NEW STUDENT GUIDE
Iowa MBA, Business Analytics, and Graduate Certificate Students
# NEW STUDENT CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Summary - Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate HawkID (page 2)</td>
<td>Once admitted, you will receive an email from <a href="mailto:admissions@uiowa.edu">admissions@uiowa.edu</a> with set-up instructions.</td>
</tr>
<tr>
<td>Set-up University of Iowa Email Account in MyUI (page 4)</td>
<td>Email account will be set up once HawkID/password is created. All program communication will be sent to your University of Iowa email address. <em>(HELPFUL HINT: You can forward uiowa.edu emails from Office365 to your existing email account.)</em></td>
</tr>
<tr>
<td>RSVP for New Student Welcome Event (page 5)</td>
<td>Register to attend: New Student Events web page</td>
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<tr>
<td>Set-up Initial Advising Appointment with your Advisor (page 5)</td>
<td>Sign up based on your assigned Learning Center:</td>
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<tr>
<td></td>
<td>Cedar Rapids</td>
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<td>Des Moines</td>
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<td>Quad Cities</td>
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<td></td>
<td>Online</td>
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<tr>
<td>Complete New Student Orientation in ICON (page 6)</td>
<td>You will receive an email notifying you that you have been added to our Orientation website, which is comprised of self-paced modules.</td>
</tr>
<tr>
<td>Update Student Portal &amp; Opt-in to Online Photo Directory (page 6)</td>
<td>1) Update your information</td>
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<tr>
<td></td>
<td>2) Opt-in to and view the photo directory</td>
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<tr>
<td></td>
<td>3) Upload photo</td>
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<tr>
<td>Register for Courses in MyUI (page 7)</td>
<td>MyUI.uiowa.edu (Courses / Registration tab)</td>
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<tr>
<td></td>
<td>MBA Course Schedule</td>
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<td></td>
<td>Business Analytics Course Schedule</td>
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<tr>
<td>Confirm Tuition Payment Arrangements (page 8)</td>
<td>Review deadlines and forms to submit for</td>
</tr>
<tr>
<td></td>
<td>a) Self-Pay Full Balance</td>
</tr>
<tr>
<td></td>
<td>b) Self-Pay Deferred Plan</td>
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<td></td>
<td>c) Employer Deferred Payment Option</td>
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<td>Financial Assistance: Review University Bill through MyUI</td>
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<tr>
<td>Verification Letters (page 8-9)</td>
<td>Find enrollment, schedule and/or tuition verifications under MyUI, Student Information tab, Documentation &amp; Reports section, Verifications link.</td>
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<tr>
<td>Complete &quot;Not Anymore&quot; training (page 9)</td>
<td>Check your uiowa.edu email account for link to complete this required online training.</td>
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<tr>
<td>Purchase Textbooks (page 10)</td>
<td>MBA Textbooks</td>
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<tr>
<td></td>
<td>MSBA Textbooks</td>
</tr>
<tr>
<td>Review Technology Requirements &amp; Considerations for Online Courses (page 11)</td>
<td>View helpful technology considerations including hardware recommendations and information on proctored exams.</td>
</tr>
<tr>
<td>Send Transcripts (if your admission was contingent on receiving an official transcript from a prior institution) (page 11)</td>
<td>Official transcripts should be sent directly from the institution to Office of Admissions. Mail to 108 Calvin Hall, Iowa City, IA 52242 OR Email to <a href="mailto:adm-transcript@uiowa.edu">adm-transcript@uiowa.edu</a>.</td>
</tr>
<tr>
<td>Review Course Information on ICON (page 11)</td>
<td>View important course information <a href="https://icon.uiowa.edu">https://icon.uiowa.edu</a></td>
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<td></td>
<td>HELPFUL HINT: Set notifications to receive updates</td>
</tr>
<tr>
<td>Review Student Services Resource ICON Site (page 12)</td>
<td>You will receive an email notifying you when you have been added to this resource ICON site.</td>
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ACTIVATE HAWKID

