

UIC STUDENT ACCOUNTS HOLDS

DIRECTIONS TO VIEW HOLDS

1. Log in to your **myUIC** portal [here](#).
2. Go to top-right search bar, search for **Student Records Menu** and then select it.
3. Click on **Student Self-Service Menu** icon.
4. Click on **View Holds** link (left-side menu).

COLLEGE OF NURSING HOLDS → *Placed and removed only by the College of Nursing*

College Advising

Hold is removed prior to registration opening and/or up to 5 business days after student has met with their advisor.

- **Hold remaining after 5 business days:**

→ Contact Maria Gutierrez, Mgutie30@uic.edu or Erika Boyko, eboyko@uic.edu (*Include full name and UIN in email*)

Compliance College Specific

The Office of Academic Programs will not remove this hold for non-compliant students.

- **If you are not compliant: Upload outstanding mandatory compliance requirement(s) to CastleBranch for approval.**

- **If you are compliant or still have a hold 3 business days after CastleBranch approved your requirement(s):**

→ Contact Heather Sadilek, hsadilek@uic.edu (*Include full name and UIN in email*)

UNIVERSITY HOLDS → *Placed and removed only by UIC. The College of Nursing cannot remove University Holds*

Admissions → *Contact Information: Undergraduate Admissions and Graduate Admissions*

- How to submit credentials is here: [Undergraduate Students](#) and [Graduate Students](#).

University Bursar Answers & Support → *Click here for answers to frequently asked questions.*

Bursar Collections → *University Bursar, 312-413-0303 or bursarcollections@uillinois.edu*

- Information on collection activity [here](#).
- [Can I enroll in classes if my account is in collections?](#)

Bursar Financial → *University Bursar, <https://paymybill.uillinois.edu/contact>*

- Log into **UI-Pay** to view your student account, make a payment, sign up for a Payment Plan, etc.
- [Why do I have a campus-based hold on my account?](#)
- [What are my payment options?](#)
- [Why hasn't my financial aid posted to my student account?](#)

Bursar Refund → *University Bursar, <https://paymybill.uillinois.edu/contact>*

- Hold is for missing Direct Deposit. Enroll for Direct Deposit [here](#).

Immunization (*Not a 'College Compliance Specific' hold*) → *Med+Proctor, help@medproctor.com*

- All incoming UIC students are required to use Med+Proctor to submit medical/immunization records [here](#).
- Directions to submit proof of COVID-19 vaccine and booster [here](#).

Title IX Training → *Title IX Coordinators' contact information [here](#).*

- Complete 'Voices for Change' (Mandatory Misconduct Training) [here](#).