

Welcome to the Graduate School of Management! Here are some steps upon admission to help you get started. Additional, detailed information is posted under the How To... section of the GSM web site.





MARQUETTE
UNIVERSITY

GRADUATE SCHOOL
OF MANAGEMENT

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Contacts

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Associate Dean, GSM

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Admissions Coordinator

Ms. Kim Huettl

Recruiter

Ms. Connie Knoll

Office Assistant

Phone:

414.288.7145

Website:

www.marquette.edu/gsm

Email:

mba@marquette.edu



GSM Advisors



- Note: Your advisor was assigned at the time of admission.
- We encourage you to sit down with your advisor early in the program to layout the degree requirements. This can also be done over the phone or via email if you can not make it in person.

Master of Business Administration

Ms. Cheryl Nelson

cheryl.nelson@marquette.edu

414.288.7145

Master of Science in Accounting

Dr. Qianhua Ling

qianhua.ling@marquette.edu

414.288.8069

Master of Science in Applied Economics

Dr. Farrokh Nourzad

farrokh.nourzad@marquette.edu

414.288.3570

Master of Science in Human Resources

Dr. Gary Adams

gary.adams@marquette.edu

414.288.7338

Master of Science in Healthcare Technologies Management

Dr. Jay Goldberg

jay.goldberg@marquette.edu

414.288.6059

Master of Leadership

Ms. Cheryl Nelson

cheryl.nelson@marquette.edu

414.288.7145

Calendar & Deadlines



- The calendar and deadlines for each semester is posted both in the Graduate Bulletin and linked on our website. Graduate students are expected to know and follow the calendar and deadlines of the University.
- Important dates for the current semester are posted in the Graduate Bulletin and summarized on our web site at:
<http://bulletin.marquette.edu/schoolofmanagement/>

Admission Letter



- Your admission letter is sent via U.S. mail. Please review your admission letter carefully.
- Your advisor's name and contact information is on the letter.

CheckMarq



CheckMarq is your portal to Marquette University.

CheckMarq is available at checkmarq.mu.edu.

- You should have received your user name and password via US mail shortly after applying to the University.
 - If you do not have this information, please contact the Information Technology Services (ITS) helpdesk at 414-288-7799.
- Just a reminder, for security purposes, user names and passwords are mailed, not provided via the telephone or email.
- What should you have when you call?
Your Marquette ID number, Social Security number and Date of Birth.

D2L



- Desire to Learn (D2L) is a secured, interactive web based learning tool.
 - This is a forum that may allow a student to talk (chat) with the faculty member, a team or group that was established for the class, exchange ideas and access posted documents, articles, class notes, messages, etc.
- Access is via CheckMarq or at <https://d2l.mu.edu> (No www)
 - Your username and password are the same for D2L and CheckMarq.
- Step-by-step instructions on the various uses and access to D2L is posted at:
<http://business.marquette.edu/academics/how-to>

We encourage you to access the D2L class sites prior to the start of a term as faculty may post the syllabus and/or class assignments due the first day of class!

Immunization Requirement



- All newly matriculating students are required to complete an Immunization & Tuberculosis Screening Form.
- Proof of immunization (or disease, as applicable) is required for **MMR (measles, mumps, rubella), Varicella (chickenpox) and Tetanus/Diphtheria**. Completion of a screening instrument for tuberculosis is also required. Failure to demonstrate compliance within 30 days of the start of your first session/term at Marquette will result in a medical hold preventing future class registration.
- To access this form go to <https://checkmarq.mu.edu> & enter your username and password

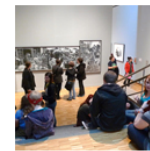
Setting up your Email



Marquette Magazine
Check out the winter 2016 issue of *Marquette Magazine*.



Support the Blue & Gold
Make a gift to the Blue & Gold Fund to support Marquette student-athletes who model excellence on fields, courts and tracks, and also in classrooms.



Haggerty Museum of Art
The Haggerty Museum houses a permanent collection of more than 6,000 works in all media and presents 10-12 special exhibitions each year.

LOCATION

Marquette University
1250 W. Wisconsin Ave.
Milwaukee, WI 53233
Phone: (800) 222-6544

KEY RESOURCES

Campus contacts
Campus map
Contact us
Search marquette.edu

eMarq

CheckMarq
D2L
MyJob

MARQUETTE A TO Z

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z

1. Go to www.marquette.edu
2. Scroll down to the bottom of the page.
3. At the bottom of the page, under **KEY RESOURCES** you will see eMarq
4. Click on eMarq