The HawkID is your personal identification used along with your HawkID password to access most online services at the University of Iowa. You received an email with set up instructions from admissions@uiowa.edu after getting admitted to the program. 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
  - Apply for graduation

- **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
MyUI

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
- Complete an Employer Deferment Request
- Enroll in courses (once registration period has begun)
- Access the Student Portal and Online Photo Directory
- View course grades
- Request official transcripts
- Obtain documentation for company reimbursement
- Review financial aid history and application status
- Obtain enrollment verification certificates
SET UP @UIOWA EMAIL

Create your University Account (Office 365). All communication from our program will be sent solely to your University of Iowa email account.

- A few hours after you activate your HawkID and password, your Office 365 account and UI email will be generated automatically.
  - You can access your Outlook email at https://office365.uiowa.edu by logging in with your HawkID and password.
  - From the Office 365 home screen, click on the Outlook icon.
- Each student can review Email Options on My Email page on MyUI
  - IMPORTANT: DO NOT update your email routing address on this page

**Forward Your UI Email Address:**
- If you want to forward your messages to an existing account (i.e., Gmail, yahoo) that you already regularly check, please review complete instructions on the ITS website: How to Forward Email From Your Office 365 Account to an Alternate Account.

**Other Outlook Settings:** i.e., setting up mobile devices, adjusting your signature – go to the "Options" section of your email inbox in https://office365.uiowa.edu.

**Set Email Filters to Unsubscribe From UI Organization and Research Messages:**
- UI departments and organizations outside of the Tippie College of Business will send you messages unless you set filters to restrict which organizations can send you an email.
- To reduce the number of optional emails you will receive from various departments:
  - Log into MyUI.
  - Click on the "Student Information" tab.
  - In the "MY UIOWA" section, click on the "My Email" link.
  - Uncheck the applicable boxes and click on the "Update My Email Preferences" button.

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

Sign up for the Virtual New Student Welcome Event

- Attend a new student welcome event to learn more about what to expect in the program and meet fellow classmates.
- RSVP and find detailed information on our New Student Events web page.

Set-up Advising Appointment

- Schedule an advising appointment online. (Click the MSBA or MBA photo below to go to the advising website.)

Schedule an Advising Appointment

We encourage you to meet regularly with your advisor, who can help you craft a personalized plan of study, review your progress toward graduation, and talk with about your experience in general.

Current students are encouraged to schedule appointments with their University of Iowa email address. If scheduling an appointment with a personal email, please be aware that notifications may be sent to junk/spam folders.

In preparation for your meeting, you should review the following tools to help you select courses, including:

- Degree requirements (MBA, MSBA)
- A course flowchart (MBA, MSBA)
- Planning Guides
  - Iowa MBA Planning Guide
  - Business Analytics Planning Guide
Complete New Student Orientation
This online, self-paced orientation "course," which takes about an hour to complete, will cover graduate program basics, such as curriculum, registration, and UI systems; tips for starting out; and available resources to help you along the way. You will be added to the course a day or two after you activate your uiowa email.

- Log into ICON (using your HawkID and password)
- Click on Canvas Home in the gold bar
- Click on Courses in the left menu, then click on the Business Analytics & Iowa MBA Online Orientation link

STUDENT PORTAL
The Student Portal is an important resource for Iowa MBA, MSBA, and Certificate students. The portal has basic information about your education and job history, as well as a photo directory.

Set Up Your Profile
- Log into the Student Portal
- Click on My Information button – review/update your information and save the changes
- Click on My Communications button
  - Check the box under Manage Photo Directory Permissions to Opt-in to the Online Photo Directory
  - Upload a photo for the directory using the link provided.

Photo Directory
The Online Photo Directory, which includes other MBA, MSBA, and Certificate student profiles, helps to foster networking within Graduate Management Programs. It can also be a great resource for group projects.
- Log into the Student Portal (found on the current student web page for your program, in the Useful Links section)
- Click on the Online Photo Directory button
If you have any challenges accessing the portal, contact us at tippie-gradservices@uiowa.edu.
REGISTER FOR COURSES

Request Course Registration
The course schedule is posted online approximately four weeks before the start of registration.

