



## TRANSCRIPT REQUEST INFORMATION

# Submitting Your Requests

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### Current Students:

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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:

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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](http://Utica.edu/registrar)
- On the **left-hand side**, click “[Transcript Requests](#)”



# Financial Aid Things to Do:

- Complete FAFSA
  - [studentaid.gov/fafsa](https://studentaid.gov/fafsa)
- TAP Application (NYS Residents)
  - [tap.hesc.ny.gov](https://tap.hesc.ny.gov)
- Accept or Decline Loans
  - [bannerweb.utica.edu](https://bannerweb.utica.edu)
  - Student Services>Financial Aid>Award
- Complete MPN/Entrance Counseling
  - [studentaid.gov](https://studentaid.gov)
  - Complete Aid Process>Complete a Master Promissory Note/Complete Entrance Counseling
- Complete Title IV Authorization
  - [utica.edu/titleiv](https://utica.edu/titleiv)
- Complete Consent Form
  - [utica.edu/consent](https://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](mailto:finaid@utica.edu)

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

Health Professions & Education-  
Andrea Curley  
Chris Kallasy

Business & Justice Studies-  
Kristi Wratten



**UTICA**  
UNIVERSITY

Office of Student Living and  
Campus Engagement

# 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](mailto: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](https://utica.edu/movein)

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

- ❖ Microfridge Rentals [utica.edu/microfridge](http://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](http://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