

# **NEW STUDENT GUIDE**

**Iowa MBA, Business Analytics, and Graduate Certificate Students**

**IOWA**

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**Tippie College of Business**

# NEW STUDENT CHECKLIST

✓	ITEM	Summary - Link
	Activate Hawk ID (page 2)	Once admitted, you will receive an email from <a href="mailto:admissions@uiowa.edu">admissions@uiowa.edu</a> with set-up instructions.
	Set-up University of Iowa Email Account in MyUI (page 4)	Email account will be set up once Hawk ID/password is created. All program communication will be sent to your University of Iowa email address. ( <i>HELPFUL HINT: You can forward uiowa.edu emails from Office365 to your existing email account.</i> )
	RSVP for New Student Welcome Event (page 5)	Register to attend: <a href="#">New Student Events web page</a>
	Set-up Initial Advising Appointment with your Advisor (page 5)	Sign up based on your assigned Learning Center: <a href="#">Cedar Rapids</a> <a href="#">Des Moines</a> <a href="#">Online</a>
	Complete New Student Orientation in ICON (page 6)	You will receive an email notifying you that you have been added to our Orientation website, which is comprised of self-paced modules.
	Update Student Portal & Opt-in to Online Photo Directory (page 6)	<ol style="list-style-type: none"> <li>1) Update your information</li> <li>2) Opt-in to and view the <a href="#">photo directory</a></li> <li>3) Upload photo</li> </ol>
	Register for Courses in MyUI (page 7)	<a href="#">MyUI Home page</a> (Courses / Registration tab) <a href="#">MBA Course Schedule</a> <a href="#">Business Analytics Course Schedule</a>
	Confirm Tuition Payment Arrangements (page 8)	Review deadlines and forms to submit for <ol style="list-style-type: none"> <li>a) Self-Pay Full Balance</li> <li>b) Self-Pay Deferred Plan</li> <li>c) Employer Deferred Payment Option</li> </ol> <u>Financial Assistance:</u> Review University Bill through <a href="#">MyUI</a>
	Verification Letters (page 8-9)	Find enrollment, schedule and/or tuition verifications under <a href="#">MyUI</a> , Student Information tab, Documentation & Reports section, Verifications link.
	Complete "Not Anymore" training (page 9)	Check your uiowa.edu email account for link to complete this required online training.
	Purchase Textbooks (page 9)	<a href="#">MBA Textbooks</a> / <a href="#">Business Analytics Textbooks</a>
	Technology Requirements & Considerations for Online Courses (page 10)	View helpful technology considerations including hardware recommendations and information on proctored exams.
	Send <a href="#">Transcripts</a> (if your admission was contingent on receiving an official transcript from a prior institution) (page 10)	Official transcripts should be sent directly from the institution to Office of Admissions. Mail to 108 Calvin Hall; Iowa City, IA 52242 OR Email to <a href="mailto:admissions@uiowa.edu">admissions@uiowa.edu</a> .
	Review Course Information on ICON (page 11)	View important course information <a href="https://icon.uiowa.edu">https://icon.uiowa.edu</a> <i>HELPFUL HINT: Set notifications to receive updates</i>
	Review Student Services Resource ICON Site (page 12)	You will receive an email notifying you when you have been added to this resource ICON site.
	Business Analytics students: Course waiver information (page 12)	If you meet criteria listed, you may be able to take a test to determine if BAIS:6050 can be waived

## ACTIVATE HAWKID

The Hawk ID is your personal identification used along with your Hawk ID password to access most online services at the University of Iowa. You received an email with set up instructions from [admissions@uiowa.edu](mailto:admissions@uiowa.edu) after getting admitted to the program. This email will include a link to set up your Hawk ID 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



Dear \_\_\_\_\_ :

To access [MyUI](#), 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 [MyUI](#) 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 [MyUI](#), please call us at 319-335-3847. You can also email us at [admissions@uiowa.edu](mailto:admissions@uiowa.edu).

