



UTICA UNIVERSITY

Student Handbook

Revised June 2025

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Welcome to Utica University!

A Welcome Message from the Dean of Students, Rich Racioppa

Congratulations on becoming a Pioneer! Utica University provides a wide range of learning opportunities both inside and outside of the classroom, and I encourage you to take full advantage of what Utica University has to offer. While your college experience here will be and should be, a time of excitement and exploration, don't be surprised if you encounter some stress and uncertainty as you try to balance the challenges of your academic, co-curricular, and work commitments. Our faculty and staff help you integrate these experiences as you develop new interests, skills, and competencies.

The Student Handbook is your guide to the broad range of student support services and resources available on campus. It also provides information about opportunities for being fully involved at Utica University. Many university policies and procedures, including those outlining our expectations for student conduct, community standards, and related responsibilities, are also outlined here and can be found on our University website. As a member of our learning community, you are expected to become familiar with and adhere to these policies, procedures, and guidelines.

It is our promise that we will inspire you to create a future that's beyond your imagination. This begins with *you* contributing to the quality of life at Utica University by participating in campus events and organizations, community service, and student leadership roles. Utilize all the resources and opportunities available to you to make the most of your time at Utica!

Campus offices are open Monday through Friday from 8:00 a.m. until 5:00 p.m. Faculty and staff can be contacted via email should you have questions outside of office hours. If you live on campus, you can also contact a member of the Student Living staff. Call Campus Safety at 315-792-3046 or by dialing 611 on campus for emergencies.

Directory of Campus Offices

Office	Location	Contact Information	Responsibilities
Academic Affairs	200 DePerno Hall	315-792-3122 provost@utica.edu	Responsible for all academic programs and is the location of the Office of the Provost
Admissions	Cynkus Family Welcome Center	315-792-3006 admiss@utica.edu	Recruits prospective students, processes applications, and selects students for admission.
Advancement	Advancement Suite, John A. Donohue, Sr. and Valerie F.	315-792-3053 cskisiel@utica.edu	Manages the relationships with the University's alumni, parents, friends, corporations, foundations, and government officials. They also host regional events, coordinate volunteer opportunities with

	Donohue Concourse		students and faculty, and provide philanthropic support for Utica's most important annual and capital priorities.
Athletics	Harold T. Clark Athletic Center	315-792-3051	Responsible for coordinating, overseeing, and supervising all sports and athletic programs, including intramural sports and intercollegiate athletics.
Campus Safety	112 Strebel Student Center	315-792-3046, 611 safety@utica.edu	Responsible for maintaining order and safety, providing protection, and enforcing the University's safety.
Bookstore	101 Strebel Student Center	315-792-3197 bookst@utica.edu	A one-stop-shop for all academic needs, run and operated by Follett Higher Education. As a trusted partner of Utica University, the Bookstore brings together educational content, products, and technology to prepare the next generation of learners.
The Jeremy C. Thurston '00 Center for Career Readiness	120 White Hall	315-792-3087 careerdevelopment@utica.edu	Provides a wide range of services to help students and alumni explore their interests, skills, and possible career paths. The office maintains contacts with recruiters, assists in internship placement, and volunteer work, and provides graduate school prep.
Dining Services	209 Strebel Student Center	315-792-3178 daboehle@utica.edu	Provides all food services on campus, including meal plans, dining facilities, and catering. Utica University partners with Sodexo to deliver the highest quality food options.
Division of Diversity, Equity, Inclusion, Belonging and Student Transitions	119/121 White Hall 103 Wilcox Center	315-792-3101 diversity@utica.edu	<p>Creates an equitable and inclusive campus community by engaging in long-term, ongoing antiracism and anti-discrimination work. The Division creates safe spaces for community-building events and brave spaces for robust dialogue across experiences and identities. They are responsible for the Strategic Advisory Committee for Diversity, Equity, Inclusion, and Belonging (SACDEIB) that works with faculty, staff, and students to commit resources, effectively communicate across campus networks, recommend revisions to policies, procedures, and curricula, and promote diversity hiring practices.</p> <p>They lead the Bias Response and Referral Network (BRRN), fostering an inclusive campus climate and supporting members of our community when bias-related incidents or hate crimes occur.</p>

			Utica University is a member of the University of Southern California's (USC) Race and Equity Center's prestigious Liberal Arts Colleges Racial Equity Leadership Alliance (LACRELA).
Emergency Management	106 Boehlert Hall	315-792-3472 smcrowe@utica.edu	Responsible for the development, implementation, and maintenance of policies and programs related to emergency preparedness at Utica University, such as crisis and emergency response, law enforcement coordination, management of risk, regulatory compliance, and the safe, efficient travel of Utica community members.
Environmental Health and Conservation	276 Gordon Science Center	315-792-3743 grsponbu@utica.edu	Responsible for developing, implementing, and maintaining an overall Environmental Health and Safety Plan. The office also leads campus environmental sustainability efforts.
Financial Affairs	203 DePerno Hall	315-792-3011 finance@utica.edu	Responsible for the oversight of financial operations, budgetary planning, student accounts, endowment and debt management, institutional risk and compliance, and reporting matters. Offices under Financial Affairs include General Accounting, Purchasing/Accounts Payable, Financial Planning and Analysis, Payroll Processing, Student Accounts, Copy Center, and Mailroom.
Financial Aid	117 Hubbard Hall	315-792-3179 finaid@utica.edu	Responsible for the administration of financial aid funds, answering questions, providing payment options, helping with FAFSA completion, and increasing financial literacy.
Frank E. Gannett Memorial Library	Frank E. Gannett Library	315-792-3041 library@utica.edu	<p>The Frank E. Gannett Memorial Library provides a physical and virtual focal point for learning, teaching, and research. The library website provides links to all of its online resources, including research guides, databases, course reserves, Interlibrary Loans, and more.</p> <p>The library is also home to the Learning Commons, which includes the Information Desk for reference and research help, computers and technical assistance, printers, copiers, microfilm reader/scanner, scanners at several workstations, and the library classroom.</p>

			<p>The library also has group study rooms equipped with a computer workstation and large screen TV/monitor, and quiet study areas on the second floor.</p> <p>Library hours and information regarding resources and services can be found in the Library Introduction for Students research guide.</p>
Health and Wellness Center	204 Strebel Student Center	315-792-3094 hwc@utica.edu	Provides confidential medical care for students with acute, and short-term illness, testing, and preventative healthcare. The office is also home to the counseling center , providing free in-person counseling and virtual counseling through its partner, Uwill. The Health and Wellness Center is also the location of the Director of Victim Advocacy & Violence Prevention Initiatives.
Human Resources	124 White Hall	315-792-3276 hr@utica.edu	Serves the dedicated faculty and staff who are committed to the mission of The University, and provides support and professional development.
Institutional Effectiveness	201 DePerno Hall	315-792-3228 ie@utica.edu	Advances institutional quality by providing University stakeholders with accurate and reliable information for evidence-based planning decisions. Operations include assessment, accreditation, institutional research, and financial and business analytics. This data is used for program planning and review, departmental and university-wide accreditations, and department-specific projects and goals.
Integrated Information Technology Services (IITS)	L120 Library Basement	315-792-3115 helpdesk@utica.edu	Responsible for the computer labs, faculty/staff computers, software, classroom technology, event support, and network, and technology support on the Utica University campus.
International Education	123 White Hall	315-792-3082 internationaled@utica.edu	Houses study abroad programs as well as provides support for international students, faculty, and scholars.
Learning Services	109 Hubbard Hall	315-792-3032 jcborner@utica.edu	Provides advice, advocacy, and academic support to students who identify themselves as having a disability, and provides reasonable adjustments and/or accommodations for students to meet the equal access/non-discrimination nature of federal mandates.

