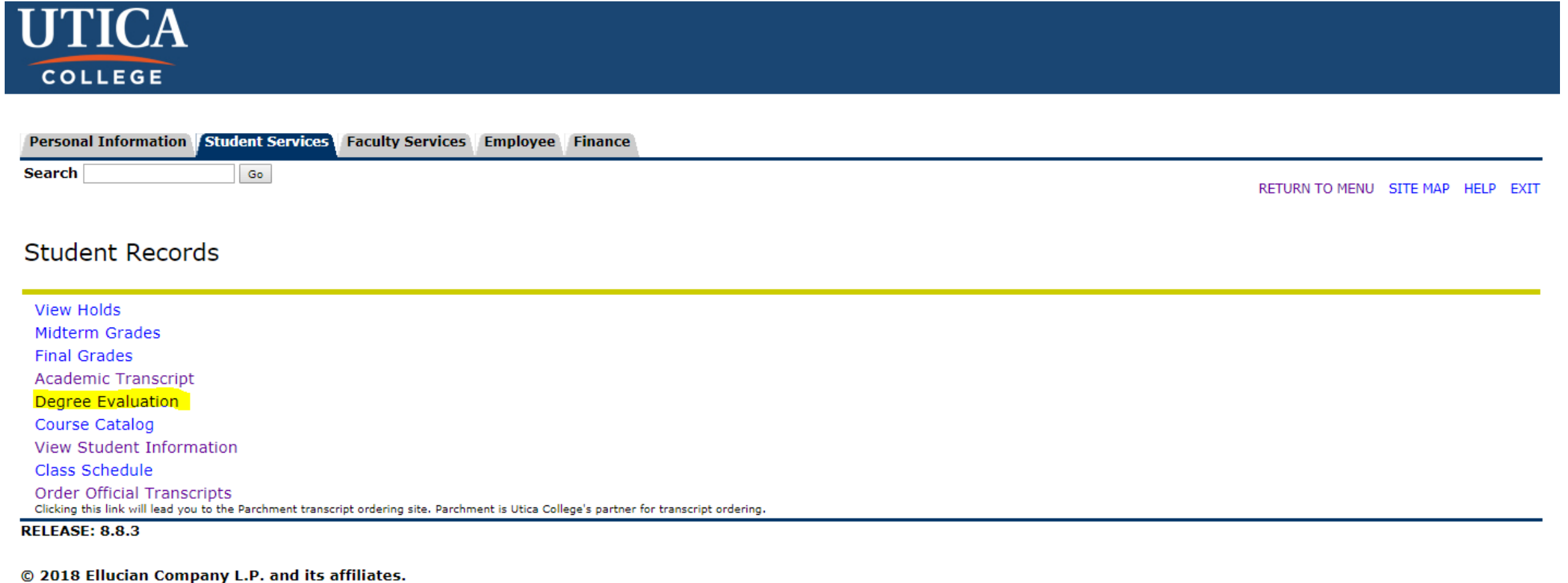
Personal Information **Student Services** **Employee**

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 shows the top navigation bar of the Utica College website. The logo "UTICA COLLEGE" is on the left. The navigation menu includes "Personal Information", "Student Services", "Faculty Services", "Employee", and "Finance". Below the menu is a search bar with a "Go" button. On the right, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The "Student Records" section is highlighted with a yellow horizontal line. A list of links is provided, with "Degree Evaluation" highlighted in yellow. Below the list is a note about transcript ordering.

