



New Bryan School Graduate Student Checklist
for MBA, MS, MSITM, MSIB, and Graduate Certificate Students

Before You Start:

- ❑ Activate your University email and create your password. These credentials will be your log in for your i-Spartan email, the campus internet, Canvas, print stations, the computer lab, etc.
- ❑ [Create a PIN](#) so you can log on to your [UNCGenie](#) profile. UNCGenie is where you can view your financial aid, make tuition payments, register for classes, and see your semester class schedule.
 - You will need your University ID number in order to create a PIN. This number is included in your acceptance letter.
- ❑ Contact your department to set up an initial advising appointment with your academic advisor. At your advising appointment, you will receive a registration code that allows you to register for courses.
 - You complete course registration through UNCGenie. There is a “How To” video on the *Incoming Bryan Graduate Student* webpage.
- ❑ Pay tuition through UNCGenie or through the [Cashier's Office](#).
 - Payment deadlines can be found [here](#).
 - The Cashier's Office also has semester-by-semester breakdowns of tuition and fees.
- ❑ Buy your textbooks, [online](#) or in-person at the Elliot University Center.
 - If you're not sure what books you need or do not have access to a class syllabus yet, you can look up what course materials are needed based on your semester, course number, and course section.
- ❑ [Get a Spartan ID Card](#) online or in person at 106 Moran Commons (Fountain Dining Hall).
 - If you are an on-campus student, your Spartan ID is a necessary tool. It serves as your official University ID to check out library books and use print stations on campus, and you can store money on it for food or bookstore purchases.
- ❑ [Get a parking pass](#) – the Parking Operations Office is located at the Walker Parking Deck on Stirling Street.
- ❑ If you are an **on-campus student**, you will need to [submit verification of health insurance](#) or you may choose to enroll in the Student Health Insurance Plan.
- ❑ If you are a **full time student***, you will need to submit [immunization forms](#).
 - Click here for more information on the [immunization and medical history requirements](#).
 - *Full time means you are a full credit load, daytime student, or a student living on campus.

Useful Preparation Tips and Tools:

- ❑ A laptop and/or computer access is necessary for coursework and some classes. If you need assistance, check out the [UNCG Student Laptop Program](#).
- ❑ Review basic math concepts and brush up on your Excel skills on our resource page and through the Excel Prep Module in Canvas.
- ❑ Bryan School Career Services – Set up an appointment with our Manager of Career and Professional Development for help with resumes, mock interviews, internship and career searches, and more! Email at (email).

Other:

- ❑ Have you registered for Orientation or Base Camp*? If not, please RSVP via the links on our *Incoming Bryan Graduate Student* webpage.
 - *Base Camp is only required for MBA Early Career Professional students.
- ❑ Set up and/or update your LinkedIn profile.
- ❑ Find us on Facebook and Twitter!