

**The MBA for Professionals and Managers
Fall 2009 Enrolled Student Checklist**



To assist you in getting the semester off to a successful start, we ask that you please complete the following:

- 1. Update your contact information in EMBARC (*Evening MBA Registration Connection*)**

Our office will communicate with you using your e-mail(s), phone number(s) and postal address listed in EMBARC. Other University correspondence (such as messages about your University bill) will be sent to your uiowa.edu e-mail. Not all systems within the University (ISIS, ICON, EMBARC) communicate address change information with one another; updating it in one system will not automatically update it in the other.
- 2. Verify your course enrollment**

Review the information on the enclosed enrollment confirmation to ensure your enrollment in the correct course(s). If you notice an error in your Fall enrollment, please contact us.
- 3. Review course schedule information**

Given schedule updates may have occurred, it's important for you to review the course date, time, and room information at <http://www.biz.uiowa.edu/mbapm/courseschedule/>.
- 4. Order textbooks & related course materials**

The textbook listing is available at www.biz.uiowa.edu/mbapm/current/textbooks.cfm with updates posted as they occur. Order textbooks and hardcopy course packets on-line at <http://www.iowabook.com/textbooks.html> under Extension Courses, by phone at 319-337-4188 or in-person at Iowa Book and Supply, 8 S. Clinton St. in Iowa City. If your course or case packet is listed as available only at Iowa Book and Supply, it is not available electronically. Information on accessing any electronic course packets not available through Iowa Book and Supply will be posted on ICON.
- 5. Hawk ID & password**

Your Hawk ID and password allow you to access most online services at the University of Iowa (except EMBARC). If you are a new student, your Hawk ID and password will be sent in an e-mail from the Office of Admissions to your primary e-mail address as listed in EMBARC. The sender will be listed as adm-Hawk ID-information@uiowa.edu with a subject line of "Important University of Iowa Information." The password will follow in a separate e-mail. Please visit <http://hawkid.uiowa.edu> for more information about the Hawk ID. Be sure to set up the self-service password reset since your Hawk ID needs to be reset every 180 days. If you have not set up the password reset tool and need your password reset, contact Jolene Cole for assistance by calling toll-free 1-800-MBA-IOWA.
- 6. Set up UI e-mail**

All University of Iowa students are issued a uiowa.edu e-mail address/alias that the University uses to send communications. The e-mail address is typically in the format firstname-lastname@uiowa.edu. MBA-PM students can access their uiowa.edu e-mail in one of two ways: a) Create a Hawkmail e-mail account to access uiowa.edu e-mail **OR** b) Route uiowa.edu e-mail to an existing e-mail account. **The processes for setting up e-mail accounts have been updated. Please take a few minutes to review the details in the "UI E-mail Account" section at <http://www.biz.uiowa.edu/mbapm/current/resources.cfm> to ensure you have your e-mail correctly configured.**
- 7. Log in to ICON at <http://icon.uiowa.edu> to access your ICON site**

ICON (Iowa Courses Online) is an internet-based instructional tool where you will find the course syllabus as well as additional class information such as notes and announcements. Once the course site is available (approximately 1 week to 10 days before the course starts) instructors expect students to check the site regularly. See <http://www.biz.uiowa.edu/mbapm/current/icon.cfm> for ICON instructions. Your Hawk ID and password are required for ICON log-in.
- 8. Locate program site directions**

Information, including parking and driving directions, for each of our sites (Cedar Rapids, Des Moines, Iowa City, and Quad Cities) can be found on-line at <http://www.biz.uiowa.edu/mbapm/current/locations.cfm>.
- 9. Tuition billing & withdrawal procedures**

Tuition for the Fall 2009 is \$600 per semester hour (\$1,800 per 3 semester hour course). Your U-bill (University of Iowa bill) will be available for viewing on ISIS approximately the first of the month (hard copies are not mailed). You will receive an e-mail notification at your uiowa.edu or routed e-mail address when your U-bill becomes available. Any additional course material charges will be added to your October bill. The University Billing Office website at <http://www.uiowa.edu/ubill/> contains additional information regarding your U-bill, including payment options. Credit card payments are not accepted for tuition payment.

Visit <http://www.biz.uiowa.edu/mbapm/current/registration.cfm#changes> for withdrawal instructions. You will be accountable for a percentage of tuition for any course in which you are officially enrolled if not withdrawn prior to the first class session. See the enclosed Tuition Responsibility Schedule for details.