UTICA
COLLEGE

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

Search

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

Student Records

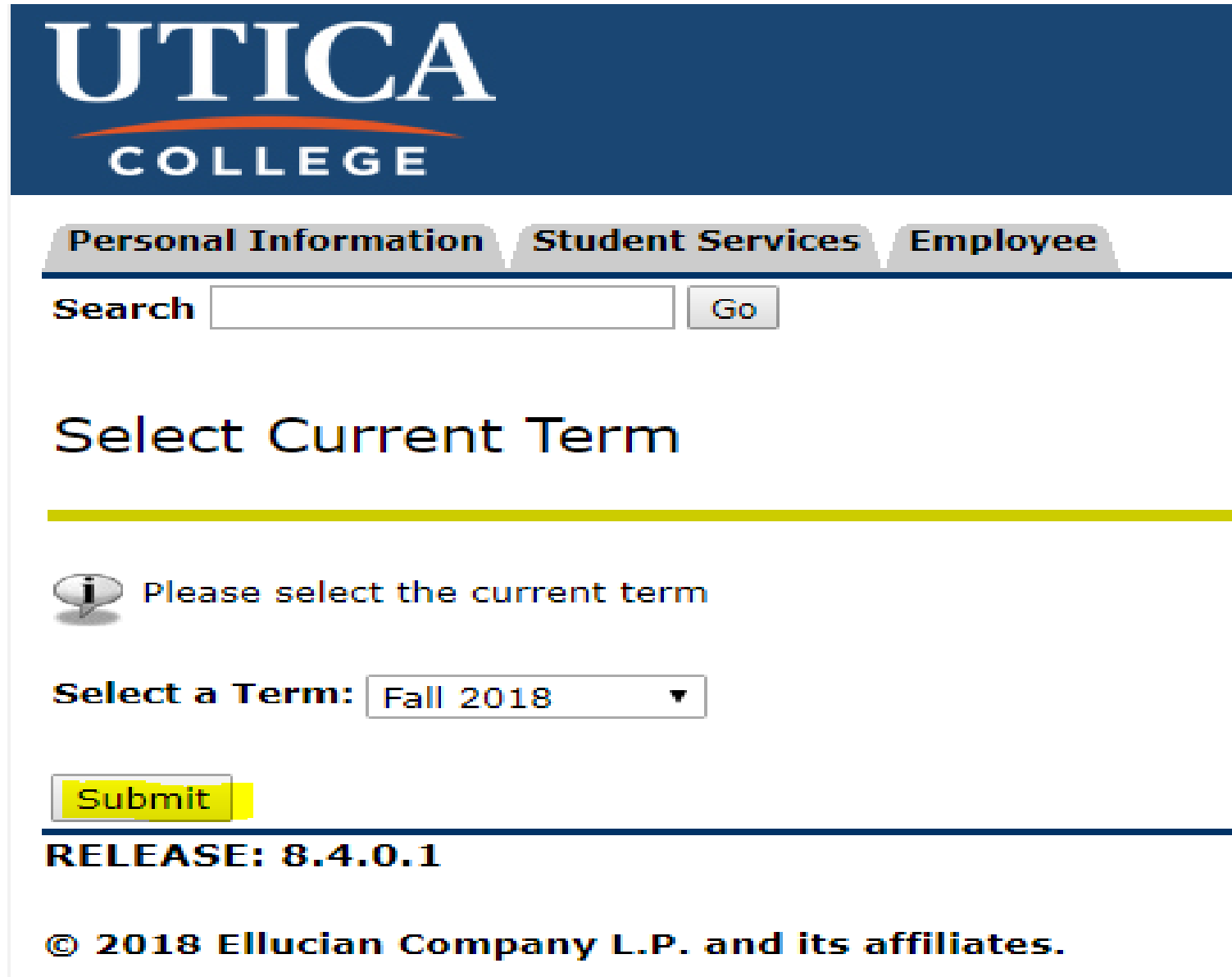
- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Order Official Transcripts](#)

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

RELEASE: 8.8.3

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8. Select current term from the drop down menu and click “Submit”




The screenshot displays the Utica College website interface. At the top, the college's logo is visible, featuring the word "UTICA" in a large, white, serif font above "COLLEGE" in a smaller, white, sans-serif font, with a red swoosh underneath. Below the logo, there are three navigation tabs: "Personal Information", "Student Services", and "Employee". A search bar is located below the tabs, consisting of a text input field and a "Go" button. The main heading of the page is "Select Current Term", which is underlined with a thick yellow line. Below this heading, there is an information icon (a lowercase 'i' in a circle) followed by the text "Please select the current term". Underneath, there is a label "Select a Term:" followed by a dropdown menu currently showing "Fall 2018". A yellow "Submit" button is positioned below the dropdown menu. At the bottom of the page, the text "RELEASE: 8.4.0.1" and "© 2018 Ellucian Company L.P. and its affiliates." are displayed.

UTICA
COLLEGE

Personal Information Student Services Employee

Search Go

Select Current Term

 Please select the current term

Select a Term:

Submit

RELEASE: 8.4.0.1

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9. Select Generate New Evaluation

