TRANSCRIPT REQUEST INFORMATION

Submitting Your Requests

Current Students:

1. Log in to BannerWeb (click here)
2. Click on "Student Services"
3. Click on "Student Records"
4. Click on "Order Official Transcripts" at the bottom of the list. This link will lead you to the Parchment transcript ordering site.
5. You may order either electronic or paper transcripts via this service.

Former Students:

1. Go to the Parchment Storefront and create an account using a personal email address. Follow the steps from there. If there are any problems creating your account, please contact Parchment Storefront Student Support at 847-716-3005.
2. You may order either electronic or paper transcripts via this service, regardless of when you attended.
Please allow three to seven business days from the date of receipt by Utica University for processing (generally, 3-5 business days, but up to 7 days during peak times).

**Electronic Transcripts:** The fee is $4 (US$) per electronic transcript. Payment is made through the Parchment Exchange web site.

**Paper transcript:** The fee is $5 (US$) per paper transcript.

All of this information and more is available on the Registrar’s webpage. Please follow the steps below:

- Go to Utica.edu/registrar
- On the left-hand side, click “Transcript Requests”
Financial Aid
Things to Do:

- Complete FAFSA
  - studentaid.gov/fafsa

- TAP Application (NYS Residents)
  - tap.hesc.ny.gov

- Accept or Decline Loans
  - bannerweb.utica.edu
  - Student Services>Financial Aid>Award

- Complete MPN/Entrance Counseling
  - studentaid.gov
  - Complete Aid Process>Complete a Master Promissory Note/Complete Entrance Counseling

- Complete Title IV Authorization
  - utica.edu/titleiv

- Complete Consent Form
  - utica.edu/consent

- Scholarships
  - https://utica.scholarshipuniverse.com
Contact Info

Center for Student Success
Hubbard Hall
Room 117

Phone: 315-792-3179
Email: finaid@utica.edu

Financial Aid Counselors:
Arts & Sciences-
  Ryan Dembrow
  Jennifer Muncy

Health Professions & Education-
  Andrea Curley
  Chris Kallasy

Business & Justice Studies-
  Kristi Wratten
Move-In Information

Tuesday, August 23, 2022 8am to 2pm
*Fall sport athletes will receive specific information from their coach on their move-in days*

Checklist before you arrive

- Set up payment plan or confirm financial aid arrangements with Financial Aid Office
- Complete Student Health Insurance waiver or enrollment -> Health Portal
- Submit a photo of yourself (no hat, mask, etc.) to safety@utica.edu for your student ID!
- Submit your health form with immunization records -> Health Portal
- Please visibly label all your items with the following information:
  - FIRST NAME, LAST NAME, RESIDENCE HALL & ROOM NUMBER
Move-In Information

More details available on our website at utica.edu/movein

❖ Packing Guide Overview
❖ Suggested Packing List
❖ Prohibited Items List
❖ Tapestry Registration Form (for all cloth wall decor)
❖ Fire Safety Information
Convenience Offerings

❖ Microfridge Rentals utica.edu/microfridge
  ➢ Refrigerator, Freezer, and Microwave all in one!
  ➢ Automatic shut off for burning food
  ➢ USB ports and outlet for convenience
  ➢ We take care of delivery and removal
  ➢ $230.44 per year rental

❖ Trax Cravings Packs utica.edu/forms/trax-cravings-packs
  ➢ 6 themed care packages for peak times of year
  ➢ Order one or several
  ➢ $20 each
Student Living Staff

Marissa Hall
She/Her
Director of Student Living

Lauren Waszkiewicz
She/Her
Assistant Director of Housing Operations
Area Coordinator for Pioneer Village

Kaitie Peltz
She/Her
Area Coordinator for North, South, and Boehlert Halls

Jen Cooper
They/Them
Area Coordinator for Bell, Tower, and Alumni Halls

Dayna Losito
She/Her
Graduate Assistant for Student Living