Dear Student,

Welcome to UC! I am so excited that you'll be joining us in August for Move-In and Orientation. Before you arrive, there are lots of things you need to know, which we’ve included in this newsletter.

This year, we’ve planned an exciting 3-day orientation for our new students. Parents are invited to join us on Friday, August 25 for sessions designed for everyone, beginning with Convocation, the ceremony officially marking the start of the academic year.

Register now for orientation!

• Go to utica.edu/orientation

• Click on the appropriate orientation registration link

• Follow the directions and submit!

This newsletter is designed to help guide you to all of the information that you will need before your arrival and to introduce you to some of the people who will be happy to assist you when you arrive on campus.

As always, if you have questions about anything, just contact the Office of New Student Programs at 315-223-2555 or via orientation@utica.edu. I look forward to meeting you.

Best,

Lauryn Davis
Assistant Director
New Student Programs
FIRST SEMESTER REGISTRATION

SETTING UP FOR SUCCESS

The Office of Student Success is dedicated to helping YOU succeed in your first year, and beyond. The first step to that success is making sure you have a schedule that starts you on the right path!

Our professional staff will be creating your first semester schedule. We are working closely with academic departments to make sure that your schedule will help meet your major related requirements, as well as our CORE curriculum. Please continue to check your Utica College email account over the summer, as you will be notified when your schedule is complete and ready to be viewed on www.bannerweb.utica.edu. If you have any questions or concerns, please feel free to contact The Office of Student Success at (315) 223-2555 or by email at registration@utica.edu and someone from our team will be happy to assist you.

Once the semester begins, keep your eye out for various events that our office will be hosting. We offer weekly academic workshops specifically designed to help you succeed in your courses. We also offer free professional tutoring, academic coaching, and a quiet place to study and connect with other students!


TRANSFER CREDIT

Transferring credit to Utica College from another institution - These are college courses taken BEFORE you started attending UC. We require an official transcript from your previous college or university.

A transfer credit evaluation is completed by Transfer Services at the time the student is accepted for admission and a paper copy is mailed to the student at the address on file.

Transfer credit would include all courses taken at an accredited 2-year or 4-year college or university, courses taken that earned college credit, or a course offered by your high school for which you have earned college credit. Again, UC requires an official college transcript. If you took Advanced Placement (AP) courses, then test scores should be sent to UC directly from CollegeBoard (www.collegeboard.org).

Final Transcript

If you have earned a degree or have work in progress from another institution, please submit a final transcript that clearly displays that you have received your degree or final grades.

Office of the Registrar - Transfer Services
123 White Hall
1600 Burrstone Road
Utica, N.Y. 13502

For general information, contact:
Kateri Henkel, Director
khenkel@utica.edu
Judy C. Borner, Assistant Director
jcborner@utica.edu

Office of Learning Services
109 Hubbard Hall
1600 Burrstone Road
Utica, N.Y. 13502
(315) 792-3032
utica.edu/learning
Taking Care of Business

STUDENT FINANCIAL SERVICES

Before you get started at UC, please be sure to do the following:

1. If you have not done so already, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov so that we can complete your student aid package.

2. Complete the Student Financial Services Consent Form at utica.edu/consent.

3. Set up parent access to your account via our Payment Portal. It’s easy – just go to BannerWeb (bannerweb.utica.edu), click “Enter Secure Area” to log in, then follow this path:
   - Student Services - Student Account - Access My Account
   Once there, look for “Parent PINs” and click “Add New”, then follow on-screen instructions.

4. Complete Title IV Authorization: For students who have been awarded Federal Financial Aid utica.edu/titleiv.

5. Payment Arrangements- Make sure you have finalized your payment for the fall semester prior to arriving on campus in August.

New York State residents: Apply for TAP at www.tapweb.org

HELP WANTED

Interested in working on campus?

Only first-year students with federal funding will be eligible to work during their first semester (exceptions are lifeguarding and athletic event positions). First-year students in good academic standing would be eligible to apply for a payroll job in their second semester as an ambassador, phonathon caller, tutor or scribe.
How to apply for a job:
- Go to utica.edu/hr/studentemployment
- Click “Student Employment Opportunities” on the upper left hand side
- Sign in with your UC username and password
- Browse positions by department
- Apply for a job!

Note: You can only apply for one position at a time, so choose wisely. If you are not accepted for that position, you can then apply again.

We will begin accepting online applications the week of August 1st.

We also strongly suggest that you set up direct deposit for your student earnings. All you need is the UC authorization form and a voided check or your bank routing number and account number printed on bank letterhead. (If you don’t have a checking account, consider opening one at a local bank or credit union).

