

# FIRST-YEAR STUDENT

# checklist

# SPRING 2023



## ☐ Choose Utica

To reserve your spot at Utica University, your \$300 enrollment deposit is due as soon as possible. On-campus housing preference is based on the date you submit your deposit to Utica University. Your full deposit will be put toward your first tuition payment.

It is fast, easy and secure to pay your enrollment deposit online at: [utica.edu/deposit](https://utica.edu/deposit)



## ☐ Activate your BannerWeb and Email Accounts

Activate your BannerWeb and Utica University Email accounts by visiting [password.utica.edu](https://password.utica.edu).

Your username and password will provide you access to both your email ([utica.edu@gmail](mailto:utica.edu@gmail.com)) and BannerWeb ([bannerweb.utica.edu](https://bannerweb.utica.edu)), which is used for accepting financial aid, registering for classes, and other important steps.

Check your email often for important updates and helpful information on completing your enrollment.



## ☐ Send Final High School Transcripts

Utica University must receive your final high school transcript with proof of graduation before you will be able to complete your enrollment. Official documents can be mailed to the Office of Admissions.

## ☐ College Transcript/Dual Credit/AP Courses

Transfer students and first-year students who have taken courses for college credit must send official transcripts to the Office of Admissions.

## ☐ Download the Navigate App

Utica University's Navigate App is your personalized resource for information on next steps. You'll find the rest of your to-do list there, so don't skip this important step!

You can find the app in the Apple App Store and GooglePlay. Look for: **Navigate Student**



## ☐ Follow us on social media.

After paying your deposit online, be sure to follow Utica University Admissions on social media. It's a great way to stay up to date with all the latest Utica news.