



**UNC
GREENSBORO**
Bryan School of
Business and Economics

UNCG MBA, Graduate Certificates in Business Foundations, and Marketing

Fall 2024

Checklist for Newly Admitted Students:

1. Claim your computer accounts (login for iSpartan, campus wireless, Canvas, computer lab etc.)
[ITS will send you an email to the email address listed on your application.](#)
2. Schedule your advising appointment by calling the Bryan Graduate Programs Office at 336-334-5390 or emailing mba@uncg.edu.
3. Complete [UNCG MBA New Student Onboarding Canvas course](#) by Tuesday, August 20, 2024.
4. Be sure to complete the module, “Tips for Success from an Advisor” prior to your advising appointment. You will be granted access to the [UNCG MBA New Student Onboarding Canvas course](#) when you call to schedule your advising appointment.
5. Be sure to watch the module “How to Prepare for your First Semester MBA Courses”.
6. Check out student [Resources Page](#) for useful information on:
 - a. Free Excel prep course (enroll in Excel Prep Module in CANVAS)
 - b. How to study from cases
 - c. Practice business statistics to prep for MBA 701 quantitative analysis course
7. [Register for courses](#) after you have met with your advisor and determined your course schedule for Fall 2024. The registration window is from April 22, 2024, to August 22, 2024.
8. Confirm that your residency status is correct. Log into [UNCGenie](#) with iSpartan, select the *Students* tab and navigate to the *Student Main Menu*, select *Student Records*, then select *Student Profile*. It is important that your residency status (in-state, out-of-state, or outside of NC) is correct as this determines the tuition rate you are charged.
9. Visit the [UNCG Financial Aid website](#) to learn more about financing your education or to schedule an appointment with a Financial Aid Advisor. Check out [Scholarship Universe](#), UNCG’s new platform that matches you with scholarship opportunities from UNCG and the UNC system, as well as outside funding.
10. Pay tuition – [UNCGenie](#) or [Cashiers Office](#) and [Tuition and Billing Deadlines](#)

11. Textbooks:

a. Rental Option: Determine whether or not you would like to participate in the [First Day Complete Program](#), a course materials delivery program (rental) that lowers the cost of course materials and ensures students have their required course materials on the first day of class. You will be automatically enrolled in First Day Complete unless you opt-out via [UNCGenie](#).

b. Buy Option: [Bookstore](#) - Store located in Elliot University Center or buy online!

12. Get [Spartan ID card](#) (can be requested online) – Located at 106 Moran Commons (Dining Hall)

13. [Get a Parking Pass](#) (for campus students) Parking Operations Office is located at the Walker Ave Parking Deck (can be requested online).

14. Submit [verification of Health Insurance](#) (only for campus students)

15. Submit [immunization records to Student Health Services](#) (only for international students)

16. Laptop is recommended. [Minimum laptop requirements](#)

17. [Career and Professional Development](#): You have one-on-one access to our Graduate Career and Professional Development Specialist, Mackenzie Radford, in addition to free workshops on job/internship searching, building professional skills outside of the classroom, company spotlight events, and a special topics series addressing current needs and trends in the workplace. We encourage you to [set up a one-on-one appointment](#) early to get started with your career and professional development journey!

18. Check out the [Current MBA Student Webpage](#) for information on setting up future advising appointment (via **Calendly**), information on registering for classes, link to archived course syllabi, link to the student handbook, to access relevant forms, link to course schedules and meeting dates, career services, study abroad opportunities, student organizations and student awards.

19. Set up your [LinkedIn](#) profile and request to connect with the [Bryan School](#).

20. Follow us on [Instagram](#)!

Mark your calendars for Orientation!

Early Career Students Base Camp (mandatory). Please [RSVP](#).

- Part A - In-Person Orientation: Saturday, August 17, 2024 – 10:00 a.m. to 6:30 p.m.
- Part B – Mentoring Program Virtual Orientation: Monday, August 19, 2024 – 5:30 p.m. to 6:30 p.m.

Experienced Students: MBA In-Person Orientation: Please [RSVP](#) for Saturday, August 17, 2024 – 10:00 a.m. to 1:30 p.m.

Experienced Students: MBA Virtual Orientation: Please [RSVP](#) for Thursday, August 15, 2024 – 6:00 p.m. to 7:30 p.m.

Please contact the MBA Office if you have any questions or concerns.

mba@uncg.edu | 336-334-5390