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”.
3. Click on “Enter Secure Area”.
4. Login with your Utica College “Username” and “Password” then click “Login”.

**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:  
Login  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.
6. Click on “Student Services” and then “Student Records”.

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”.
8. The “View Holds” page looks like this. In this case, there are no holds on the student account. This students is enrolled in “E-Refund” which doesn’t affect registration, grades, student account, or graduation. The second image shows what no holds when a student is not enrolled in the “E Refund”.