The University of Iowa  
Office of Admissions  
Iowa City, IA 52242  
[www.uiowa.edu](http://www.uiowa.edu)

[APPLY](#) | [REQUEST INFORMATION](#) | [ACADEMICS](#) | [AREAS OF STUDY](#) | [FINANCES](#) | [ABOUT IOWA](#) | [CONTACT US](#)

# MyUI

## Log into MyUI

Once you log into MyUI (<https://myui.uiowa.edu/my-ui/home.page>) with your Hawk ID and password you will be able to:

- View University Bill (U-Bill)
- Locate your student ID number
- Complete an Employer Deferment Request
- Enroll in courses (once registration period has begun)
- Access the Student Portal and 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

The screenshot displays the MyUI dashboard interface. At the top is a yellow navigation bar with the MyUI logo and menu items: HOME, COURSES / REGISTRATION, STUDENT INFORMATION, FINANCIAL AID & BILLING, and ICON. Below the navigation bar are two main sections: STUDENT LEARNING and STUDENT INFORMATION. The STUDENT LEARNING section features a row of seven service tiles: ICON, Course Evaluations, Study Spaces, Printing, LinkedIn Learning, Academic Support, and UI Libraries. The STUDENT INFORMATION section features a grid of 28 service tiles, including Academic Calendar, Address Change, Advising Appointment, Advising Notes / Files, Admissions Profile, Course Browse / Registration, Degree Application, Degree Audit, Email Tools, Financial Aid, Grade Report, MyPlans, My Schedule, Name Pronunciation, News & Information, Office 365, Orientation, Preferred Name/Pronouns, Programs Of Study, Registrar Forms, Sample Plans, Scholarship Portal, Sex and Gender, Textbooks, Theme Semester, Transcript Request, UBill, and Verifications. A 'More' button is located at the bottom of the grid. To the right of the main content area is an 'ADMISSIONS' section with a 'My Admissions Profile' link and an 'UPCOMING ACADEMIC DEADLINES' section listing dates from JUL 1, 2020 to JUL 14, 2020 with associated academic events.

**MyUI** HOME COURSES / REGISTRATION STUDENT INFORMATION FINANCIAL AID & BILLING ICON

**STUDENT LEARNING** **ICON**

- ICON
- Course Evaluations
- Study Spaces
- Printing
- LinkedIn Learning
- Academic Support
- UI Libraries

**STUDENT INFORMATION**

- Academic Calendar
- Address Change
- Advising Appointment
- Advising Notes / Files
- Admissions Profile
- Course Browse / Registration
- Degree Application
- Degree Audit
- Email Tools
- Financial Aid
- Grade Report
- MyPlans
- My Schedule
- Name Pronunciation
- News & Information
- Office 365
- Orientation
- Preferred Name/Pronouns
- Programs Of Study
- Registrar Forms
- Sample Plans
- Scholarship Portal
- Sex and Gender
- Textbooks
- Theme Semester
- Transcript Request
- UBill
- Verifications
- More

**ADMISSIONS**

[My Admissions Profile](#)

**UPCOMING ACADEMIC DEADLINES**

**JUL 1, 2020**  
Final grades must be in "Approved" status by this date [Summer 2020 - 6 Week I]

**JUL 3, 2020**  
Independence Day - University Holiday--No Classes, Offices Closed [Summer 2020 - 6 Week II]

**JUL 4, 2020**  
Fourth of July - Federal Holiday - No Classes [Summer 2020]

**JUL 6, 2020**  
Last day for undergraduates to add courses or drop courses without a W Last day for undergraduates to add or change P-N or audit status and late register [Summer 2020 - 6 Week II]  
Last day for graduate students to add or change S-U status  
Last day for graduate students to late register or add courses [Summer 2020 - 6 Week II]  
Last day to drop individual courses in order to reduce tuition and fee assessment [Summer 2020 - 6 Week II]

**JUL 6, 2020 - JUL 12, 2020**  
Withdrawal of entire registration--student held to 50% of tuition and mandatory fees [Summer 2020 - 6 Week II]

**JUL 6, 2020 - JUL 13, 2020**  
Attendance Class Lists Open [Summer 2020 - 6 Week II]

**JUL 13, 2020**  
Attendance Class Lists Due [Summer 2020 - 6 Week II]  
Withdrawal of entire registration--student held to 100% of tuition and mandatory fees [Summer 2020 - 6 Week II]

**JUL 14, 2020**

## SET UP @UIOWA EMAIL

Create your University Account (Office 365). All communication from our program will be sent solely to your University of Iowa email account.

