

DIRECTIONS TO VIEW HOLDS

1. Log in to [myUIC](#) portal
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

New Student

- If you attended the New Student Orientation, ‘New Student’ holds will be removed on **August 3, 2022**.
- If you attended the New Student Orientation and it is **after August 3, 2022**:
→ Contact Maria Gutierrez, mgutie30@uic.edu or Erika Boyko, eboyko@uic.edu (Include full name and UIN in email)

Compliance College Specific

- **Not compliant:** Upload outstanding mandatory compliance requirement(s) to CastleBranch.
- **Compliant and still have a hold 3 business days after CastleBranch accepted your requirement(s):**
→ Contact Heather Sadilek, hsadilek@uic.edu (Include full name and UIN in email)
The College of Nursing will not remove ‘Compliance College Specific’ holds for non-compliant students.

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

Admissions → Click [Undergraduate Admissions](#) or [Graduate Admissions](#)

- Submit missing Admission Credentials here: [Undergraduate Students](#) or [Graduate Students](#).

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

- [Why do I have a hold on my account?](#)
- Information on making payments [here](#).

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 → *UIC Title IX Coordinator, 312-996-8670, titleix@uic.edu*

- Complete Undergraduate or Graduate ‘Sexual Assault Prevention’ training [here](#).