

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/onestop/finances/billing-and-payment

- 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 UWM Student Financial Services located in Mellencamp Hall, Room 110, student-finances@uwm.edu or 414-229-4914. Students must pay their full tuition/fee payment before classes begin.

☐ **Financial Aid/Veterans Affairs:** Mellencamp Hall 168A or email vets@uwm.edu uwm.edu/onestop/finances 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/retailservices/panthercard

- Students can submit a photo online, by logging into the GET UWM site to upload a selfie at uwm.edu/retailservices/use-your-selfie. Then visit the PantherCard Office when notified that the ID is available. Student Union E151 across from the Bookstore.
- There is a \$20.00 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.

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. U-Pass also offers a mobile app. uwm.edu/transportation/wisgo-customer-sign-up
 - 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
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Get to know the campus

- ___ UWM Graduate School Student Services Office - Mitchell Hall, Room 261, 414-229-6569, graduateschool.uwm.edu
 - ___ Student Financial Services (tuition and fees) - Mellencamp 162, 414-229-4914, uwm.edu/onestop
 - ___ 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/urec
 - ___ Libraries - Golda Meir Library, 414-229-4785, uwm.edu/libraries
 - ___ Military Education Benefits Office - Mellencamp Hall, Room 168A, 414-229-6627, uwm.edu/mebo
 - ___ Student Health and Wellness Center, NWQD, 7th and 8th floors, 414-229-7429, uwm.edu/wellness
 - ___ Registrar's Office - Mellencamp Hall, Room 274, 414-229-3800, uwm.edu/registrar
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Get to know the Lubar College of Business

- ___ Lubar Graduate Student Services - Lubar Hall, Room N251, 414-229-5403, lubar.uwm.edu/gradadvising
- ___ Lubar Career Services - Lubar Hall, Room N203, 414-229-5445, lubar.uwm.edu/careerservices
- ___ Lubar School Computer Lab – Lubar Hall, Room N234
- ___ Utilize My Lubar for graduate student information & forms, lubar.uwm.edu/mylubargrad
 - Graduate 2-Year Course Schedule
 - Selected Class

Phone: **414-251-5252**

Email: **mba-ms@uwm.edu**

lubar.uwm.edu



Lubar College of Business