- A few hours after you activate your Hawk ID and password, your Office 365 account and UI email will be generated automatically.
  - You can access your Outlook email at <https://office365.uiowa.edu> by logging in with your Hawk ID and password.
  - From the Office 365 home screen, click on the Outlook icon.
- Each student can review Email Options on My Email page on MyUI
  - IMPORTANT: DO NOT update your email routing address on this page

MyUI HOME COURSES / REGISTRATION STUDENT INFORMATION FINANCIAL AID & BILLING ICON

Student Information > Email

### EMAIL

[Request Email Account](#) ⓘ  
All students are able to request a University email account. This page will take you through the process of setting up the account and will let you know what your account name is.

[Update Email Routing / Forwarding Address](#) ⓘ **DO NOT USE THIS LINK TO FORWARD YOUR EMAILS!**  
You have a firstname-lastname@uiowa.edu email address set up when you are admitted to the University (this is known as your alias). Typically, your alias points to your University email account (e.g., hawkid@iowa.uiowa.edu -- this is known as your email routing address). If you would like to redirect your email to a different account (e.g., aol, hotmail) you can update your email routing address via this page.

[Email Account Filter](#) ⓘ  
All students are able to filter their email account from unwanted email. This page will show you what you can have filtered into/out of your email account.

[Antispam Tool](#) ⓘ  
By default, email with a spam probability of 99% or greater is blocked. Select this link to learn more about spam filtering or to change the strength of your spam filter.

[Hawkmail](#) ⓘ  
This link is for Hawkmail web-based email. Use your HawkID and HawkID password to log in.

[Office 365](#) ⓘ  
This link is for Office 365 web-based email. Use your HawkID and HawkID password to log in.

### Forward Your UI Email Address:

- If you want to forward your messages to an existing account (i.e., Gmail, yahoo) that you already regularly check, please review complete instructions on the ITS website: [How to Forward Email From Your Office 365 Account to an Alternate Account](#).

**Other Outlook Settings:** i.e., setting up mobile devices, adjusting your signature – go to the “Options” section of your email inbox in <https://office365.uiowa.edu>.

### Set Email Filters to Unsubscribe From UI Organization and Research Messages:

- UI departments and organizations outside of the Tippie College of Business will send you messages unless you set filters to restrict which organizations can send you an email.
- To reduce the number of optional emails you will receive from various departments:
  - Log into [MyUI](#).
  - Click on the “Student Information” tab.
  - In the “MY UIOWA” section, click on the “My Email” link.
  - Uncheck the applicable boxes and click on the “Update My Email Preferences” button.

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

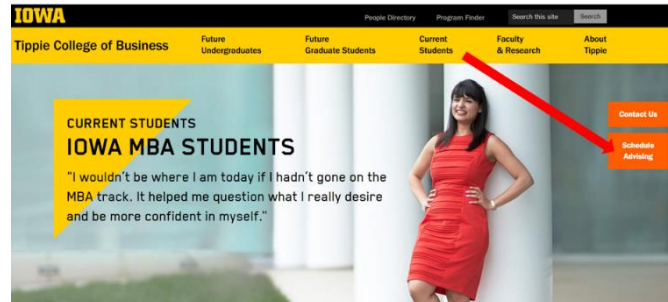
# NEW STUDENT EVENTS

## Sign up for the Virtual New Student Welcome Event

- Attend a new student welcome event to learn more about what to expect in the program and meet fellow classmates.
- RSVP and find detailed information on our [New Student Events web page](#).

## Set-up Advising Appointment

- Schedule an advising appointment online. (Click the MSBA or MBA photo below to go to the advising website.)



## Schedule an Advising Appointment

We encourage you to meet regularly with your advisor, who can help you craft a personalized plan of study, review your progress toward graduation, and talk with about your experience in general.

Current students are encouraged to schedule appointments with their University of Iowa email address. If scheduling an appointment with a personal email, please be aware that notifications may be sent to junk/spam folders.