Marketing and Communications	Library Basement	315-792-3047 publicrelations@utica.edu	Responsible for stewarding the University's brand so that it is well-positioned to achieve its strategic goals, strategic communications and messaging, institutional marketing and advertising, media relations, web content management, publication design, and project management for integrated communications campaigns.
Opportunity Programs	110 Hubbard Hall	315-792-3209 opportunityprograms@utica.edu	Administers the HEOP, CSTEP, and Summer Institute grant programs, and provides a full range of skill workshops for students. The office also provides professional and peer tutoring for the program's students.
Office of the President	200 DePerno Hall	315-792-3222 president@utica.edu	Provides leadership, direction, and strategic planning for the campus community and its constituents.
Registrar	122 White Hall	315-792-3195 registrar@utica.edu	Specializes in enrollment, academic records and transcripts, degree certification and diplomas, grade collection and recording, transfer credit processing, student-athlete and veteran certification, classroom and event scheduling, curriculum and catalog, and much more.
School of Arts and Sciences	117 Hubbard Hall	315-792-3028 artsandsciences@utica.edu	Houses natural sciences, mathematics, humanities, social sciences, and performing and fine arts programs.
School of Business and Justice Studies	117 Hubbard Hall	315-792-3055 bjs@utica.edu	Houses programs in accounting, business administration, business data analytics, business management, construction management, criminal justice, cybersecurity, cybersecurity operations management, digital media and marketing, economics, finance, and sports management.
School of Health Professions and Education	117 Hubbard Hall	315-792-3075 hpe@utica.edu	Houses programs in nursing, health science, psychology-child life, therapeutic recreation, exercise and wellness studies, interprofessional education, and education.
Student Accounts	117 Hubbard Hall	315-792-3766 studentbilling@utica.edu	Processes student payments, and refunds, and manages all aspects of student accounts at the institution.

Student Employment	124 White Hall	315-792-3736 campusemployment@utica.edu	Responsible for processing students who apply for campus employment positions at Utica University.
Office of Student Conduct and Community Standards	103 Strebels Student Center	315-792-3363 calohman@utica.edu	Educates students to be accountable, responsible, and ethical individuals who engage in appropriate behaviors in order to foster a safe community where student success is possible.
Office of Student Life	103 Strebels Student Center	315-792-3100 deanofstudents@utica.edu	Home to the Dean of Students and Director of Student Conduct and Community Standards, this office is responsible for coordinating and overseeing all functions of the Division of Student Life, and improving the student experience.
Office of Student Living and Campus Engagement	206 Strebels Student Center	315-792-3285 slice@utica.edu	This office is the place to go to get involved on campus, advising the major organizations including Student Government, Programming Board, and the Inter-Greek Council. The office also processes all requests for on-campus housing, assigns rooms to students, and coordinates all billing associated with campus housing and residential student meal plans.
Center for Student Success	117 Hubbard Hall 117 Hubbard Hall 115 Hubbard Hall	Student Accounts 315-792-3766 studentbilling@utica.edu Financial Aid 315-792-3179 finaid@utica.edu Student Success 315-223-2555 studentsuccess@utica.edu	Provides academic support to all students, and is the home of success coaching, financial aid, and student accounts.
Tangerine Grove	B23 Hubbard Hall	315-792-3375 ekkelly@utica.edu	Home to Utica University's pantry, providing food staples, grab-and-go items, as well as personal hygiene items at no cost to students.
Title IX	124 White Hall	315-792-3063 klwilson@utica.edu	Provides gender equity support to all students, faculty, and staff. If an individual experiences discrimination based on sex, please contact the Title IX coordinator.

TRIO Student Support Services	111/112 Hubbard Hall	315-792-3799 trio@utica.edu	Houses the TRIO federally funded grant program for first-generation college students, and supports them in meeting their academic, personal, career, and education-related goals.
Young Scholars Liberty Partnerships Program	121A White Hall	315-792-3237 youngscholars@utica.edu	A collaborative project between the University and Utica CSD that provides academic, social, and cultural enrichment.

Academic Program Information

[University Catalog](#)

All students are encouraged to review the University Catalog, containing the most current information on programs of study, course descriptions, academic policies and procedures, and more.

Research Assistantships

Research assistantships are by invitation only. Assistantships are offered as variable credit courses to students planning graduate study. The position provides experience in the research techniques of the student's chosen discipline.

Teacher's Assistant Positions

A teacher's assistant generally assists a faculty member with the administrative tasks associated with teaching a particular course. This position provides a student with the opportunity for increased interaction with a faculty member, greater exposure to a specific subject matter, and insight into the aspects of teaching. Interested students should contact individual faculty members concerning available positions, specific requirements, and opportunities to receive academic credit.

Student Support Services

[Tutoring](#)

Tutoring Services at the Learning Commons offers peer-to-peer tutoring to students taking introductory courses in math, science, foreign languages, criminal justice, cybersecurity, and a variety of other subjects. Students can both make an appointment online through Navigate or simply drop in without an appointment. A current schedule of tutors and the courses for which they can provide assistance is posted each semester on Navigate and on the Tutoring Services website.

[Campus Bookstore](#)

The Utica University Bookstore is a one-stop-shop for all of your academic needs and more, run and operated by Follett Higher Education. As a trusted partner of Utica University, we bring together educational content, products, and technology to prepare the next generation of learners and educators. The bookstore is open Monday - Friday 9:00 a.m. to 5:00 p.m. with extended hours at the beginning of each semester. The store is closed on weekends and holidays with the exception of special events. The bookstore's website is available 24/7 at www.utica-shop.com. The campus store gladly accepts all major credit cards, debit cards, ApplePay, GooglePay, PayPal, cash, checks, gift cards (issued by the store), and Book Lines of Credit (when available from school).

All Access Book Program: As a way to drive affordability, Utica University and Follett have partnered together to offer a solution for obtaining the required materials Utica University wants to make sure you're ready to succeed from day one. That's why we have built textbooks into your total cost of attendance, which makes preparing for the next semester simpler and saves you money. So when you arrive on campus, all of your books will be ready for you either digitally or physically, saving you up to 30% on your textbooks. Follett All Access is a powerful program that enables colleges and universities to deliver all course materials (textbooks, lab kits, supplies, etc.) as part of tuition. With Follett All Access, all students have what they need on the first day of class, stress-free and effortlessly — which levels the playing field for all students, regardless of economic background or social status.

Digital Option: As technology advances, the way students learn must also advance. The Campus Store offers a large selection of textbooks on our BryteWave digital platform powered by Kortext.

