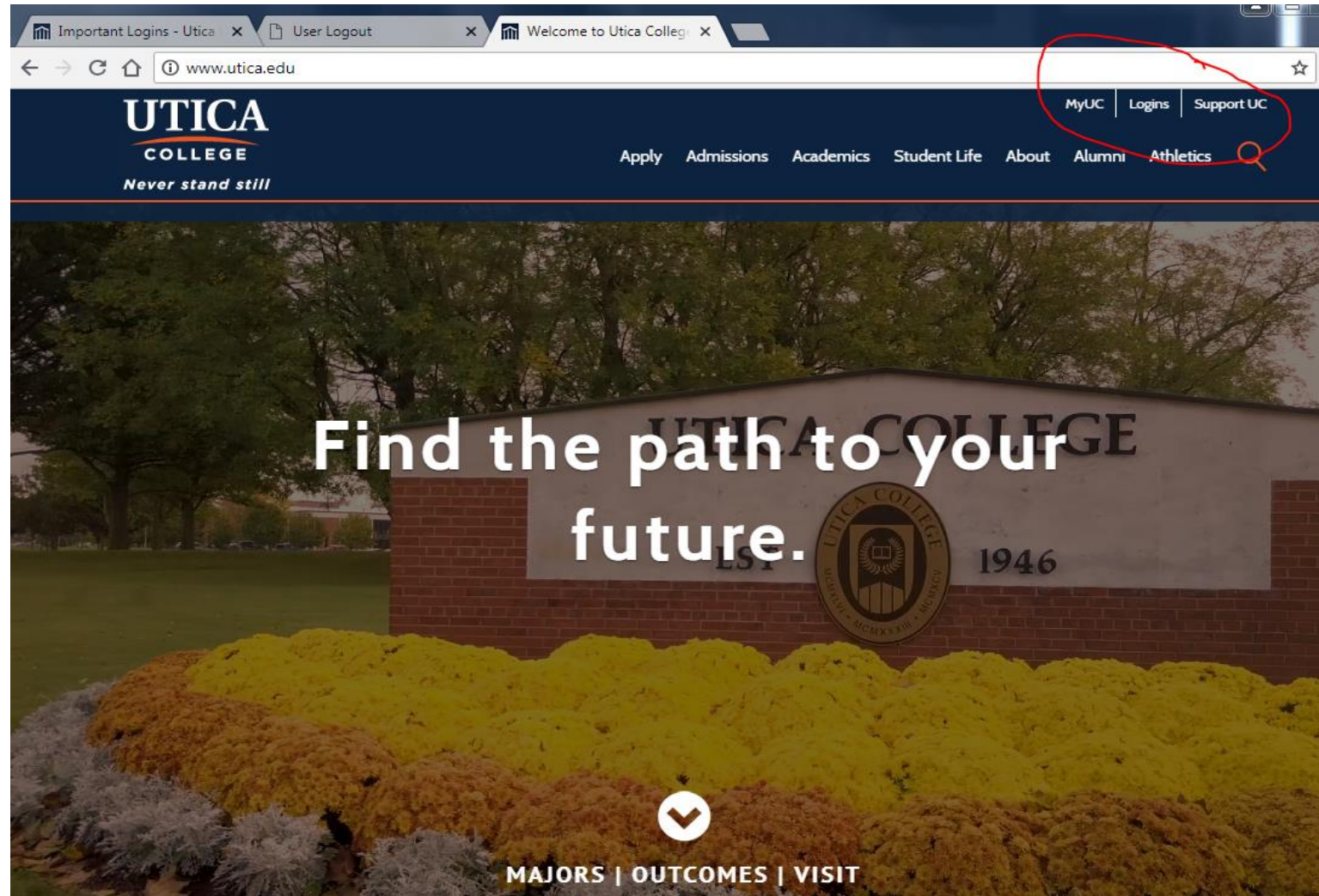


How to view holds on your student account

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", and "Support UC". A secondary menu contains "Apply", "Admissions", "Academics", "Student Life", "About", "Alumni", and "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 →	PeopleAdmin →
Adjunct Portal →	PioneerPlace →
AdobeConnect →	Read & Write Gold →
BannerWeb →	Room Reservations →
CANVAS →	SiteManager CMS →
Emergency Alert →	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". The main content area features a "Main Menu" section with a yellow horizontal line above it. Below the line, a welcome message reads: "Welcome, [redacted] to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:11 am". Underneath the welcome message, there are three menu items: "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"). At the bottom of the page, there is a footer that reads "RELEASE: 8.8.2".