### Select your Learning Center

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**Online**  
Select this option if your designated Learning Center is "Online." ➤

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**Cedar Rapids**  
Select this option if your designated Learning Center is "Cedar Rapids." ➤

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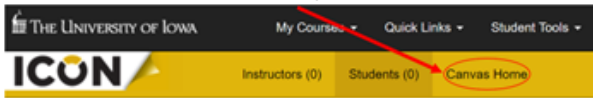
**Des Moines**  
Select this option if your designated Learning Center is "Des Moines." ➤

- In preparation for your meeting, you should review the following tools to help you select courses, including:
  - Degree requirements ([MBA](#) , [MSBA](#))
  - A course flowchart ([MBA](#) , [Business Analytics](#))
  - Planning Guides
    - [Iowa MBA Planning Guide](#)
    - [Business Analytics Planning Guide](#)

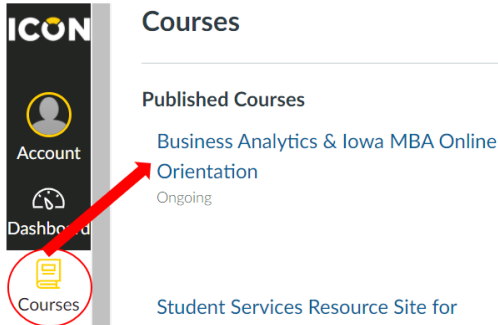
## Complete New Student Orientation

This online, self-paced orientation “course,” which takes about an hour to complete, will cover graduate program basics, such as curriculum, registration, and UI systems; tips for starting out; and available resources to help you along the way. You will be added to the course a day or two after you activate your uiowa email.

- Log into [ICON](#) (using your Hawk ID and password)
- Click on Canvas Home in the gold bar



- Click on Courses in the left menu, then click on the Business Analytics & Iowa MBA Online Orientation link



## STUDENT PORTAL

The Student Portal is an important resource for Iowa MBA, MSBA, and Certificate students. The portal has basic information about your education and job history, as well as a photo directory.

### Set Up Your Profile

- Log into the [Student Portal](#)
- Click on My Information button – review/update your information and save the changes
- Click on My Communications button
  - Check the box under Manage Photo Directory Permissions to Opt-in to the Online Photo Directory
  - Upload a photo for the directory using the link provided.

### Photo Directory

The Online Photo Directory, which includes other MBA, MSBA, and Certificate student profiles, helps to foster networking within Graduate Management Programs. It can also be a great resource for group projects.

- Log into the [Student Portal](#) (found on the current student web page for your program, in the Useful Links section)
- Click on the Online Photo Directory button

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

# REGISTER FOR COURSES

## Request Course Registration

The course schedule is posted online approximately four weeks before the start of registration.

[MBA Course Schedule](#)

[Business Analytics Course Schedule](#)

- Registration start dates are available online ([MBA Registration Dates](#) and [Business Analytics Registration Dates](#)).
- Enroll in courses via [MyUI](#). Review the [Preparing for Registration](#) section to familiarize yourself on how to register.

You may find this chart helpful when searching for a course.

Location	Course Section Identifiers
Cedar Rapids	Iowa MBA: 0EXC Business Analytics: 0EXB
Iowa City	Iowa MBA: 0EXI Business Analytics: 0EXB
Des Moines	Iowa MBA: 0EXD Business Analytics: 0EXA
Online	Iowa MBA: 0EXO, 0EXN, 0EXR Business Analytics: 0EXP, 0EXT
Global Learning Opportunity (MBA & MSBA students only)	0EXG, 0EXL

## Drop Policy/Tuition Responsibility Schedule

The [Tuition Responsibility Schedule](#) for Graduate Management Programs (GMP) is different than the general University; please *only* refer to this schedule and disregard any other tuition responsibility-related information you may find in other UI websites and communications or in MyUI. You may drop a course through MyUI up until 11:59 pm the day before the listed course start date. Dropping after this point requires you to email the GMP Registration office at [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) with the course name and the reason for the drop. (DO NOT request a drop in MyUI, as it will not be processed.) If you drop on or after the course start date, you will be responsible for paying a minimum of 10% of the tuition. The tuition amount you are responsible for paying increases over time as the class progresses. Note that accelerated courses, including winter classes, may have official start dates that are prior to the date of the first class session.

