GETTING STARTED GUIDE

We are so glad that you have decided to continue your Iowa MBA experience by participating in the MBA Alumni Scholarship Program. This Getting Started Guide should walk you through your first steps, to make sure that everything is set up for your first class. While some of these steps may be familiar to you, the MBA Alumni Scholarship Program does have a few different policies and procedures than our other MBA programs. If you need any help or have questions about getting started, please don’t hesitate to contact me. Good luck and welcome back to Tippie!

Lisa O. Smith, Educational Support Services Coordinator
Professional MBA Program
University of Iowa | Tippie College of Business
108 John Pappajohn Business Building, Suite W160 | Iowa City, IA 52242
319-335-0679 | 800-MBA-IOWA | lisa-o-smith@uiowa.edu

ACTIVATE HAWKID

The HawkID is your personal identification used along with your HawkID password to access most online services at the University of Iowa. After you complete your online application, you will receive an email from adm-hawkid-gdinformation@uiowa.edu. This email will include a link to set up your HawkID and password.

You will use this ID to log into student access systems such as:

- **MyUI**
  - View course schedule
  - Pay for tuition and fees (U-Bill)
  - View student profile and administrative site

- **ICON (Iowa Courses Online)**
  - Course communications
  - Class content
  - Class assignments

- **Email (via Office 365)**
  - Main email for student communication
  - Options available for forwarding and limiting mass emails
Log into MyUI

Once you log into MyUI (myui.uiowa.edu) with your HawkID and password you will be able to:

- View University Bill (U-Bill)
- Locate your student ID number
- Access the PMBA Student Portal and PMBA Online Photo Directory
- View course grades
- Request official transcripts
- Obtain documentation for company reimbursement
- Obtain enrollment verification certificates

Create your University Account (Office 365)

- Log into MyUI (myui.uiowa.edu) using your HawkID and password
  - Click on the Student Records tab and scroll down to My UIowa
  - Click on My Email and Request Email Account
  Note: Your email account should be activated the next business day
- Forward your messages to an existing account (i.e., Gmail, yahoo)
  - Access your account at office365.uiowa.edu
  - Open your email inbox
  - Click on the “Settings” gear in upper right-hand corner of your screen
  - Select “Options”
  - Choose the “Forwarding” option, check the “Start Forwarding” button, enter the appropriate address,
    and click “Save”
- Adjust other email settings, such as setting up mobile devices, adjusting your signature, and more in the
  “Options” section
Adjust your Email Settings, Including Routing your Email

- Review Email Options on My Email page on MyUI
  - Email Account Filter – to reduce the number of emails you receive from UI departments/student organizations outside the College of Business
  - Antispam Tool – to change your spam probability default and select the spam level acceptable to you
  - IMPORTANT: Check to make sure you email is routed correctly
    - Click Email Routing Address
    - Make sure your email is routed to Hawkmail Office 365
- Access your account at office365.uiowa.edu

Need Help with Email? UI Help Desk: (319) 384-HELP or its.uiowa.edu/office365.
STUDENT PORTAL

The Student Portal is an important resource for the Professional MBA Program. The portal has basic information about your education and job history, as well as a photo directory.

Set up your Profile

- Log into MyUI
- On the Student Records tab, click Professional MBA Student Portal - https://apps.biz.uiowa.edu/mbastudentportal
- Click on My Information button – review/update your information and save the changes
- Opt-in to the Online Photo Directory
  - Click on My PMBA Communications button
  - Check the box under Manage Photo Directory Permissions
- If you haven’t already had a photo taken by a Professional MBA staff member, stop at any PMBA Program site reception desk and ask to have your photo taken, or email a photo to lisa-o-smith@uiowa.edu
- Your photo will be uploaded within 10 days

Photo Directory

The PMBA Online Photo Directory, which includes other Professional MBA student’s profiles, helps to foster networking within the program. It can also be a great resource for group projects.