General Merchandise: The bookstore offers a wide selection of supplemental items such as academic supplies, which include writing instruments, paper, supplies, folders, notebooks, desk accessories, calculators, computer supplies, and dorm supplies. The store also offers a wide variety of collegiate apparel items, gifts and accessories, snacks and beverages, health and beauty aids, and other convenience items. Technology items such as iPads, Macbooks, laptops, headphones, and more are available to ship directly to the store from www.utica-shop.com.

Living on Campus

The Office of Student Living and Campus Engagement manages seven University residence halls; North Hall, South Hall, Alumni Hall, Boehlert Hall, Tower Hall, Bell Hall, and Pioneer Village. All students are required to live in university residence halls for their first two years unless they meet the qualifications for a housing exemption. A more detailed explanation of room assignment procedures can be obtained from the Student Living and Campus Engagement Office or [online](#).

The Student Living staff consists of:

- **Student Staff:** Student paraprofessional staff members who focus on community development, programming, safety, and administrative tasks within the residence halls.
- **Graduate Resident Directors (GRDs):** Graduate-level professional staff members responsible for specific residence halls and functions with the department.
- **Assistant Directors of Student Living:** Professional staff members responsible for specific residence halls and functions within the department.
- **Executive Director of Student Living:** responsible for the oversight of the Student Living program.

The Student Living staff is responsible for student life in the residence halls, including:

- Peer counseling
- Planning and assisting residents with organizing activities
- Assuring student safety
- Providing an educationally conducive environment to live.

Laundry: Laundry facilities are available in each residence hall, in each section of Alumni Hall, as well as each apartment in Pioneer Village. The cost of laundry is included in the room rate. Any necessary repairs should be reported by submitting a work request.

Keys: Keys are the property of The University and may not be loaned out or given to anyone. Students who lose keys must report the loss to the Office of Student Living and Campus Engagement (Strebel 206) ASAP. For student safety, the lock will be changed and the student must bear the cost. Lock change costs vary and will be added to the student's tuition account.

Mail and Packages: Students receiving mail and packages will receive a message to their University email account advising them to obtain the parcel at The University mailroom in Gordon Science Center during office hours, typically 8:00 am - 5:00 pm Monday through Friday. Packages should be addressed as follows:

Student's Name
Utica University
1600 Burrstone Road Utica, NY 13502-4892

Maintenance of University Property: Each student is responsible for the condition of their room and the furniture for the time that they live there. At the beginning of the semester, each room will be inventoried by student living staff. Students are to indicate any damages that the room already has incurred. At the end of the student's occupancy, a staff member will review the room with the student. Student rooms/apartments are inspected by a professional staff member after the occupant's departure. Normal wear and tear are taken into consideration during an inspection. Students will be charged accordingly for any damages not listed on the inventory form. Failure to have a room condition report in The University files can result in the student(s) being charged for all damages in the room. Students may choose the express checkout option when moving out of their rooms. Using the express checkout option, however, means a student waives their right to appeal any assessed repair or cleaning charges.

Residence Hall Policies: For a detailed list of the most up-to-date residence hall policies, please click on [this link](#).

Health Requirements and Services

Immunization Requirements

- 2 MMR (measles, mumps, and rubella) vaccines are required for classes. Dose number 1 after your first birthday and the second dose either 30 days after dose number 1 or around age 5 years old.
- Meningitis vaccine

All ground undergraduate and graduate students taking 6 credits or more must provide proof of immunization before attending any classes for 2 measles, mumps, and rubella vaccines or proof of immunity as demonstrated by positive titers for measles, mumps, and rubella. All students must show proof of vaccination against meningitis vaccine within the last **5 years** or sign a [waiver form](#) declining the vaccination.

International students are required to show proof of immunization before traveling to the United States.

The immunizations are due **July 1st** for the Fall semester. For the Spring Semester, immunizations are due on **January 5th**.

Some students of a specific curriculum may still need to show proof of COVID-19 vaccines to participate in their clinical experiences. Please check with your program if this is still required for you to do a specific internship.

Lactation Space

A lactation room dedicated to breastfeeding, chestfeeding, and pumping is located in the basement of Hubbard Hall, Room 5. It is unlocked and does not need to be reserved. When in use, please use the sign on the door to indicate occupancy.

Absences

To submit a request to notify faculty and staff regarding an absence from class, please go to [this link](#) and complete the form.

Disclaimer: Completing this form does *not* guarantee that you will be approved for a Verified Extended Absence. A Verified Extended Absence is for extenuating circumstances for a short period and serves as a courtesy notification to your professors. It does *not* serve as an excused absence. You are responsible for completing all your coursework and working with your Professor(s) to arrange how you will make up any missed class periods or assigned work. If you cannot complete the semester for any reason, you must contact your Success Coach and complete an official Complete Withdrawal Form. If you have any questions regarding this form, please contact the Office of Student Life at 315-792-3100, deanofstudents@utica.edu.

Local Health Services and Facilities

The cost of these services is the responsibility of the student.

- The Wynn Hospital, 111 Hospital Drive, Utica, NY 13502
- MedGo Urgent Care, 131 Oriskany Blvd #6, Whitesboro, NY 13492
- Slocum-Dickson Clinic Urgent Care, 1729 Burrstone Road, New Hartford, NY 13413
- Well Now Urgent Care, 1904 Genesee St, Utica, NY 13502

Hotlines

- UWill Crisis Line at 833-646-1526
- National Suicide Prevention Lifeline Crisis Hotline 1-800-273-8255
- Mobile Crisis Assessment Team (MCAT) 315-732-6228
- Sexual Violence and Domestic Violence Services 315-797-7740 or ywcamv.org/chat
- National Eating Disorders Association Helpline Eating Disorders 1-800-931-2237

Opportunities for Getting Involved

Francis A. Wilcox Intercultural & Student Organization Center

This 3,500-square-foot building features a great room with a fireplace, a large flat-screen TV, speakers, a full kitchen, and an outdoor patio where students can convene around the ambiance of an outdoor gas fireplace. Additionally, there are several meeting and study rooms, as well as a prayer space for students. Housed here are the University's Division of Diversity, Equity, Inclusion, Belonging, and Student Transitions, as well as the K. Della Ferguson Women's Resource Center.

Reserve Officers Training Corps (ROTC)

The Reserve Officers Training Corps program of the United States Air Force is available to Utica students through Syracuse University. For information regarding the ROTC program, scholarships, and course offerings, contact Captain Brian Manderfield, Syracuse University ROTC office at bgmander@syr.edu.

Student Government Association (SGA)

The mission of the Student Government Association is to enhance student life by breaking down barriers to diversity, promoting the values of education, and empowering students through involvement in the Student Government Association, student clubs and organizations. The Student Government Association serves as a liaison between students and The University administration in all issues about student life and allocates the student activities fee fund in a fair and unbiased manner. By listening to students' issues and concerns, the Student Government Association serves as the voice for students at Utica University. In April and again in September, elections are held for Senate representatives from the residential and off-campus populations. Elections for executive officers and class officers are held every spring semester.