UTICA
COLLEGE

[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

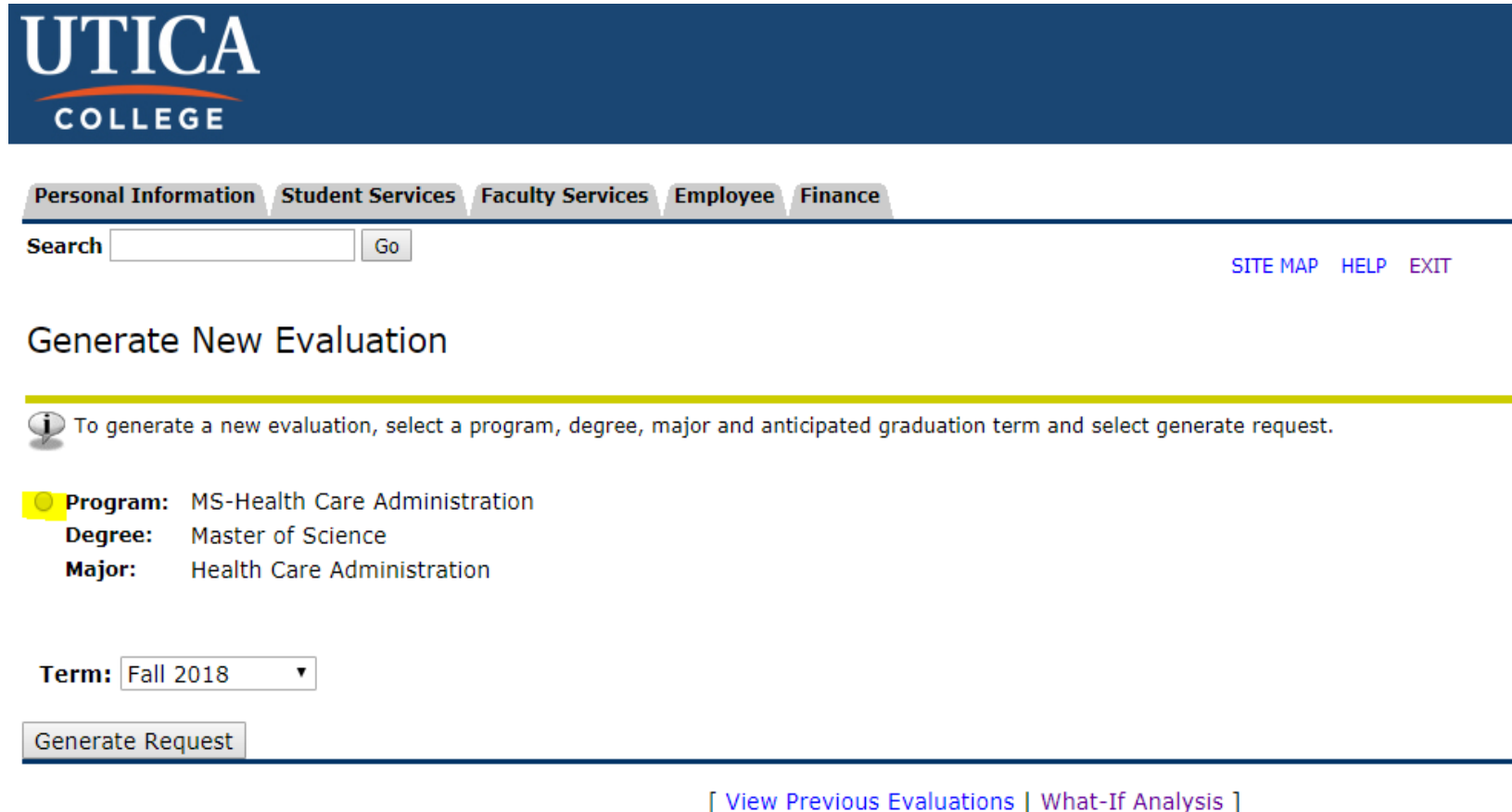
First Major: Health Care Administration

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

RELEASE: 8.4.0.1

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10. Check the bubble of the program to evaluate and choose the current term from the drop down menu. “Click Generate Request”.



The screenshot shows the UTICA COLLEGE website interface. At the top is the college logo. Below it is a navigation menu with tabs for 'Personal Information', 'Student Services', 'Faculty Services', 'Employee', and 'Finance'. A search bar with a 'Go' button is located below the navigation. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Generate New Evaluation'. Below this is an information icon and a text instruction: 'To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.' The form fields are: 'Program:' with a yellow bubble next to 'MS-Health Care Administration', 'Degree:' with 'Master of Science', and 'Major:' with 'Health Care Administration'. Below these is a 'Term:' dropdown menu currently set to 'Fall 2018'. At the bottom of the form is a 'Generate Request' button. Below the form, there are two links: '[View Previous Evaluations | What-If Analysis]'.

RELEASE: 8.4.0.1

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11. The Degree Evaluation will show all of your program requirements including courses, credit hours, and GPA and if you have or have not met those requirements. This tool organizes out the course requirements into sections and is a useful tool working with your adviser or success coach to determine what classes you need to take and what requirements you need to meet.

The screenshot shows the UTICA COLLEGE website interface for a Degree Evaluation Report. At the top is the college logo and navigation tabs for Personal Information, Student Services, and Employee. Below is a search bar with a 'Go' button and a 'RETURN TO MENU' link. The main heading is 'Degree Evaluation Report', followed by a disclaimer: 'This is NOT an official evaluation.' The 'Student Details' section includes a blue placeholder for a profile picture. The report lists the following information:

Program :	MS-Childhood & Special Educ	Catalog Term :	Spring 2017
Campus :	Graduate	Evaluation Term :	Fall 2018
College :	Health Professions and Educ	Expected Graduation Date :	May 05, 2019
Degree:	Master of Science	Request Number :	18
Level :	Graduate	Results as of :	Aug 09, 2018
Majors :	Childhood & Special Ed	Minors :	
Departments :		Concentrations :	

At the bottom of the page, the text 'Program Evaluation' is visible.