

# New Student Checklist

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The following checklist will help you keep track of all the items you need to take care of as you start the MBA-PM program. Contact us if you have any questions at 1-800-MBA-IOWA or [mbapm@uiowa.edu](mailto:mbapm@uiowa.edu).

## GETTING STARTED

### 1. \_\_\_\_\_ **Create a Profile in EMBARC**, the MBA-PM registration system

Log in to EMBARC (<https://www.biz.uiowa.edu/mbapm/registration-4-classes>) to:

- Request course registration each semester
- Update your personal contact information (this is important because MBA-PM correspondence is sent out to the address information on file in EMBARC)
- View the online photo directory

To create your profile, follow the EMBARC Registration Guidelines found at

[www.biz.uiowa.edu/mbapm/forms/reg\\_proced\\_embarc.pdf](http://www.biz.uiowa.edu/mbapm/forms/reg_proced_embarc.pdf). The username and password you assign here will only be valid for EMBARC, not any other UI system.

### 2. \_\_\_\_\_ **Begin to Create your Course Plan of Study**

An important step as you progress toward your MBA is figuring out which course(s) you would like to apply toward your plan of study and in what order. This can be accomplished in a few ways:

- Schedule an Advising Appointment ([www.biz.uiowa.edu/mbapm/advising\\_app/](http://www.biz.uiowa.edu/mbapm/advising_app/))
- Access Advising information online

Visit the Creating a Plan of Study page ([www.biz.uiowa.edu/mbapm/prospective/createpos.cfm](http://www.biz.uiowa.edu/mbapm/prospective/createpos.cfm)) page to view hints to keep in mind as you are selecting courses. Degree requirements and a course flow chart can be found at [www.biz.uiowa.edu/mbapm/prospective/curriculum.cfm](http://www.biz.uiowa.edu/mbapm/prospective/curriculum.cfm).

### 3. \_\_\_\_\_ **Request Course Registration via EMBARC**

- Log into EMBARC (<https://www.biz.uiowa.edu/mbapm/registration-4-classes>)
- At the EMBARC main page, select "Request A Course"

If registration has not yet begun, an unavailable note appears. If registration is underway, you will view a "Course Request" panel and can select the course(s) you wish to add.

### 4. \_\_\_\_\_ **Familiarize yourself with your Program Location Facilities**

The MBA-PM Locations web page ([www.biz.uiowa.edu/mbapm/current/locations.cfm](http://www.biz.uiowa.edu/mbapm/current/locations.cfm)) includes building hours, parking & driving directions as well as computer and wireless access.

### 5. \_\_\_\_\_ **Become Acquainted with UI Resources:**

General UI Resources: [www.biz.uiowa.edu/mbapm/current/resources.cfm](http://www.biz.uiowa.edu/mbapm/current/resources.cfm)

Pomerantz Business Library Resources: [www.biz.uiowa.edu/mbapm/current/library.cfm](http://www.biz.uiowa.edu/mbapm/current/library.cfm)

## UPON OFFICIAL ENROLLMENT

### 6. \_\_\_\_\_ HawkID

Once you have been formally admitted or officially enrolled, an email containing your UI HawkID and password will be sent from the Office of Admissions to the primary e-mail address you listed in EMBARC. The sender will be listed as [adm-Hawk ID-information@uiowa.edu](mailto:adm-Hawk ID-information@uiowa.edu) with a subject line of "Important University of Iowa Information." You will use this ID to log into University systems such as ISIS and ICON.

### 7. \_\_\_\_\_ Set Up Ulowa Email

Every University of Iowa (UI) student is assigned an email address/alias that the University uses to send official communications to. This is typically in the format [firstname-lastname@uiowa.edu](mailto:firstname-lastname@uiowa.edu).

**MBA-PM Students Must Choose One of these Two Options:**

#### **A) Create a Hawkmail Email Account to Access uiowa.edu Emails**

This option provides a separate account for students to maintain their university-related emails. *Advantage: A student's published University e-mail address/alias, will rarely, if ever, change. Students can give the address to others and never have to tell anyone to change their address book in the event of a job change or move to a different email carrier. Even alumni can use their UI e-mail address.*

##### **To Request a Hawkmail Account:**

- Log on to ISIS (<http://isis.uiowa.edu/>) using your HawkID and Password
- Click on My Ulowa / My Email / Request Email Account
- Complete the specified steps

##### **To Access HawkMail, go to <https://email.uiowa.edu>**

*Check this often as instructors use this address to communicate course-related time-sensitive information.*

**Optional Step – Limit the Mass Emails from On-campus UI Organizations** (*see instructions below*)

OR

#### **B) Route uiowa.edu Emails to an Existing Email Account**

This option allows MBA-PM students to receive their uiowa.edu emails in their work or home email account.