Inter-Greek Council (IGC): The Inter-Greek Council (IGC) serves as the governance body for the social fraternity and sorority community at Utica University. The IGC seeks to maximize the experience of our fraternity and sorority members through participation in a variety of social and educational programs across campus and involvement in community service projects. Through their constitution and by-laws, IGC is responsible for developing quality recruitment and new member education policies and establishing guidelines for the social Greek community that will not affect the uniqueness of each organization but still hold them all to high standards.

Fraternities and sororities are affiliated with the Inter-Greek Council (IGC). The IGC establishes and enforces policies governing the fraternities and sororities. The Council also approves fraternity and sorority programs and events. Recruitment is conducted on an independent basis by each organization. Students may join a Greek organization after their first semester at Utica, provided they are in good academic and conduct standing. For additional information go to www.utica.edu/college-community/living-campus/greek-life

Residence Hall Association (RHA): The purpose of the Residence Hall Association is to bring residents together and promote a positive residential community. The RHA provides a forum for residents to exchange ideas about programming, develop leadership skills, engage in community service, and work together in an effort to further improve the quality of life in the residence halls.

Student Clubs and Organizations: Utica University maintains an online student organization portal, called PioHub, which can be accessed [here](#). A list of currently registered clubs and organizations can be found here, in addition to upcoming events and more information about how to get involved. All currently enrolled students have access to PioHub with their Utica University usernames and passwords.

Organizations listed on PioHub are all recognized by the Student Government Association and the Office of Student Living and Campus Engagement. Students looking for organizations specific to their major but do not find that organization on PioHub are encouraged to contact their department or school office or the Office of Student Living and Campus Engagement for further information.

Even with all of our opportunities to be involved, students still look for and bring with them new interests. Organizations will then work with the Student Government Association to have the new organization recognized. For additional information about the process for recognizing new organizations, talk with one of the professional staff members in the Office of Student Living and Campus Engagement and consult the [Club and Organization Manual](#).

Religious Activities and Organizations: Utica University respects and protects each student's freedom to worship and to affiliate with religious organizations. Several campus organizations offer a variety of religious activities and services to Utica students. Those organizations can be found on PioHub; for questions or additional information, please contact the Office of Student Living and Campus Engagement or the Office of Student Life.

Student Media Organizations

Ampersand: Students combine their practical and creative abilities to produce Ampersand, The University's literary magazine, an impressive collection of Utica University students' literary and artistic work. Under the guidance of a faculty advisor, student editors oversee its production from submission and selection of materials to design and publication. Published once a year, students may submit poetry, artwork, photography, and short stories. Students who wish to volunteer to work on *Ampersand* should inquire at the School of Arts and Sciences.

The Tangerine: Utica University's bi-weekly student-run campus newspaper is a great place to improve your writing, editing, and photography skills, as well as put into practice the web design and social media principles you learn in your classes. There are many opportunities for students to participate in both the editorial and advertising areas.

Students of all majors are welcome to volunteer or interview for paid staff positions as writers, editors, layout designers, reviewers, and photographers, and in advertising sales, and can take a one-credit course to earn credit by writing for the Tangerine. For more information, contact Professor Mary Christopher, faculty adviser, at mcchrist@utica.edu, visit the Tangerine website at www.uticatangerine.com.

WPNR-FM: WPNR-FM is a fully licensed educational radio station operated by students under the advice of a designated chief operator and advisor from the Communication and Media faculty. "The Voice of the Pioneers" operates year-round, 24 hours per day. The format is primarily a 'modern college mix' of music, but also includes specialty programming, news updates, public service programming, and Utica University athletics. Volunteer and campus

employment opportunities for matriculated students range from learning to be an on-air host to working in one of several radio station departments (music, sports, production, public relations, and public service). Each semester students may take a practicum course (COM 130) up to a total of 4 times for a more advanced on-air learning experience. Prospective students within the local area can find Pioneer Radio on 90.7 FM of their radio dial, but anyone can listen to WPNR-FM by visiting their website www.PioneerRadio.org

UticaTV: UticaTV is an academic organization designed to provide educational opportunities to produce video projects to benefit the campus community. UticaTV involves and educates students in industry standards and provides TV production experience. There are many opportunities for students to participate in front of the camera and behind the camera. The Raymond Simon Convergence Media Center is located in Faculty Center B03. You can watch and subscribe to their YouTube channel: <https://www.youtube.com/@UticaUTV>. For more information, contact Professor Laura Lewin, faculty advisor, at lalewin@utica.edu, visit the UticaTV website at www.uticautv.org.

The Arts at Utica University

Films on Thursday: Utica University's weekly film series - sometimes thematic, more often eclectic - presents critically acclaimed independent, foreign language, experimental, and classic films throughout the semester. Events take place in Macfarlane Auditorium and are free of charge. Students, faculty, staff, and the public are welcome to attend.

Professor Harry F. and Mary Ruth Jackson Lunch Hour Series: Sponsored by Utica University's Social Cultural Committee, this series features readings by acclaimed authors and musical performances from jazz to classical, by regional, national, and international artists. Readings and performances are held on Wednesdays at 12:30 PM in the John A. Donohue Sr. '57 and Valerie Donohue Concourse or Macfarlane Auditorium. All programs are free of charge and are open to students, faculty, staff, and the public.

Utica University Theatre: Every semester students have the opportunity to participate in theatrical performances. Opportunities exist for all students to participate as actors, technicians, and/or student designers, and academic credit may be received for participation in theatrical activities. Shows that are performed vary and can include comedy, drama, musicals, and more. Some students have also developed individual projects based on their interests. For information about auditions, working with theater crews, or other theater opportunities, please contact Laura Salvaggio at lsalvag@utica.edu.

Utica University Choir: The Utica University Choir performs choral music from a variety of genres including classical, pop, musical theater, and spirituals. Choir is offered as a 1 credit course (MUS 110) and can be taken multiple times for credit. Students may also participate in choir without taking the course for credit. Membership is open to Utica University faculty, staff, and alumni as well. Choir meets 6-7:15 TR in the concourse. Students may attend once a week or both times to participate. Contact Lynne Ferrara at lmferrar@utica.edu for more information.

Utica University Concert Band: The Utica University Concert 60-piece ensemble rehearses on Monday nights in the John A. Donohue Sr. '57 and Valerie Donohue Concourse. Membership is open to staff, students, and community members. The band performs on campus and in the Utica-Rome area for various functions.

Utica University String Ensemble: The String Ensemble meets on Thursday evenings from 4-6 p.m. and can be joined for fun or taken as a one-credit class. Membership is open to Utica University faculty, staff, alumni and their families, as well as local high school students with the approval of the ensemble director. Contact Tina Oyer-Ponce at tponce83@utica.edu, for more information.

Lectures and Seminars: Utica University provides many lecture and seminar series every semester, including, the Asa Gray Biological Society Seminar Series, GeoTalk, and Nexus.

Employment Opportunities on Campus

Admissions Ambassadors

An Admission Ambassador is an elite position on campus, consisting of students who represent the University through interactions with prospective students and their families. Ambassadors assist the admissions staff by providing more personalized and in-depth information to persons interested in attending Utica. They conduct campus tours and assist at various Admissions events. Ambassadors also call students to answer questions and share their Utica experience from the perspective of a current student. For additional information, call the Office of Admissions at (315) 792-3006, visit utica.edu/admissions, or inquire through Student Employment.