Not attending class does not constitute a course drop. Failure to provide official notice of the drop may result in receiving a grade of "F" in the course.

Iowa MBA and/or Professional Certificate(s): The last day to drop a class without receiving an "F" letter grade is one week prior to the class end date listed in MyUI or, for winter only, the day prior to the last class session date listed in MyUI.

MSBA and/or Business Analytics Certificate: The last day to drop a class without receiving an "F" letter grade can be found by looking up the course in the [Course Deadlines webpage](#) and looking at the "Last day to drop without dean's approval, graduate" date. Note that the GMP's tuition responsibility schedule will be used to assess tuition.



## TUITION, PAYMENT OPTIONS, AND TUITION VERIFICATION

Notification that University Bills (U-Bills) are available for viewing on [MyUI](#) under “Student Records” 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 website (<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](#) in the “Employer Deferment” section.

For additional information on financing your education, visit [Financial Assistance](#).

### Financial Aid

If you are admitted to either the Iowa MBA or Master of Business Analytics Program, you may be eligible to apply for financial aid. (Students pursuing a Graduate Certificate are not eligible.) For detailed information about this topic, visit the [University of Iowa Financial Aid website](#).

### Enrollment and Tuition Verification

You may print an enrollment and tuition verification within [MyUI](#), 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.

## “NOT ANYMORE” TRAINING

### Complete “Not Anymore” training

We are committed to creating a campus where all students can feel safe and successful. In support of this, The University of Iowa requires all new students to take a two part 'Not Anymore' sexual misconduct training. Even if you completed this program as an undergraduate or at a different institution. Not Anymore is an online, video-based sexual assault prevention program to prepare students with important skills and knowledge to address sexual misconduct (including sexual violence, sexual harassment, stalking, and dating/partner violence), safety, and bystander intervention.

**Part 1** – You will receive an email sent to your Hawkmail (uiowa.edu) account approximately 3 weeks prior to the start of classes with information and instructions on how to complete this training. Part 1 takes roughly one hour to complete.

**Part 2** – Approximately 3-4 weeks after the start of the semester you will receive an email sent to your Hawkmail (uiowa.edu) account with instructions on how to complete part 2 of this training. Part 2 takes roughly 20 minutes to complete.

The email containing instructions on how to complete this training will be sent from [ui-ipv-prevention@uiowa.edu](mailto:ui-ipv-prevention@uiowa.edu). Be sure to keep an eye on your Hawkmail (uiowa.edu) account so you don't miss important information. Please feel free to email [ui-ipv-prevention@uiowa.edu](mailto:ui-ipv-prevention@uiowa.edu) with any questions.

**Please note: Failure to complete both parts of Not Anymore training by the listed due date in your email notification will result in a hold placed on your registration until the training is complete.** Your registration hold will NOT be lifted automatically. You must email your completion certificates, along with your student ID and HawkID, to [ui-ipv-prevention@uiowa.edu](mailto:ui-ipv-prevention@uiowa.edu). The registration hold will be lifted within three business days of receiving the required information.

## TEXTBOOK INFORMATION

Textbook details can be found on your program's website.

[MBA Textbooks](#)

[Business Analytics Textbooks](#)

The textbook web page provides:

- A listing of required and optional books, materials, and/or course packets
- 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.

## TECHNOLOGY REQUIREMENTS & CONSIDERATIONS FOR ONLINE COURSES

Review the [Technology Requirements and Considerations for Online Courses](#) on our website. You will find information on:

- Computer Hardware
- Technology Considerations
- Proctored Examinations

Need the latest version of Microsoft Office? As a UI student, you can get popular software for a fraction of the retail price through the Campus Software Program. Just need it for a short while? Get the program you need online through Virtual Desktop. For details, go to the [University of Iowa ITS website](#).