*Disadvantage: Students will need to remember to update any changes to the routed address.*

##### **To Route Your uiowa.edu Email Address/Alias:**

- Log on to ISIS (<http://isis.uiowa.edu/>) using your HawkID and Password
- Click on My Ulowa / My Email / Update Email Routing Address
- Complete the specified steps
- DO NOT REQUEST A HAWKMAIL EMAIL ACCOUNT

#### **Optional Step – Limit the Mass Emails Received from on-campus UI Organizations**

UI students will receive emails related to campus-wide student organizations and activities unless they "unsubscribe" from them. To opt out of receiving these emails follow these steps:

- Log on ISIS (<http://isis.uiowa.edu/>) using your HawkID and Password
- Click on My Ulowa / My Email / Email Account Filter
- Review the categories and un-check those you do not wish to receive

**Need Help with Email?** UI Help Desk: 319-384-HELP or <http://cs.its.uiowa.edu/exchange/hawkmail.shtml>.

### 8. \_\_\_\_\_ Familiarize Yourself with ISIS, the university-wide self-service information system.

(Use your HawkID and password log in.) MBA-PM students will use ISIS (<http://isis.uiowa.edu>) to:

- View University bill (U-Bill)
- Locate your student ID number
- View course grades
- Request official transcripts
- Obtain documentation for company reimbursement
- Check status of admission application
- Review financial aid history and application status
- Obtain enrollment verification certificates

Note: Many other ISIS features (like course registration) are designed for on-campus students. For example, ISIS is not used to add/drop MBA-PM courses or change registration through EMBARC.

### 9. \_\_\_\_\_ Tuition Payment

Tuition for the 2009–2010 academic year is \$600 per semester hour (\$1,800 per 3 semester hour course). Notification that University bills (U-Bills) are available for viewing on ISIS (<http://isis.uiowa.edu/>) will be emailed to your uiowa.edu email address on approximately June 1 for the summer session, August 1 for the fall semester, and January 1 for the spring semester. Your U-Bill will state the exact date payment is due. Please note credit card payments are not accepted for tuition payment. The Cashier's Office website ([www.uiowa.edu/~cashier/](http://www.uiowa.edu/~cashier/)) contains additional information regarding your U-Bill including payment options.

For financial assistance, contact the Office of Student Financial Aid: [www.uiowa.edu/~finaid/](http://www.uiowa.edu/~finaid/).

### 10. \_\_\_\_\_ Access your Course's Website on ICON (Iowa Courses Online)

Course information such as syllabus, handouts for the upcoming class session and announcements are available in ICON (Iowa Courses Online). Most course ICON sites are available approximately 1 week to 10 days prior to the start date of the course, and often an announcement and/or assignment will be posted. Once the course site is available, professors expect students to check the site at least weekly.

Directions to access your ICON course site:

- Log on at <http://icon.uiowa.edu/index.shtml> (using your HawkID and Password)
- On the main page in the My Courses section, click on the plus sign next to the appropriate semester
- Click on the course link. If a course link does not appear, that means the instructor has not yet activated the site; continue to check back daily until it is active.
- If you do not yet have your HawkID, you can access your course ICON site in a Preview status typically within one week prior to the class start date. To do so:
  - Go to <http://icon.uiowa.edu/index.shtml> and click on the "Preview login" link found directly under the "Log in to ICON" box.
  - Click the plus sign next to the appropriate semester to view course list.
  - Locate the course for which you are registered and click on to open.
- Generally you will find basic information on the main page news section and a syllabus or in the Content section.

### 11. \_\_\_\_\_ **Purchase Textbooks and Course Materials**

The textbook website ([www.biz.uiowa.edu/mbapm/current/textbooks.cfm](http://www.biz.uiowa.edu/mbapm/current/textbooks.cfm)) provides:

- A listing of required and optional books, materials, and/or course packets.
- Ordering information through Iowa Book & Supply can be found at [www.iowabook.com/textbooks.html](http://www.iowabook.com/textbooks.html) under Extension Courses.
- 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 sent before the start of class.

A Textbook Exchange discussion is on the MBA-PM ICON site <http://icon.uiowa.edu/index.shtml>.

### 12. \_\_\_\_\_ **Access the MBA-PM Website on ICON (Iowa Courses Online)**

The MBA-PM maintains a password-protected, online site exclusively for enrolled students in our classes. It is housed on ICON (Iowa Courses Online) (<http://icon.uiowa.edu/index.shtml>). Examples of the information available on this site include:

- College and School of Management policies and procedures
- Detailed Student Services information including registration and schedule information
- Frequently asked questions
- Discussion boards that can connect students to each other across all sites. Topics include:
  - Carpooling, tutoring and study group interest
  - Textbook exchange
  - New student announcements such as marriage, new baby, promotions, job openings

Directions to access this site:

- Log on to ICON (<http://icon.uiowa.edu/index.shtml>) using your HawkID and Password
- On the main page in the My Courses section, click on the "Ongoing" plus sign
- Select the "MBA for Professionals and Managers" link.

### 13. \_\_\_\_\_ **International Students Only: Official Marks Sheets**

If you haven't done so already, you will need to bring to the Office of International Admissions your official marks sheets (transcripts) and diploma, as well as a translated copy if the original is not in English. The originals are required for review but will be returned to you. Often MBA-PM staff can make arrangements with students to pick up the official marks sheets and hand-deliver them to the Office of Admissions and then personally return them to you. To make such arrangements email [mbapm@uiowa.edu](mailto:mbapm@uiowa.edu) or call 1-800-MBA-IOWA.

### 14. \_\_\_\_\_ **Optional – Obtain a Student ID Card**

Learn more about how to obtain an ID card on the MBA-PM ICON site at <http://icon.uiowa.edu/index.shtml>.