UTICA
COLLEGE

Personal Information Student Services Employee

Search Go

[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

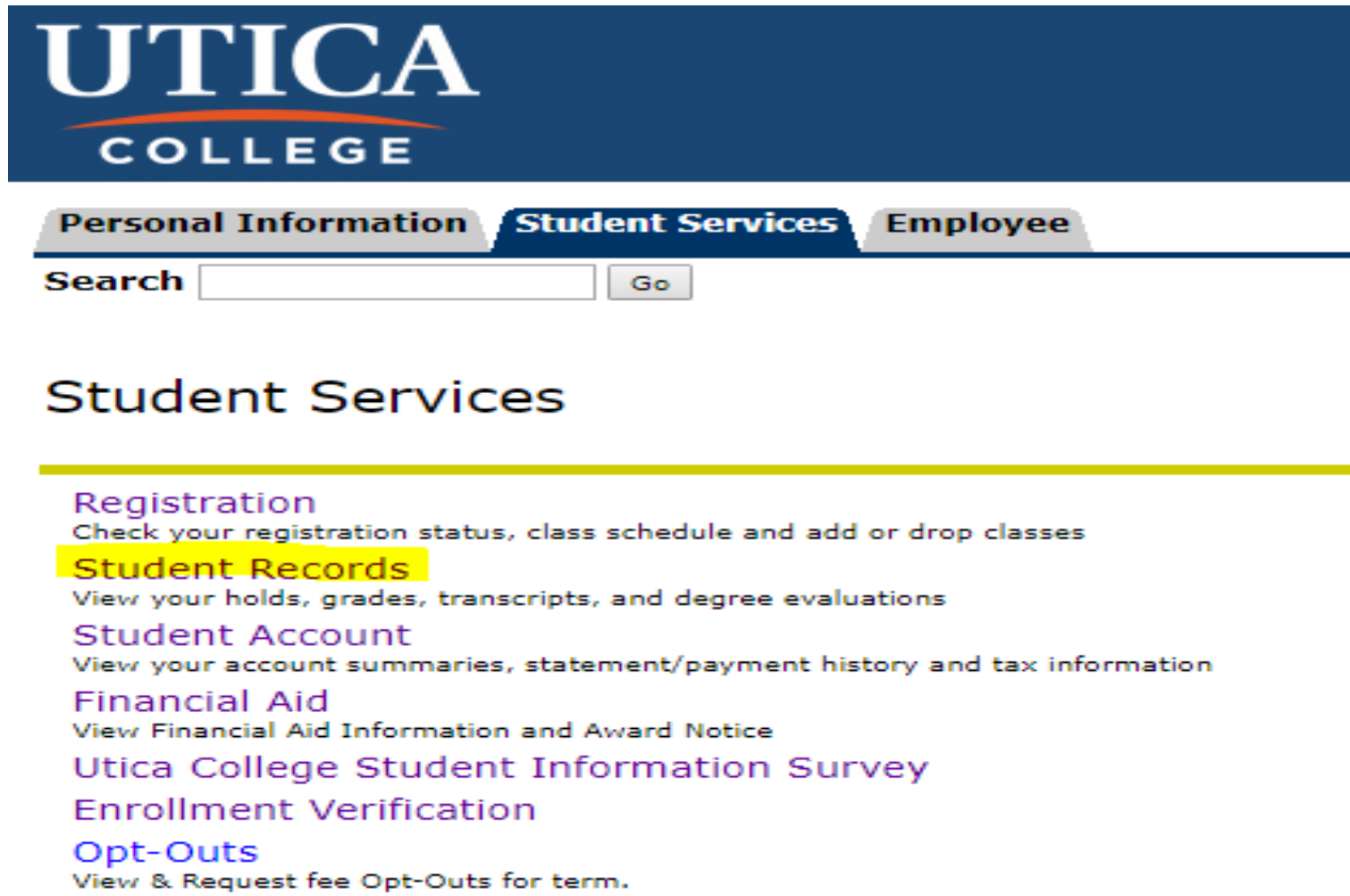
[Personal Information](#)
Update addresses and contact information; Review name or social security number change information; Customize your directory profile.

[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 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