MBA Course Schedule
Business Analytics Course Schedule

- Registration start dates are available online (MBA Registration Dates and MSBA Registration Dates).
- Enroll in courses via MyUI. Registration instructions can be found in the MyUI Quick Start Guide at Quick Guide.

You may find this chart helpful when searching for a course.

<table>
<thead>
<tr>
<th>Location</th>
<th>Course Section Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Rapids</td>
<td>Iowa MBA: 0EXC</td>
</tr>
<tr>
<td></td>
<td>Business Analytics: 0EXB</td>
</tr>
<tr>
<td>Iowa City</td>
<td>Iowa MBA: 0EXI</td>
</tr>
<tr>
<td></td>
<td>Business Analytics: 0EXB</td>
</tr>
<tr>
<td>Des Moines</td>
<td>Iowa MBA: 0EXD</td>
</tr>
<tr>
<td></td>
<td>Business Analytics: 0EXA</td>
</tr>
<tr>
<td>Quad Cities</td>
<td>Iowa MBA: 0EXQ</td>
</tr>
<tr>
<td></td>
<td>Business Analytics: 0EXF</td>
</tr>
<tr>
<td>Online</td>
<td>Iowa MBA: 0EXO, 0EXW, 0EXV, 0EXR</td>
</tr>
<tr>
<td></td>
<td>Business Analytics: 0EXP, 0EXT</td>
</tr>
<tr>
<td>Global Learning Opportunity (MBA students only)</td>
<td>0EXG, 0EXL</td>
</tr>
</tbody>
</table>
Drop Policy/Tuition Responsibility Schedule
The Graduate Management Programs, including Iowa MBA, Business Analytics (Master’s and Certificate), and Professional Certificate Programs, follow a different tuition responsibility schedule than the general University. You are expected to know and understand these deadlines and responsibilities.

The policy states that you can drop a course through MyUI up until 11:59 pm the day before the listed course start date in MyUI. Dropping after this point requires you to email the Graduate Management Programs Registration Office Tippie-Grad-Registration@uiowa.edu with the course name and reason for the drop. (Do NOT request a drop in MyUI.) If you drop a course on or after the listed course start date in MyUI, you will be responsible for a minimum of 10% of the tuition. The tuition amount you are responsible for paying increases over days/weeks spent in class. Details are explained in the Tuition Responsibility Schedule.

Not attending class does not constitute withdrawal. Failure to provide official notice of withdrawal, as outlined on the program website and in emails from Tippie GMP, may result in receiving a grade of F in the course.

Course Materials: If you drop before 11:59 pm the day before the listed course start date in MyUI, you will not be responsible for course material charges. If you withdraw after that point, you will be held to the full cost of any required course materials typically charged to your U-Bill (cases, simulations, course packets).

TUITION, PAYMENT OPTIONS, AND TUITION VERIFICATION
Tuition for the academic year is $700 per semester hour ($2,100 per 3 semester hour course). 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 website (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 in the "Employer Deferment" section.

For additional information on financing your education, visit Financial Assistance.

Financial Aid
If you are fully admitted to either the Iowa MBA or Master’s of Business Analytics Program, you may be eligible to apply for financial aid. (Students pursuing a Graduate Certificate are not eligible.) For detailed information about this topic, visit the University of Iowa Financial Aid website.
Enrollment and Tuition Verification
You may print an enrollment and tuition verification within MyUI, using the following steps:

1) Click on the Student Information header located on the top gold bar of the MyUI home page
2) Under “Documentation and Reports”, click on “Verifications”
3) Select “Enrollment Verification”, “Grades/Tuition Report”, and/or “Class Schedule and Grades/Tuition” depending on your needs

These reports may also be used at the end of a semester when grades are finalized.