Please stop by and visit us. Student Employment is located in room 121 Addison Miller White Hall. You can contact us at studentemployment@utica.edu or (315) 792-3353.

We look forward to assisting you!
Caren Ganeles Summers, Student Employment/Wellness Coordinator

HEALTH CENTER

Complete Your Health Form

Please print the Health/Physical and Immunization Forms at utica.edu/health, complete it, and return it with your physical exam and immunization records by July 15:

- BY MAIL:
  Utica College Health Center
  1600 Burrstone Road, Utica, NY 13502
- BY E-MAIL:
  health@utica.edu
- BY FAX:
  (315) 792-3700

Waive/Enroll In Health Insurance

All full-time UC students are charged for the College’s Accident and Illness Plan which provides year-round coverage on campus and off. Starting around July 1, you will be able to go online to either:

- Waive the coverage (if you prefer to stay on another plan) and have the charge removed from your tuition bill, or
- Enroll in the UC Student Accident and Illness Plan

Deadline to waive is September 15.

Karen Dare, Administrative Assistant
Student Health Center

Protect Your Account Info!

Secure your Student Financial Services account by completing the Consent Form at utica.edu/consent (Note: UC login required.)
My Housing is all set, now what?

Here are some ideas to get to know your roommate better and what to pack! At this point, housing is all set, but please make sure to contact the Office of Student Living and College Engagement (SLCE) with questions SLCE@utica.edu or 315-792-3285. For more information, please visit the SLCE website at utica.edu/reslife.

GET TO KNOW YOUR ROOMMATE(S):
• Set up weekly FaceTime meets
• If you live near each other, hang out over the summer
• Plan a fun trip together
• Have your family meet their family
• Chat about who is going to bring what (you don’t need multiple appliances)

DON’T FORGET TO BRING:
• Bedding
• Extra lighting
• Chargers for all your electronic devices
• Surge Protectors
• Decorations
• Desk Supplies
• TV and Cable
  (if you’re having more than one TV you will need to supply a splitter as well)
• An electric fan

THINGS BETTER LEFT AT HOME:
• Animals (except fish)
• Hot plates
• Wall tapestries
• Extension Cords/multi tap outlets
• Large stereo systems
• AC Units
• WIFI routers and printers (gaming systems can hook up through the supplied WIFI)

Stay Connected

The ResNet office is a branch of IITS and assists with any network-related problems in the residence halls. If you have questions about what to bring to campus or if you would like to get suggestions about what computer hardware to purchase before you arrive, please visit the ResNet Web site at utica.edu/resnet. This site also has information regarding gaming console support (Playstation, Xbox, and Wii) and gaming servers UC operates.

Also, check out our new student FAQ page at utica.edu/ITinfo. This page should help answer the majority of questions you may have and, if it does not, we’ll be happy to help. We welcome you to take advantage of all of the different ways that IITS can assist you. We are here to make sure you have the best experience possible.

Fostering Community

OFFICE OF STUDENT AFFAIRS

Haven online course requirements.

As a new student at Utica College, we know that you are interested in being part of a community that is safe and free from violence. Utica College has made a commitment to provide you with information, skills and resources that will help you address critical issues of sexual assault, sexual harassment, dating and domestic violence, and stalking for yourself and in your interactions with others in your community. All incoming students will be expected to complete an engaging and interactive online course, Haven, prior to starting at Utica College. The course will be available beginning August 1 – look for more information soon!
GET INVOLVED

We believe all students should supplement their academics with a healthy social life. College is about acquiring knowledge, discovering yourself, and sculpting your life passions. Get involved even before you step on campus!

There are so many student organizations to choose from that you might just want to join more than one! You can find the most complete list of recognized student organizations online at pioneerplace.utica.edu. Log in with your Banner username and password to get started.

You’ll see some of our highlight events of the first month of the academic year here on this page. Be sure to take advantage of these and other events happening around campus. Whether it’s a lecture, a theater performance, a comedian, an organizational meeting or something else, there are plenty of opportunities to discover the wonderful out-of-classroom experiences that Utica College has to offer you.

Be sure to visit the Office of Student Living and College Engagement, Strebel 205, in the Fall to learn more about the benefits we can offer you. We look forward to learning more about who you are and watching the transformation you’ll bring to our campus and to yourself.

If you have any questions before you arrive, please feel free to contact us at (315)792-3037 or SLCE@utica.edu

UCPB WELCOME WEEK
August 28-September 1st

STUDENT INVOLVEMENT FAIR
September 13th
Learn about the MANY ways to be involved at UC

HOMECOMING
October 20-22
Celebrate what it means to be a Pioneer

Bethany VanBenschoten
Assistant Director for College Engagement