Federal Work-Study Program

The Federal Work-Study Program is a federally subsidized program designed to assist students in meeting their college costs. Employment opportunities exist both on campus and with local community service agencies. The number of students able to participate in the program varies from year to year based on the annual allocation of campus-based aid received by the University. Only students with Federal Work-Study are eligible to apply for employment, with very limited exceptions. Students must be enrolled at least half-time at Utica University and be in good academic standing to qualify. A minimum GPA of 2.0 is required.

Student Living Student Staff Positions

The Office of Student Living and Campus Engagement hires students to cover a range of duties within our residence halls. Each position is intended to be year-long employment (or semesterly as needed). Each position is paid at an hourly minimum wage rate. These positions include Resident Assistant, Evening Assistant, Operations Coordinator, and Marketing Coordinator. More information on each of these positions can be found on [our website](#).

Tutoring Positions

A student with demonstrated proficiency in a particular subject, with a recommendation from his/her professor, may serve as a tutor in that subject. More information can be found at www.utica.edu/student/development/tutoring.

Maintaining a Safe Campus Community

The University requires students to conduct themselves under federal, state, and local laws and to respect personal and institutional property and the personal dignity of all members of the University community. Conduct that violates these requirements or regulations will subject the violator to disciplinary action and may result in dismissal from the University.

Please keep in mind that the safety and security of community members and their property is the highest priority for Campus Safety staff. While the Office of Campus Safety is dedicated to making Utica University the safest place possible, each of us must assume responsibility for our protection.

ID Cards

All students must have a valid Utica student ID card. The card is the official University identification for students and should be carried at all times.

Students must present their Utica ID to any University official (e.g., safety officers, Student Living staff, etc.) upon request. The ID card is required to use the library and other University facilities. In addition, the ID card serves as a meal card for students who are on a University meal plan and provides entry to residential students for the hall in which they live. Loss of a card should be reported immediately to the Office of Campus Safety. A fee of \$50 is charged for a replacement card.

Failure to produce identification when directed by a safety officer is a serious breach of University regulations and will result in disciplinary action. Any person hindering Campus Safety officers in the execution of their duties is subject to University discipline and/or arrest by local police agencies.

Reporting Emergencies and Maintaining Statistics

Any student, faculty member, or employee can report an incident or other emergency 24 hours a day, 7 days a week by calling 611, (315) 792-3046, or by using the Safer U app on a smartphone. Use the following links to download the app for [Android devices](#) or [Apple devices](#). This puts callers in direct communication with the Office of Campus Safety who will respond to and investigate all reports of crimes and notify the proper police agencies following mandated reporting procedures. Campus Safety personnel submit accurate reports of crimes to the Director as they occur. All incident reports or crimes involving students are immediately reported to the appropriate administrators, including the Director of Student Conduct & Community Standards and the Dean of Students. They are also immediately reported to the Director of Student Living if the student resides in the residence halls or the incident occurs in the residence halls.

The Office of Campus Safety maintains a close working relationship with all local police agencies. As part of this working relationship, criminal activity occurring on campus is reported to these agencies. Through frequent contact with police agencies, off-campus criminal activities and violations of penal law are monitored by the Office of Campus Safety.

Through multiple media sources such as the University's website, flyers, the University's *Morning Mention*, and articles in the student newspaper, the campus community is informed of safety concerns and urged to promptly report crimes to the Office of Campus Safety and police.

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

The University contact authorized to provide these statistics for Utica University is the Dean of Students, who can be reached at (315) 792-3100. Any person requesting campus crime statistics will be provided a hard copy, by mail, of information required under 20 USC §1092 (f) within 10 days of the request. The United States Department of Education's Website address for the campus crime statistics is <http://ope.ed.gov/security/>.

Personal Security Recommendations

Although the number of crimes committed at the University is low, there are safety tips and precautions that students can follow to reduce their vulnerability.

For Students Living On Campus:

- Always lock your doors when leaving your room, even for a moment.
- Never leave valuables lying around unattended or in plain view.
- Never allow anyone into your room unless you know who they are.
- Avoid walking alone, and avoid dark, unlit areas.
- Never loan another individual any key(s) that has been issued to you by the University.
- Report any suspicious persons or activity to the Office of Campus Safety immediately.
- Always use available peepholes.
- Never prop open any exterior doors to the halls.
- Close and lock all windows when you leave your room, especially if you are on the first floor.
- Store all easily removable valuables out of sight, preferably in a locked drawer or closet. Don't leave valuables on top of your dresser.
- Require identification and authorization from all service people who wish to enter your room.
- When going to the shower, lock your room door and keep your key with you in the shower. Do not leave it in the pocket of clothing outside the shower stall.

For Students Living Off Campus:

- Avoid leaving large amounts of cash around the house. If this is unavoidable, conceal it well.
- Avoid listing your address when you advertise something for sale.
- Stop deliveries of mail and packages when leaving your home for a period of time.
- Ask a neighbor to watch your home and report suspicious activity to the police department.
- Use a timer to turn on room lights, TV, or radios at night.
- Double-check before you leave home to be certain all doors and windows are locked, gas is turned off on your stove, and all appliances have been turned off or unplugged.
- Hide or give someone outside of your home a key to your apartment in case of emergency.
- Consider conducting a safety analysis of your home to review smoke detectors, combustible material, fire extinguishers, poisonous substances, and electrical wiring.
- Avoid leaving notes on your door saying you are out.

For both on and off-campus students, the Office of Campus Safety suggests making a record of serial numbers, models, brand names, and a description of all valuables. Stolen property cannot lawfully be reclaimed unless it can be positively identified.

Federal, State, and Local Laws

Utica University and its official representatives cannot condone conduct that is contrary to federal, state, or local laws or ordinances. Each student is expected to comply with regulations that apply as a citizen of the state of New York and the City of Utica. The Office of Campus Safety will cooperate with law enforcement agencies when appropriate in dealing with legal infractions.

Policies, Procedures, Rules, and Regulations

The most current University policies, procedures, and regulations can be found [here](#).

Utica University's Missing Persons Policy: All students who reside on campus have the option to identify an individual to be contacted by Utica University no later than twenty-four (24) hours after it has been determined the student is missing. Students may register confidential contact information by contacting the Office of Campus Safety and filling out a missing student contact form. Confidential contact information will be accessible only to authorized campus officials and law enforcement, as appropriate.

If someone has any reason to believe a student is missing, they should contact the Office of Campus Safety at (315) 792-3046 immediately. Utica University has established notification procedures to determine if a student is missing. Campus Safety will work closely with SLCE, IITS, and other departments to confirm information relative to a report of a missing student. The information will be shared with the Vice President for Emergency Management. Further notification will be made to the Dean of Students.

If it is determined a student has been missing, Utica University will notify the appropriate law enforcement agency and the confidential contact identified by the student no later than 24 hours after the determination is made. In addition, if the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or his/her designee is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing. IITS and Emergency Management will work to confirm the student's status.

