# NEW STUDENT CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Summary - Link</th>
</tr>
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<tbody>
<tr>
<td>Complete the Electronic Intent to Enroll Form (page 2)</td>
<td>The link to this form is within your welcome email from Assistant Dean Colleen Downie.</td>
</tr>
<tr>
<td>Activate HawkID (page 3)</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>
</tbody>
</table>
| Adjust settings to Uiowa email account (page 5)                      | Email account will be set up once HawkID/password is created  
HELPFUL HINT: You can forward uiowa.edu emails from Office365 to Your existing email account (directions on pg 5) |
| RSVP for New Student Orientation (page 6)                            | Register and attend per location: New Student Orientation |
| Set up Initial Advising Appointment with Site Director (page 6)       | Register and attend per location: Advising Appointment |
| Register for Courses through MyUI (page 7)                           | MyUI.uiowa.edu (Registration tab).  
PMBA course schedule: http://tippie.biz.uiowa.edu/professional-mba/courses  
HELPFUL HINT: Find courses easily by site section number – EXC, EXD, EXQ, EXW, EXP |
| Confirm Tuition Payment Arrangements (page 8)                        | Review deadlines and forms to submit for  
a) Self-Pay Full Balance  
b) Self-Pay Deferred Plan  
c) Employer Deferred Payment Option  
Financial Assistance  
Review University Bill through MyUI – MyUI.uiowa.edu |
| Verification Letters (page 8)                                        | Find enrollment, schedule and/or tuition verifications under MyUI.uiowa.edu, Student Information tab, Documentation & Reports section, Verifications link. |
| Visit ICON (page 9)                                                  | View important course information https://icon.uiowa.edu/  
HELPFUL HINT: Set notifications to receive updates |
| Update PMBA Student Portal & Opt-in to PMBA Online Photo Directory (page 10) | 1) Update your information  
2) Opt-in to and view the photo directory  
https://apps.biz.uiowa.edu/mbastudentportal  
3) Email photo to professionalmba-support@uiowa.edu |
| Purchase Textbooks (page 10)                                         | Materials listed online: Textbooks |
NEW STUDENT GUIDE

INTENT TO ENROLL FORM

The Intent to Enroll form lets us know that you accept our offer of admission and that you intend to enroll in courses. Submitting the form does not lock you into starting that semester. If plans change, you can email or call to let us know.

You received a Welcome email that directed you to fill out the Intent to Enroll form. Otherwise, you can access the form by logging in to the Tippie Applicant Portal.
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

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Dear [Name],

To access [URL], our online service center for applicants and students, you must create your HawkID and password. To create your HawkID and password, please click the link below and follow the instructions.

[Click here to create your HawkID and password]

Used extensively throughout the university, the [URL] contains information about admissions, course offerings, finances, registrar services, and more. Please establish your HawkID and password soon to take advantage of these features.

If you have questions or need assistance with access to [URL], please call us at 319-335-1039. You can also email us at admissions@uiowa.edu.

The University of Iowa
Office of Admissions
Iowa City, IA 52242
www.uiowa.edu

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MyUI

**Log into**

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

- View University Bill (U-Bill)
• Locate your student ID number
• Enroll in courses (once registration period has begun)
• Access the PMBA Student Portal and PMBA 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)

• As soon as a student is admitted to the program and establishes his/her HawkID and password, the ITS department will create their uiowa email account.
• Each student can 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: DO NOT update your email routing address on this page

- Access your account at office365.uiowa.edu

Adjust your Email Settings, Including Routing your Email (optional)
- 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

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

NEW STUDENT EVENTS

Set up Advising Appointment
- Schedule an advising appointment online at Advising Appointment
In preparation for your meeting, visit the Creating your plan page (https://tippie.uiowa.edu/current-students/mba-students/professional-mba/course-planning/plan-study) to view hints to help you select courses, including:

- Degree requirements
- A course flow chart
- Plan of study worksheets

Sign up for New Student Orientation

- Attend an orientation at your site of interest to learn more about what to expect in the program and to build skills that will be used throughout the program
- RSVP and find detailed information at New Student Orientation

REGISTER FOR COURSES

Request Course Registration

View the course schedule (Course Schedule). Approximately four weeks before the start of registration, the new schedule will be available.
• Registration start dates are available online on the Registration Information page.
  o Registration opens at 8:00am
  o Full Admits begin registration one week before PreMBA students
• Professional MBA students enroll in courses via MyUI. Registration instructions can be found in the MyUI Quick Start Guide at Quick Guide.

Drop Policy/Tuition Responsibility Schedule
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 1st 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.

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

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

For more information and view the entire Tuition Responsibility Schedule, please visit Tuition Responsibility.
TUITION, PAYMENT OPTIONS, AND TUITION VERIFICATION

Tuition for the Professional MBA Program academic year is $665 per semester hour ($1,995 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 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 Financial Assistance.

Financial Aid

Full admits are eligible to apply for financial aid. For detailed information about this topic, visit the University of Iowa Financial Aid website: http://financialaid.uiowa.edu/graduate.

Enrollment and Tuition Verification

You may print an enrollment and tuition verification within MyUI (https://myui.uiowa.edu/my-ui/home.page), 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.
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

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
**TEXTBOOK INFORMATION**

The textbook website ([Textbooks](#)) 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

**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.

**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 PMBA Profile**

- Log into the Professional MBA Student Portal - [https://apps.biz.uiowa.edu/mbastudentportal](https://apps.biz.uiowa.edu/mbastudentportal)
- Click on My Information button – review/update your information and save the changes
- Click on My PMBA Communications button
  - Check the box under Manage Photo Directory Permissions to Opt-in to the Online Photo Directory
- Email a photo for the directory to lisa-meaney@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 the Professional MBA Student Portal - [https://apps.biz.uiowa.edu/mbastudentportal](https://apps.biz.uiowa.edu/mbastudentportal) *(found on Current PMBA web page, in Useful Links section)*
- Click on PMBA Online Photo Directory button

If you have any challenges accessing the portal, contact us at [professionalmba-registration@uiowa.edu](mailto:professionalmba-registration@uiowa.edu).