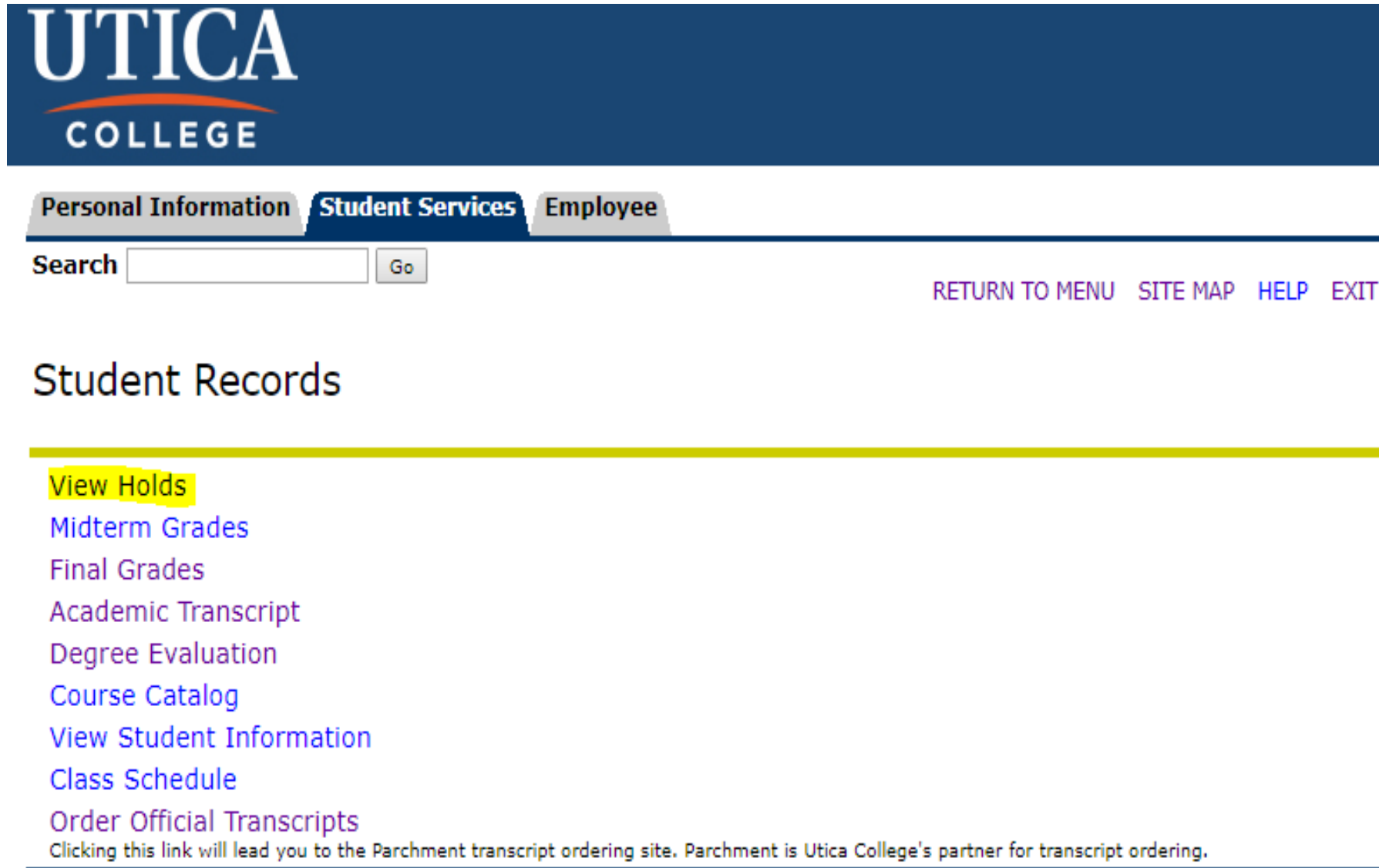
[Financial Aid](#)
View Financial Aid Information and Award Notice

[Utica College Student Information Survey](#)

[Enrollment Verification](#)

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

7. Click on “View Holds”.



The screenshot shows the top navigation bar of the Utica College website. The logo for Utica College is displayed in the top left corner. Below the logo, there are three navigation tabs: "Personal Information", "Student Services", and "Employee". The "Student Services" tab is currently selected. Below the tabs, there is a search bar with a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the navigation bar, the main content area is titled "Student Records". A horizontal line separates the "Student Records" section from the list of links. The link "View Holds" is highlighted in yellow. Other links in the list include "Midterm Grades", "Final Grades", "Academic Transcript", "Degree Evaluation", "Course Catalog", "View Student Information", "Class Schedule", and "Order Official Transcripts". A note at the bottom of the list states: "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. The “View Holds” page looks like this. In this case, there are no holds on the student account. This student is enrolled in “E-Refund” which doesn’t affect registration, grades, student account, or graduation. The second image shows what no holds look like when a student is not enrolled in the “E Refund”.

The screenshot shows the UTICA COLLEGE logo at the top left. Below it is a navigation menu with tabs for 'Personal Information', 'Student Services', and 'Employee'. A search bar with a 'Go' button is located below the navigation. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'View Holds'. Below this is a yellow horizontal line. Underneath the line, the text 'Administrative Holds' is displayed. A table with the following columns is shown: 'Hold Type', 'From Date', 'To Date', 'Amount', 'Reason', 'Originator', and 'Processes Affected'. The table contains one row: 'Enrolled E-Refund(Info Only)', 'Dec 15, 2014', 'Dec 31, 2014', and empty cells for the remaining columns.

UTICA COLLEGE

Personal Information Student Services Employee

Search Go

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

View Holds

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Enrolled E-Refund(Info Only)	Dec 15, 2014	Dec 31, 2014				

The screenshot shows the UTICA COLLEGE logo at the top left. 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. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'View Holds'. Below this is a yellow horizontal line. Underneath the line, a yellow warning icon is followed by the text 'No holds exist on your record.'. Below this is a blue horizontal line. At the bottom, the text 'RELEASE: 8.5.4.4' and '© 2018 Ellucian Company L.P. and its affiliates.' are displayed.


UTICA COLLEGE

Personal Information Student Services Faculty Services Employee Finance

Search Go

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

View Holds

 No holds exist on your record.

RELEASE: 8.5.4.4

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