No later than 24 hours after determining a student is missing, the Dean of Students or their designee will notify the following University officials:

- President
- Provost & Sr. Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Marketing & Communications

Tailgating and the Use of Alcohol at Athletic Events: The Utica University Athletic Department, in conjunction with the Utica University Campus Safety Office, reserves the right to monitor, control, and modify all aspects of tailgating as it pertains to Utica University athletic events.

The designated tailgating area for all home sporting events will be parking lot "A" of the Utica University main campus. This area is generally reserved for home fans. In the tailgating area, spectators may use outdoor grills, and the consumption of alcoholic beverages in a responsible manner for those of legal

drinking age (21 years of age or older) is allowed. Any public intoxication or disorderly behavior will be grounds for dismissal from campus and the notification of local law enforcement. The cleanup and trash removal of tailgating locations is the responsibility of the individual, or individuals, hosting/utilizing the tailgate area (trash cans are usually provided for all varsity football games). The failure to clean a tailgating location may result in a ban on tailgating for future Utica University athletic events.

Visiting institutions that wish to conduct tailgating will be directed to an appropriate area on campus, away from the competition site. Utica University does not allow for any fans (home or visiting) to set up a tailgate area near the Clark Athletic Center, Gaetano Stadium, or The Todd and Jen Hutton Sports and Recreation Center, regardless of the intent of tailgating (ie. setting up a few tables to feed the visiting team). In addition, because of space constraints, indoor facilities and or the reservations thereof are not available for guest tailgates or gatherings.

Any questions or concerns may be directed to the Utica University Campus Safety Office (315-792-3046) or the Athletic Department (315-792-3051).

Promotion of Events Where Alcohol is Served: The following procedures govern the promotion of all events where alcohol is served. All student organizations promoting events where alcohol is served must have their ads approved by the Office of Student Living and Campus Engagement. All individuals, clubs, and organizations that promote events on campus must have their ads approved by the Office of Student Living and Campus Engagement before posting and must adhere to the following guidelines:

- Advertisements, flyers, banners, etc. for events where alcohol will be served may not list specific drink specials, prices, brand names, or contain language that can be construed as encouraging intoxication. Such advertisements may include the name of the establishment where the event is being held and may also note that drink specials will be in effect.
- Advertisements, flyers, banners, etc. for events where alcohol will be served must prominently display a message promoting safe driving practices, such as "Don't Drink and Drive." It is also recommended that such advertising contain a reminder that those who wish to consume alcoholic beverages must be 21 and be able to provide proof of age. The phrase "I.D. a must" or similar language is acceptable.
- Advertisements, flyers, banners, etc., which do not conform to the above-mentioned regulations will be removed from University property. Persons or organizations will be held accountable for the violation. Moreover, such advertisements in the residence halls must only be displayed on designated bulletin boards, and larger publicity items (e.g. banners) are limited to one per lobby.
- It is expected that organizations promoting events in campus buildings will be guided by common sense and good taste. The University reserves the right to remove promotional materials that can be construed as racist, sexist, or otherwise offensive to members of The University community. The Director of Campus Engagement will have the sole discretionary responsibility to make this decision.
- Advertisements must comply with the Utica University Posting Policy and are not to be placed on public doors, car windshields, windows, or distributed door-to-door by any organizations or vendors. Any individual or organization found to have violated the policy will have all posters removed from all halls, classrooms, and administrative buildings. As a penalty for violating the policy, the individual or organization may lose the privilege of posting for a period determined by the Director of Campus Engagement. Repeated violations will result in more severe disciplinary action.

Utica University Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies: Utica University is required by federal law to provide an annual notice regarding drug and alcohol abuse prevention, which can be accessed [here](#).

Campus Safety Enforcement of Policies and Laws

Alcohol and Other Drugs: Campus Safety personnel uphold New York state law and campus regulations regarding underage possession and consumption of alcoholic beverages, illegal drugs, and weapons. No alcoholic beverages are allowed in common areas of the University such as residence hall lounges and campus grounds. Students of legal drinking age may have alcohol in their residence hall rooms as long as possession and use are consistent with New York State law and University regulations.

Student organizations may request permission from the Dean of Students to hold an event where alcohol is served. At all such approved events, sponsoring organizations must comply with New York state alcoholic beverage control laws. The frequency of these events is controlled by the Dean of Students in consultation with the VP for Emergency Management, the Director of Campus Safety, the Director of Student Living, and the Director of Campus Engagement.

Illegal drugs, including marijuana, are not permitted on campus. Possession and use of drugs may result in arrest and action through the University's conduct system. Also, violations of the New York state alcoholic beverage laws and New York state drug laws may result in arrest and action through the University's conduct system.

Utica University makes available to all students and employees substance abuse prevention programs consisting of educational programs, counseling, and referral to off-campus agencies.

Fire Equipment and Fire Alarms: This equipment is maintained for the student's protection and safety in compliance with the laws of the State of New York. Violation or abuse of this equipment will result in severe disciplinary action by the University and/or criminal prosecution.

If you discover fire or smoke, pull the nearest fire alarm and quickly call 611 or (315) 792-3046 and give your name, the building, floor, and room where you have discovered fire and/or smoke. 911 is available and should be used in serious situations. The 911 operator cannot trace your location, so speak clearly and slowly when telling your situation and state your exact location on campus.

If the fire alarm sounds, take the following steps:

- Move quickly, but do not run. Do not stop to collect valuables.
- Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route.
- Always close the doors behind you to limit the spread of fire and smoke. If you must go through heat or heavy smoke, remember they rise.
- Crawl, keeping your face very close to the floor. This procedure applies when opening doors; stay low and reach up to turn the knob. If you are trapped, stuff a sheet under the door to keep smoke out.
- Open a window slightly at the top and bottom to let air in, and yell for help.
- Once you're out of danger, move well away from the building. If a meeting place has been arranged, go there. Do not leave the scene or rescuers may believe you are trapped in the building.

- Do not reenter the building under any circumstances unless you are notified by a fire official or University employee that it is safe to do so.

Fire drills will be held periodically each semester. Failure to vacate the premises during a fire drill will result in disciplinary action. Serious sanctions will be imposed upon anyone who remains in a building when a fire alarm is sounding and/or who tampers with fire safety equipment.

Firearms and Dangerous Instruments: Possession of firearms, air-powered guns, CO2-powered guns, and guns capable of firing a projectile or not, are not permitted on campus. Simulated firearms are prohibited from being possessed on campus regardless of functionality. Any person who possesses a firearm on University property violates the penal law of the State of New York and is guilty of a crime. Weapons are not permitted in the residence halls at any time. It is a violation of New York state law to possess weapons in residence halls even if residents are licensed to possess such weapons.

Any person who possesses a gravity knife, switchblade knife, cane sword, billy club, blackjack, bludgeon, metal knuckles, sand club, chukka sticks, nightsticks, slingshot, BB gun, pellet gun, stun gun or any other dangerous instrument violates the penal law of the state of New York and is guilty of a crime. These instruments are not permitted in the residence halls nor elsewhere on campus.

Micro-Mobility Devices: At the direction of the NY State Office of Fire Prevention and Control, indoor charging and storage of lithium-ion, lithium-polymer, or lead-acid battery-powered “micro-mobility devices” (i.e.: e-bikes, e-scooters, hoverboards, etc.) on the Utica University campus is strictly prohibited.