- Log into MyUI
- On the Student Records tab, click on Professional MBA Student Portal - https://apps.biz.uiowa.edu/mbastudentportal (under Student Life Management section)
- Click on PMBA Online Photo Directory button

If you have any challenges accessing the portal, contact us at professionalmba-registration@uiowa.edu
REGISTRATION

Request Course Registration
View available courses at [http://tippie.uiowa.edu/mbapm/prospective/mba-alumni.cfm](http://tippie.uiowa.edu/mbapm/prospective/mba-alumni.cfm). Approximately four weeks before the start of registration, the new schedule will be available. Please note that the course selection available to MBA Alumni Scholarship Program students can vary from the published student schedule.

MBA Alumni enroll in courses by submitting the registration form to Lisa Smith. You are not able to register through MyUI.

Once the registration process is complete, a confirmation email will be sent out by Lisa. You are officially enrolled in the course after receiving the enrollment confirmation email.

Registration Dates
Students will be registered for courses starting on the dates listed below.

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
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<tbody>
<tr>
<td>Summer 2016</td>
<td>April 15th</td>
</tr>
<tr>
<td>Fall 2016 and Fall Intersession</td>
<td>July 1st</td>
</tr>
<tr>
<td>Spring 2016 and Spring Intersession</td>
<td>December 1st</td>
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Dropping a Course
MBA Alumni Scholarship Program students drop courses by filling out the drop form (attached at the end of this document). You must drop the course prior to midnight on the first day of the course in order to avoid paying any portion of the tuition. The email receipt of drop form to Lisa Smith determines effective date of withdrawal.

You will be held to at least 10% tuition responsibility for any course in which you are officially enrolled unless your withdrawal is received prior to midnight the day before the first day of the class (i.e., you must drop the course by 11:59 p.m. the day before the course starts). For web courses, the 1st date listed on the schedule is considered the 1st day of the course. For 5-day courses, the 1st in-person class date is considered the 1st day of the course.
Tuition Responsibility Schedule

The Tuition Responsibility Schedule shows the last date by which withdrawal from a course must be received to avoid tuition responsibility, as well as when 10%, 25%, 50%, 75%, and 100% tuition responsibility are in effect.

<table>
<thead>
<tr>
<th>If drop form received:</th>
<th>Tuition Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of 1st class session through day prior to 2nd class session</td>
<td>10% tuition</td>
</tr>
<tr>
<td>Day of 2nd class session though day prior to 3rd class session</td>
<td>25% tuition</td>
</tr>
<tr>
<td>Day of 3rd class session through day prior to 4th class session</td>
<td>50% tuition</td>
</tr>
<tr>
<td>Day of 4th class session through day prior to 5th class session</td>
<td>75% tuition</td>
</tr>
<tr>
<td>Day of 5th class session and after</td>
<td>100% tuition</td>
</tr>
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</table>

*Note: In the case of a drop form received after the course begins, the student will pay the % of the $995 and will receive the same % of the scholarship. If you have already paid for the course you are dropping, an adjustment will be made on your University bill when you are held to less than 100% tuition. You will need to call the Billing office to receive a refund.

If you do not attend class, it does not constitute course withdrawal. Failure to provide official notice of withdrawal may result receiving a grade of "F" in the course. The last day to withdraw from a class without receiving a letter grade of “F” is one week prior to the class end date.

This Tuition Responsibility Schedule is specific to this program, which is separate and sometimes different from the University’s Tuition Responsibility Schedule.

Grade Policy

MBA Alumni Scholarship Program students are not able to take courses pass/fail. All courses must be taken for a letter grade and will be reflected in official transcripts. Courses taken through the MBA Alumni Scholarship Program will be added to your Academic Record.
TUITION, PAYMENT OPTIONS, AND COURSE CHARGES

Tuition for Professional MBA Program courses are $1,995. You will see a tuition assessment of $1,995 on your U-Bill, but will receive a $1,000 scholarship that reduces your total cost to $995. Notification that University Bills (U-Bills) are available for viewing on MyUI under “Student Records” (myui.uiowa.edu) will be emailed to your @uiowa.edu email address on approximately:

- Summer Semester - June 1
- Fall Semester – August 1
- Winter Term – December 1
- Spring Semester – January 1

Your U-Bill will state the exact date payment is due. Please note credit card payments are not accepted for tuition. The University Billing Office web site (http://ubill.fo.uiowa.edu) contains additional information regarding your U-Bill and payment options.

