



## 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](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



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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](http://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](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