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

ACADEMIC ADVISING

- Meet with your Academic Advisor to confirm you have been advanced to your major.
  - Lubar Hall N297, 414-229-5271
- 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, located in the dropdown menu.
- 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.
  - Pay tuition.
  - Apply for scholarships:
    - Lubar School: lubar.uwm.edu/scholarships.
    - UWM: scholarships.uwm.edu.
- Use lubar.uwm.edu/mylubar for Student Service resources.
- If interested, begin to research graduate and professional schools with the Graduate Program Services office.
  - mba-ms@uwm.edu, 414-251-5252
- 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.
  - Network at multiple career fairs offered throughout the year.

- Continue to use Career Resources.
  - Reactivate your Handshake account and update information.
  - Sign up for on-campus interviews through Handshake. 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)