“NOT ANYMORE” TRAINING

Complete “Not Anymore” training
We are committed to creating a campus where all students can feel safe and successful. In support of this, The University of Iowa requires all new students to take a two part ‘Not Anymore’ sexual misconduct training. Even if you completed this program as an undergraduate or at a different institution. Not Anymore is an online, video-based sexual assault prevention program to prepare students with important skills and knowledge to address sexual misconduct (including sexual violence, sexual harassment, stalking, and dating/partner violence), safety, and bystander intervention.

Part 1 – You will receive an email sent to your Hawkmail (uiowa.edu) account approximately 3 weeks prior to the start of classes with information and instructions on how to complete this training. Part 1 takes roughly one hour to complete.

Part 2 – Approximately 3-4 weeks after the start of the semester you will receive an email sent to your Hawkmail (uiowa.edu) account with instructions on how to complete part 2 of this training. Part 2 takes roughly 20 minutes to complete.

The email containing instructions on how to complete this training will be sent from ui-ipv-prevention@uiowa.edu. Be sure to keep an eye on your Hawkmail (uiowa.edu) account so you don’t miss important information. Please feel free to email ui-ipv-prevention@uiowa.edu with any questions.

Please note: Failure to complete both parts of Not Anymore training by the listed due date in your email notification will result in a hold placed on your registration until the training is complete. Your registration hold will NOT be lifted automatically. You must email your completion certificates, along with your student ID and HawkID, to ui-ipv-prevention@uiowa.edu. The registration hold will be lifted within three business days of receiving the required information.
TEXTBOOK INFORMATION

Textbook details can be found on your program's website.

MBA Textbooks
MSBA Textbooks

The textbook web page provides:

- A listing of required and optional books, materials, and/or course packets
- 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

A Textbook Exchange discussion board is accessible on our Student Services Resource Site in ICON.

Course Material Charges

Many courses will use case studies or simulations in conjunction with or in place of a textbook. If the students are responsible for purchasing these cases and simulations, they will be listed on the textbook website.

Enrolled students who 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. The approximate cost of these charges is posted on the textbook listing website every semester. 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.

TECHNOLOGY REQUIREMENTS & CONSIDERATIONS FOR ONLINE COURSES

Review the Technology Requirements and Considerations for Online Courses on our website. You will find information on:

- Computer Hardware
- Technology Considerations
- Proctored Examinations

Need the latest version of Microsoft Office? As a UI student, you can get popular software for a fraction of the retail price through the Campus Software Program. Just need it for a short while? Get the program you need online through Virtual Desktop. For details, go to the University of Iowa ITS website.
SEND OFFICIAL TRANSCRIPTS (IF APPLICABLE)

If your admission was contingent on receiving an official transcript from a previous institution, please request those now, before classes begin and you have homework to worry about. \( \text{Please note: You may begin classes prior to submitting your official transcript, however, you must submit them prior to the end of your first semester.} \)

Official transcripts should be sent directly from the institution to the Office of Admissions:

Mail - 108 Calvin Hall; Iowa City, IA 52242

Please review the Transcripts page on our website for complete details regarding both domestic and international transcripts.

IOWA COURSES ONLINE (ICON) – CLASS

ICON provides course information such as syllabi, handouts, and instructor announcements. Most 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 Your Course on ICON

- Log on at https://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.

Set Notification Alerts

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
STUDENT SERVICES RESOURCE ICON SITE

The Student Services Resource ICON site is exclusively for Business Analytics (MS & Certificate), Iowa MBA, and Professional Certificate students. This site is designed to serve as a reference tool you can access throughout your time as a graduate student. You will have exclusive access to information not available on our Tippie website.

You will receive a notification that you have been invited to the ICON site a day or two after you activate your uiowa email. Please accept the invitation and then you will be able to access all of the information.

- Log into ICON (using your HawkID and password)
- Click on Canvas Home in the gold bar
- Click on Courses in the left menu, then click on the Student Services Resource Site course link