The following should be completed by the end of your junior year:

**ACADEMIC ADVISING**

- Meet with your Academic Advisor to confirm you have met all admission to major requirements.
  Lubar Hall N297, 414-229-5271
  - Complete the Admission to Major application online at [lubar.uwm.edu/mylubar](http://lubar.uwm.edu/mylubar)
  - Plan your semester and discuss your timeline for graduation.
  - Review the number of credits remaining for any majors, minors, certificates, etc. and any prerequisites that may affect the sequencing of your classes.
  - Check your progress by answering the following:
    - Have you taken or are you enrolled in the 300-level core course in your intended major?
    - What major electives/courses are you going to take for your major?
    - Do you want to double major or add a certificate to your degree plan?
    - What internship opportunities have you found that provide career-related experience?

- Know your program’s requirements.
  - Track your progress by reviewing your academic requirements in PAWS.
  - For instructions on accessing your Advisement Report see [advisement.uwm.edu](http://advisement.uwm.edu).

- Monitor your PAWS account and email daily through Office 365.
  - Watch for important emails from the Lubar School and UWM.

- Ensure your finances are in order:
  - Check into Financial Aid: [finaid.uwm.edu](http://finaid.uwm.edu).
  - Pay tuition.
  - Apply for scholarships:
    - Lubar School: [lubar.uwm.edu/scholarships](http://lubar.uwm.edu/scholarships).
    - UWM: [scholarships.uwm.edu](http://scholarships.uwm.edu).

- Use [lubar.uwm.edu/mylubar](http://lubar.uwm.edu/mylubar) for Student Service resources.

- If interested, begin to research graduate and professional schools with the Graduate Program Services office.
  Lubar Hall N251, 414-229-5403
  - Review GPA and other standardized test requirements.
  - Learn what personal statements and other application essays require and how to write them.

**CAREER ADVISING**

- Meet with your Career Advisor to develop plans for your professional internship.
  Lubar Hall N203, 414-229-5445
  - Update your resume and have it critiqued.
  - Discuss which major electives will best work with your career plans.
  - Revise career goals and plans.
  - Complete Bus Adm 300 – Career and Professional Development.
  - Obtain a professional internship and relevant experience.
You are halfway there! It is time to enrich the experiences and knowledge you’ve gained during the first two years as a Lubar student.

- Attend Career Services Center sponsored events.
  - Attend the Employer Panel “How to Make an Impression at a Career Fair” in September and February.
  - Network at the following:
    • All Majors Career Fair (October)
    • Lubar Career Fair (February)
    • Just in Time Fair (May)

- Continue to use Career Resources.
  - Reactivate your PantherJOBS account and update information.
  - Sign up for on-campus interviews through PantherJOBS. Some employers interview in fall for summer internships.
  - Build contacts in LinkedIn: [linkedin.com](https://linkedin.com).
  - Watch for emails on Lubar School sponsored internships, such as LaMacchia, Delwin C. and Jacobus, and other opportunities.

### PERSONAL DEVELOPMENT

- Enrich your academic experiences.
  - Explore Study Abroad Opportunities—as part of a group or on your own—as a way to improve your understanding of the diverse cultures of the world and begin developing the skills needed for a business career in the global market. Contact your Advisor or the Study Abroad Office:
    • Garland Hall, Room 138, 414-229-4846, [studyabroad.uwm.edu](http://studyabroad.uwm.edu).
  - Take on a leadership role in a Lubar Business Student Organization.

- Speak with Faculty and Staff about specializations and current trends in your areas of interest.
  - Continue to meet with faculty and staff to build relationships and act as a positive reference for you.
  - Connect with business professionals in the Multicultural Mentoring Program.

- Obtain relevant professional experience.
  - Secure an internship or part-time job that allows you to gain experience and apply what you are learning.
  - Network with professionals tied to your major.
  - Join professional organizations, such as the American Marketing Association (AMA) or Society of Human Resources Management (SHRM).