Due to the significant fire hazard posed by these devices, they are not permitted inside any building owned or operated by Utica University. This includes all residential, academic, and administrative buildings. Like other Colleges and Universities across NY State, prioritizing the safety of the entire Utica University community, as well as those first responders who would be called upon to react to micro-mobility lithium-ion, lithium-polymer, or lead-acid battery fires is the basis for this directive initiated from the NY State Office of Fire Prevention and Control.

The Utica University Residential Housing contract and/or Residential Student Handbook prohibits these devices from being stored or charged within a residence hall.

Please see the University Policy relative to Micro-mobility device usage on the University Campus Safety website for further clarification.

Student Rights

Student Conduct

The Office of Student Conduct and Community Standards educates students to be accountable, responsible, and ethical individuals who engage in appropriate behaviors in order to foster a safe community where student success is possible. Students are expected to review their rights and responsibilities as well as the conduct process [here](#).

The most up-to-date Code of Student Conduct can be found [here](#).

Student Complaint Process

In keeping with its mission and values, Utica University strives to resolve student complaints and grievances within the University using policies and procedures outlined in the University catalogs, the Student Handbook, the Student Code of Conduct, or other University procedures.

Though unfortunate, we recognize that there are circumstances that require students to file a formal complaint regarding a violation. The processes for filing various complaints may be accessed on this webpage.

Information on filing complaints related to various situations (e.g. sexual misconduct, discrimination, bias, unfair grading practices) may be found at <https://www.utica.edu/student-complaint-process>

Bias Response and Referral Network

The Bias Response and Referral Network (BRRN) helps foster an inclusive climate by creating a space for campus community members to report and receive support after a bias-related incident.

BRRN Committee members meet with incident reporters to collect additional details about their report, connect them with relevant on-campus services such as counseling, and ensure all reports are being handled with care. After the review process, bias incident reports are either referred to the designated collaborative offices for investigation and/or to the Chief Diversity Officer/Office of DEI and Belonging to facilitate educational programming, conflict mediation, and/or other restorative justice practices as needed. .Other resources at your disposal for such incidents include the Behavioral Intervention Team, Title IX Coordinator, or one of the individuals or offices listed in the resources section of [this webpage](#).

The members of the BRRN Committee do not investigate, arbitrate, take disciplinary action, or impose sanctions. The BRRN is also **not** a crisis response team - if your safety is at stake, and/or there are threats of immediate danger, contact the Office of Campus Safety immediately at (315) 792-3046.

Education Records and FERPA

Utica University fully complies with the Family Education Rights and Privacy Act (FERPA) and its implementing regulations. To see the University's policies and procedures in accordance with the FERPA regulations and understand the rights afforded to students concerning their educational records, please see <http://www.utica.edu/academic/registrar/ferpa.cfm>.

Questions regarding the types of FERPA information maintained by the University and the offices in which that information is maintained can be directed to the Office of the Registrar.

Confidentiality for Student Employees: Students employed by Utica University offices (student employees, student living staff, or student interns) are considered employees of the University, and as such are sometimes required to handle confidential materials. Student employees complete a notice of employment which includes a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a University office, the University reserves the right to take disciplinary and/or employment action.

Students, Title IX and Section 504

Title IX of the Educational Amendments of 1972 is a federal law designed to eliminate sex discrimination in educational programs and activities. Section 504 prohibits discrimination based on disability. All institutions receiving federal funds are required to comply with the laws in the admission and treatment of their students. Responsibility for enforcement rests with the Department of Education which has the power to withhold federal funds from any educational institution which practices discrimination based on sex or disability.

Both acts prohibit discrimination in:

- Admission to undergraduate public institutions;
- Admission to graduate and professional educational programs;
- Access to course offerings;
- Activities of enrolled students, including academic, extracurricular, and research activities;
- Career development and placement services;
- Financial aid (including student employment);
- Housing or the provision of other living facilities;
- Athletics;
- Health services; and
- Recruitment, hiring, and promotion practices of faculty, staff, and administrators.

What These Acts Mean to Students

Student Activities

- Students must be allowed equal access to or membership in any extracurricular or academic activity.
- Membership requirements for student activities must be the same regardless of gender (Social sororities and fraternities are exempt from this regulation.) As members of organizations, students must be allowed to participate equally and may not be assigned or denied office or benefits based on sex or disability.

Financial Aid

- Students must be given equal opportunities to receive financial aid, which includes scholarships, grants, loans, and participation in work-study programs.
- The University may not give an undue proportion of scholarships to one sex. Sex-restricted scholarships may be offered so long as the total amount offered is equal to both sexes.
- Complete financial aid programs are included in the University catalog.

Career Services

- Students must receive nondiscriminatory treatment in personal or academic counseling and placement services.
- The University may not employ biased assessment or testing materials.

Athletics

- Students must be provided with equal opportunities in athletics and access to athletic facilities.
- Sports offered should serve the interest of the University community, regardless of gender.
- All students must have comparable locker rooms, shower facilities, and sports equipment, regardless of gender.

Housing

- Students must be provided with comparable housing facilities regardless of gender.

Campus Employment

- Students must be allowed equal access to all student employment and subsequent raises and promotions.
- Benefits for student employees must be provided equally.

Health Services

- Students must have access to health care on a nondiscriminatory basis.
- Medical, hospital, or accident insurance should be available to all students.
- Comparable services must be made available regardless of gender.

Title IX

The University has developed a grievance procedure to address concerns or complaints by members of the Utica University community. Information can be found on the Utica University website at www.utica.edu/titleix. For more information on this process, students are invited to meet with Kyle Wilson, Title IX Coordinator at 124 White Hall (315-792-3063, klwilson@utica.edu).

For students who wish to read the publication Final Title IX Regulation Implementing the Education Amendments of 1972 Prohibiting Sex Discrimination in Education (US Government Printing Office: 1975 0-577-869), an electronic version can be found at www.utica.edu/titleix.

The Director of Learning Services has been designated the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973. For additional information on services provided for students with disabilities, please see <http://www.utica.edu/student/development/learning/>.

What to See and Where to Stay in Central New York

Utica and the Mohawk Valley

Utica and the Mohawk Valley have a good deal to offer students. The area features a variety of social, cultural, historical, natural, and recreational attractions. Utica also has a variety of restaurants offering a wide range of ethnic foods and taste experiences worth exploring. There are many hotels in the area for the convenience of visiting family and friends, as well as bus and train hubs to get students to and from their destinations.

Area Colleges

Colleges and universities are great places to start when looking for something to do. From lectures to concerts, and art exhibits to athletic events, there's an abundance of things going on, and, best of all, they're usually free.

