MBA & MS
NEW STUDENT CHECKLIST

☐ Email: outlook.office365.com
  • All official UWM communication is sent to your UWM email
  • Tutorial: uwm.edu/o365
  • If you are having trouble logging in to any of your UWM online accounts contact the Help Desk at 414-229-4040 or go to epantherid.uwm.edu

☐ Register for classes/Make last-minute changes: paws.uwm.edu
  • You will need to use the online PAWS system to register and make changes to your schedule. Check PAWS for your enrollment appointment. You can register on or after your designated registration date
  • Visit the class schedule at uwm.edu/schedule for detailed information about important dates, deadlines, tuition information, as well as course offerings

☐ Pay tuition: uwm.edu/bfs/
  • You must complete the University Credit Agreement in PAWS before making any tuition payment. The Credit Agreement can be found in the Finances section of your PAWS Student Center
  • Payment can be made at the Bursar’s Office in Mitchell Hall, Room 285. Students must pay their full tuition/fee payment before classes begin. Installment Payment Plan information is available at Mitchell Hall Room 295, 414-229-4526, or email questions to: bursar@bfs.uwm.edu

☐ Financial Aid/Veterans Affairs: Mellencamp Hall, Room 162, 414-229-4541,
  uwm.edu/financialaid/ or uwm.edu/mebo/
  • File your FAFSA at fafsa.ed.gov/ (March 1 is the Priority Filing Date)

☐ Get a UWM Panther ID Card: uwm.edu/onestop/my-info
  • ID cards are made in Union Room 143
  • There is a $10.00 ID fee
  • They are available at any time after you are admitted and are used to access computer labs, the library, obtain your U-Pass and for many other services

☐ Buy books: uwm.ecampus.com
  • Required course materials can be located on your PAWS account through “my class schedule”
  • Course books can be ordered at the UWM online site or through a third party vendor.
  • If ordered through UWM, books can be shipped to you or picked up in the UWM Panther Shop, located in the union on the 1st floor - east. 414-229-4201

CONTINUED ON REVERSE
Bus pass/Parking: Parking and Transit Office, Union, Room G25, 414-229-4000, parking.uwm.edu
- Registered students are entitled to a free Milwaukee County Bus Pass (U-Pass). U-Pass is available for pick-up about a week before the beginning of each semester.
- Parking is very limited on campus. Please refer to a campus map to locate surface lots with meter parking or park under the Lubar School or Union at a rate of $2.00 per hour. Check with Parking and Transit for hours.
- Many students choose to park at one of UWM’s off-campus parking lots and take a free shuttle. Student parking is available in the Northwest Quadrant Parking Structure for $60/month or $6.00 daily.

Get to know the campus
- UWM Graduate School Student Services Office - Mitchell Hall, Room 261, 414-229-6569, graduateschool.uwm.edu. Lubar School contact is Chris Parks, ccp2@uwm.edu
- Bursar’s Office (tuition and fees) - Mitchell Hall, Room 285, 414-229-4914, uwm.edu/bfs/depts/bursar/
- Center for International Education - Garland Hall, Room 138, 414-229-3757, uwm.edu/CIE/
- Financial Aid - Mellencamp Hall, Room 162, 414-229-4541, uwm.edu/financialaid/
- Help Desk - Bolton Hall, Room 225, 414-229-4040, uwm.edu/technology/help/
- Klotsche Center for Physical Education - Klotsche Center, 414-229-5287, uwm.edu/recsports
- Libraries - Golda Meir Library, 414-229-4785, uwm.edu/libraries
- Military Education Benefits Office - Mellencamp Hall, Room 168A, 414-229-6627, uwm.edu/mebo
- Norris Health Center - Norris Health Center, 414-229-4716, uwm.edu/Norris/
- Registrar’s Office - Mellencamp Hall, Room 274, 414-229-3800, uwm.edu/studentaffairs/em/Registrar/
- Testing Center - Mellencamp Hall, Room B28, 414-229-4689, uwm.edu/des/testing

Get to know the Lubar School of Business
- Lubar Graduate Student Services - Lubar Hall, Room N251, 414-229-5403, lubar.uwm.edu/graduate
- Lubar Career Services - Lubar Hall, Room N203, 414-229-5445, lubar.uwm.edu/careerservices
- Lubar School Computer Lab – Lubar Hall, Room N234
- Graduate 2-Year Course Schedule – Access G-Drive on lubar.uwm.edu, click on “Graduate 2-Year At a Glance”
- Selected Class Syllabi – Access G-Drive on lubar.uwm.edu, click on “Class Syllabi”

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