## SEND OFFICIAL TRANSCRIPTS (IF APPLICABLE)

If your admission was contingent on receiving an official transcript from a previous institution, please request those now, before classes begin and you have homework to worry about. *(Please note: You may begin classes prior to submitting your official transcript, however, you must submit them prior to the end of your first semester.)*

Official transcripts should be sent directly from the institution to the Office of Admissions:

Mail - 108 Calvin Hall; Iowa City, IA 52242

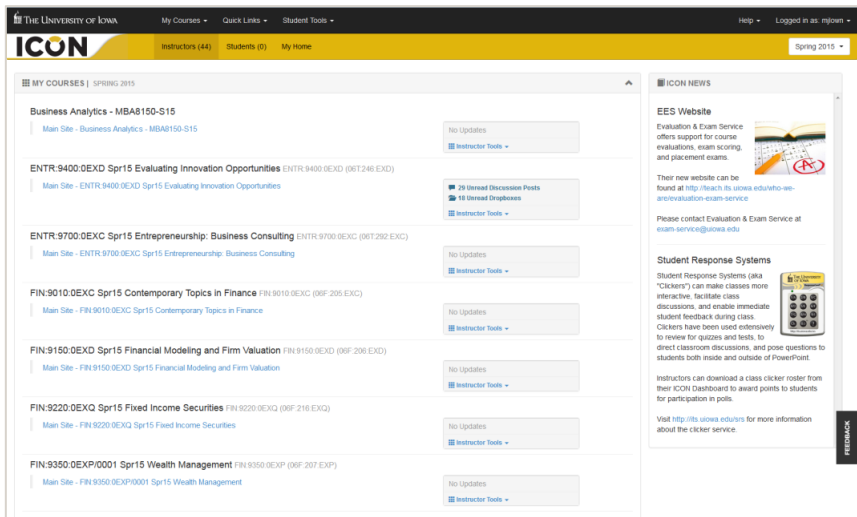
Please review the [Transcripts page](#) on our website for complete details regarding both domestic and international transcripts.

# IOWA COURSES ONLINE (ICON) – CLASS

ICON provides course information such as syllabi, handouts, and instructor announcements. Most 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 pre-work to complete prior to your class beginning.

## Directions to Access Your Course on ICON

- Log on at <https://icon.uiowa.edu> (using your Hawk ID 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.



## Set Notification Alerts

Review the Notifications section to receive alerts when new content has been posted to your ICON pages.

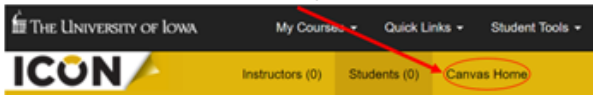
- Click on your username in the upper right area of the page
- Select **“Settings”**
- Choose the Notifications tab, review/update your options, and save

## STUDENT SERVICES RESOURCE ICON SITE

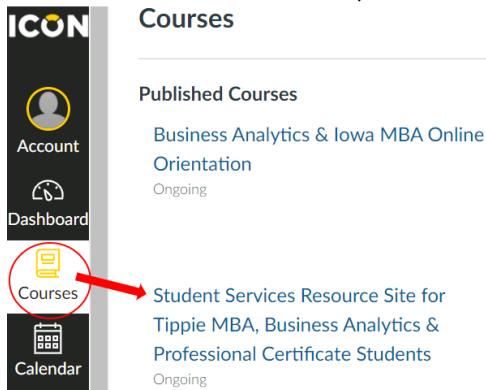
The Student Services Resource ICON site is exclusively for Business Analytics (MS & Certificate), Iowa MBA, and Professional Certificate students. This site is designed to serve as a reference tool you can access throughout your time as a graduate student. You will have exclusive access to information not available on our Tippie website.

You will receive a notification that you have been invited to the ICON site a day or two after you activate your uiowa email. Please accept the invitation and then you will be able to access all the information.

- Log into [ICON](#) (using your Hawk ID and password)
- Click on Canvas Home in the gold bar



- Click on Courses in the left menu, then click on the Student Services Resource Site course link



## COURSE WAIVER INFORMATION FOR BUSINESS ANALYTICS STUDENTS

**Business Analytics Students (MS or Certificate):** If you meet one of the following criteria, you can take a test to determine if BAIS:6050 Data Management and Visual Analytics can be waived:

- 3 or more years working directly with databases, including database managers or administrators or database application developers
- Previous database management course at undergraduate or graduate level with a grade of B or better, verified by transcripts

Please complete the [waiver test request form](#). (Please note, you will need to enter your Hawk ID and password to access the form.)