Employer Deferred Tuition Payment Plan

If you receive full or partial tuition reimbursement from your employer, you have an option to defer payment of your tuition until after the semester ends. Only tuition charges are eligible for deferred payment. For more details, see the University Billing Office website (http://ubill.fo.uiowa.edu/payment-options) in the “Employer Deferment” section.

For additional information on financing your education, visit tippie.uiowa.edu/professionalmba/current/financing.cfm.

Course Material Charges

Many courses will use case studies or simulations in conjunction with or in place of a textbook. These cases and simulations are typically purchased by the Professional MBA office. The cost of these materials will be charged to your account during the first week of classes and should appear on your U-Bill the first month after classes begin. The approximate cost of these materials is posted on the textbook listing website every semester. (tippie.uiowa.edu/professionalmba/current/textbooks.cfm).

Students who are enrolled in courses that will have additional U-Bill charges will be notified via email both a week before the start of class and after the charge has been applied. Any student who drops this course prior to midnight the day before the first day of the class (i.e., you must drop the course by 11:59 p.m. the day before the course starts) will NOT be assessed this fee. If you drop the course thereafter, you will be assessed the full charges.

Course material charges are not eligible for Employer Deferment.
IOWA COURSES ONLINE (ICON)

ICON provides course information such as syllabi, handouts, and instructor announcements. Most Professional MBA course ICON sites are available approximately 7-10 days prior to the start date of the course. Check your course ICON site prior to the first class session as many courses have important announcements and/or assignments.

Directions to Access ICON

- Log on at icon.uiowa.edu (using your HawkID and password)
- On the Main Page / My Courses section, select the appropriate semester from the drop-down
- 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
  - You will find specific course information on the main page news section and a syllabus in the Content section of each course.

Preview Status

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 icon.uiowa.edu and click on the “Non-UI Guests/Preview User Login” link found directly under the “HawkID Login” button
  - Enter the username “preview” and password “preview”
  - Locate the course for which you are registered and click

Notification Alert

Review the Notifications section to receive alerts when new content has been posted to your ICON pages.

- Click on your username in the upper right area of the page
- Select “Settings”
- Choose the Notifications tab, review/update your options, and save
TEXTBOOK INFORMATION

The textbook website (tippie.uiowa.edu/professionalmba/current/textbooks.cfm) provides:

- A listing of required and optional books, materials, and/or course packets
  - An estimated course supplies charge will also be listed
- Ordering information for Iowa Book & Supply can be found at the bottom of the textbook page
- If your course or case packet is listed as available only at Iowa Book & Supply, it is not available electronically
- Information on accessing any electronic course packets that are not available through Iowa Book & Supply will be available on your course ICON site

STUDENT RESOURCES

Student ID Card

While not required, many PMBA students choose to get a UI Student ID card. Student ID cards with photos are issued at the beginning of the fall and spring semesters; instructions are provided by your site directors when available. Non-photo Student ID cards are available all year. Learn more at tippie.uiowa.edu/professionalmba/current/ui-resources.cfm.

UI Resources and Services

Our website has many resources, including tutorial videos, geared for our current students. This is a great place to start when searching for additional help for your classes or for questions about UI services. Review fundamental business concepts (accounting, finance, quantitative skills, and statistics) at your own pace, so that you can arrive on your first day of class ready to learn at a higher level.

More skill refresher information can be found at tippie.uiowa.edu/professionalmba/current/ui-resources.cfm.

Pomerantz Business Library Resources

Looking for resources for your MBA courses? The Pomerantz Business Library has many tools that can help with class projects, papers, and research. This webpage also outlines circulation privileges and distance-education document delivery service. More information can be found at tippie.uiowa.edu/professionalmba/current/library.cfm.