- SUNY Polytechnic Institute; 315-792-7500; www.sunypoly.edu
- Mohawk Valley Community College; 315-792-5400; www.mvcc.edu
- Pratt at Munson; 315-797-8260; www.munson.art
- Hamilton College; 315-859-4011; www.hamilton.edu
- Herkimer County Community College; 315-288-0300; www.herkimer.edu
- Colgate University; 315-228-1000; www.colgate.edu
- SUNY Morrisville; 315-684-6000; www.morrisville.edu
- Syracuse University; 315-443-1870; www.syr.edu
- Le Moyne College; 315-445-4110; www.lemoyne.edu

Where to Go for Information and Assistance

Information Needed	Office/Location	Contact
Absence from Class	Health and Wellness Center 204 Strebel Student Center Office of Student Life 103 Strebel Student Center	315-792-3046, hwc@utica.edu 315-792-3100, deanofstudents@utica.edu
Add/Drop a Course	Registrar's Office 122 White Hall	Follow the process on Bannerweb , with faculty adviser approval 315-792-3393, registrar@utica.edu
Advising	Faculty Advisor Center for Student Success 115 Hubbard Hall	Every student is assigned a Faculty Academic Advisor and a Success Coach. Students should meet with their Faculty Academic Advisor or Success Coach depending on their major. All students can come to the Center for Student Success for help with course registration. Your Faculty Advisor can be found on BannerWeb. Student Success: 315-223-2555, studentsuccess@utica.edu
AIDS/HIV Resources	Health and Wellness Center 204 Strebel Student Center ACR Health	315-792-3046, hwc@utica.edu 315-793-0661

	287 Genesee St, Utica, NY Planned Parenthood 1424 Genesee St, Utica, NY	315-724-6146
ATM	Strebel Student Center	Sponsored by Adirondack Bank
Billing/Fees	Student Accounts 117 Hubbard Hall	315-792-3766 studentbilling@utica.edu
Clubs/Organizations	SLCE Office 206 Strebel Student Center	315-792-3285, slce@utica.edu https://utica.presence.io/
Computer Lab	Locations	315-792-3115, helpdesk@utica.edu
Counseling	Health and Wellness Center 204 Strebel	315-792-3094, counseling@utica.edu
Department Chairs, Coordinators, and Program Directors List	Online Database	-
Directory of Offices	Online Database	-
Disability Services	Learning Services 109 Hubbard Hall	315-792-3032, jcborner@utica.edu
Discrimination Concerns	Office of Human Resources 124 White Hall Office of Learning Services 109 Hubbard Hall Office of Student Life 103 Strebel Student Center	315-792-3276, hr@utica.edu 315-792-3032, jcborner@utica.edu 315-792-3100, deanofstudents@utica.edu
Domestic/Relationship Violence	Health and Wellness Center 204 Strebel Student Center Campus Safety 112 Strebel Student Center Student Conduct & Community Standards	315-792-3094, hwc@utica.edu 315-792-3046, 611, safety@utica.edu 315-792-3363, calohman@utica.edu

	103 Strebel Student Center Sexual and Domestic Violence Hotline Title IX Coordinator 124 White Hall	315-797-7740 or ywcamv.org/chat 315-792-3063, klwilson@utica.edu
Emergencies	Campus Safety 112 Strebel Oneida County Emergency Services City of Utica Police City of Utica Fire Department Kunkel Ambulance	315-792-3032, 611, safety@utica.edu , SaferU App 911 315-735-3301 315-724-5151 315-797-4111
Financial Aid Questions, Advice, and Planning	Financial Aid 117 Hubbard Hall	315-797-3179, finaid@utica.edu To view policies related to complete/partial withdrawal, Federal Return to Title IV policy and Satisfactory Academic Progress (SAP) requirements, please visit the current catalog at catalog.utica.edu
Graduation Requirements	Registrar's Office 122 White Hall	315-792-3393, registrar@utica.edu , or speak with faculty adviser
Grievances/Complaints	Academic Affairs 201 DePerno Hall	315-225-2568, aedamian@utica.edu
Hazing Concerns	SLCE Office 206 Strebel Student Center Office of Student Life 103 Strebel Student Center Counseling Center 204 Strebel Student Center Campus Safety 112 Strebel Student Center	315-792-3285, slce@utica.edu 315-792-3100, deanofstudents@utica.edu 315-792-3046, counseling@utica.edu 315-792-3046, safety@utica.edu
Health Concerns	Health and Wellness Center 204 Strebel Student Center	315-792-3094, hwc@utica.edu
Housing	Student Living and Campus Engagement Office 206 Strebel Student Center	315-792-3285, slce@utica.edu

ID Cards	Campus Safety <i>112 Strebel Student Center</i>	315-792-3046, safety@utica.edu
International Student Concerns	Office of International Education <i>123 White Hall</i>	315-792-3082, internationaled@utica.edu
Intramural Sports	Office of Athletics <i>Clark Athletic Center</i>	315-792-3281
Jobs and Student Employment	Student Employment	315-792-3736, campusemployment@utica.edu
LGBTQ2+ Support	Health and Wellness Center <i>204 Strebel Student Center</i> SLCE Office <i>206 Strebel Student Center</i> Office of Student Life <i>103 Strebel Student Center</i>	315-792-3094, counseling@utica.edu 315-792-3285, slce@utica.edu 315-792-3100, deanofstudents@utica.edu
List of Majors and Minors	Online Database	
Lost and Found	Campus Safety <i>112 Strebel Student Center</i>	315-792-3046, safety@utica.edu
Paper Writing Assistance	Tutoring Services at the Learning Commons <i>Frank E. Gannett Library, First Floor</i>	315-792-3369, tutoring@utica.edu
Parking Permits Traffic Regulations	Campus Safety <i>112 Strebel Student Center</i>	315-792-3046, safety@utica.edu
Scholarships	Financial Aid <i>117 Hubbard Hall</i>	315-792-3179, finaid@utica.edu
Sexual Assault	Health and Wellness Center <i>204 Strebel Student Center</i> Campus Safety <i>112 Strebel Student Center</i> Human Resources <i>124 White Hall</i>	315-792-3094, hwc@utica.edu 315-792-3046, safety@utica.edu 315-792-3276, hr@utica.edu

	Office of Student Life 103 Strebel Student Center Title IX Coordinator 124 White Hall Sexual and Domestic Violence Hotline City of Utica Police	315-792-3100, deanofstudents@utica.edu 315-792-3063, klwilson@utica.edu 315-797-7740 or ywcamv.org/chat 315-735-3301, 911
Study Abroad	Office of International Education 123 White Hall	315-792-3082, internationaleled@utica.edu
Suicide Prevention	Health and Wellness Center 204 Strebel Student Center 24 Hour Hotline	315-792-3094, hwc@utica.edu 315-732-6228, 844-732-6228
Tutoring & Test Preparation	Tutoring Services at the Learning Commons Frank E. Gannett Library, First Floor	315-792-3369, tutoring@utica.edu
Transcripts	Registrar's Office 123 White Hall	Follow the process on Bannerweb (unofficial), Official Transcript Request 315-792-3393, registrar@utica.edu

Commonly Called Numbers

Office/Contact/Information:	Number:	Office/Contact/Information:	Number:
Copy Center	315-792-3145	Library	315-792-3041
Dean of Students	315-792-3100	Mailroom	315-792-3144
Diversity, Equity, and Inclusion	315-792-3310	Radio Station-WPNR	315-792-3066/315-792-3069
Student Conduct & Community Standards	315-792-3363	Student Living & Campus Engagement	315-792-3285
Gym	315-792-3051	Tangerine	315-792-3065
Success Coaching	315-223-2555	Financial Aid	315-792-3179