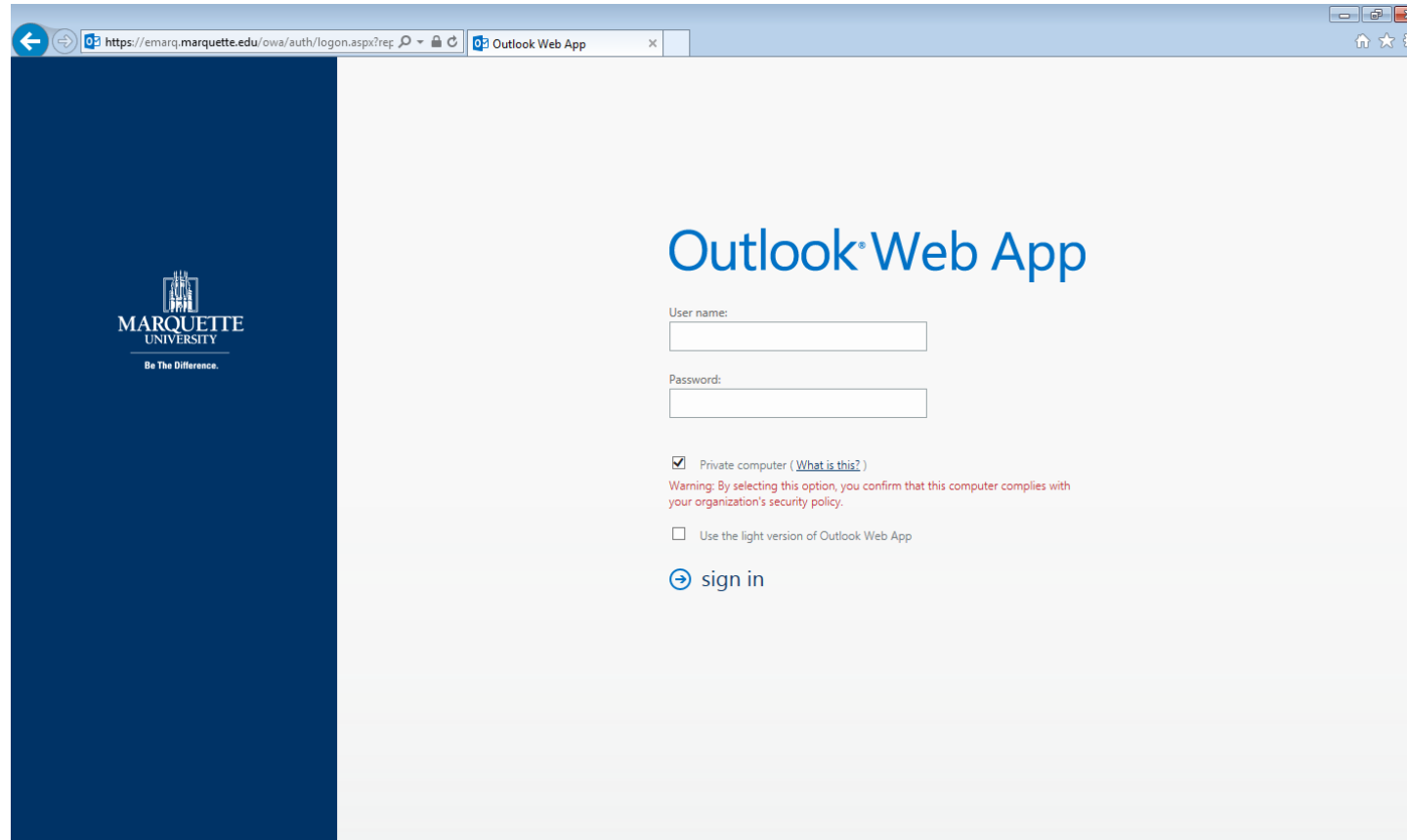
Setting up your Email



1. Enter your User name and password in the perspective spaces.

2. Hit “sign in”

3. Follow prompted instructions



Parking



Visitors Parking: Structure 1, located at **749 N. 16th Street**, and Wells Street Structure, located at **1240 W. Wells St.**, have been designated the university's visitor parking facilities.

- Although parking is limited on the Marquette University campus, Parking Services will do its best to accommodate guests.

For more information contact MU Parking Services:

Wells Street Parking Structure
1240 W. Wells St.
Milwaukee, WI 53233
Phone: 414-288-6911
Fax: 414-288-5882

<http://www.marquette.edu/parking/index.shtml>

Books



- To view your books needed for courses and to find online orders, you must sign into CheckMarq (<https://checkmarq.mu.edu>) using your username and password (not the same as your Marquette email).

A screenshot of the CheckMarq Student Information System login page. The page has a blue header with the Marquette University logo and the text "CHECKMARQ STUDENT INFORMATION SYSTEM". Below the header, there is a login form with fields for "Marquette Username (not email address)" and "Marquette Password". A "LOGIN" button is located below the password field. To the right of the login form is a sidebar with a Marquette University seal and the text "RESOURCES & NOTICES". The sidebar contains sections for "PUBLIC ACCESS" and "NOTICES".

Marquette.edu //
LOGIN TO CHECKMARQ

Marquette Username (not email address):

Marquette Password:

By logging in, you agree to the [Acceptable Use Policy](#) and the [Data Privacy Policy](#).

LOGIN

Having trouble?

- Password problem? [Learn about resetting your password](#)
- Encountering errors in CheckMarq? [Clear the browser cache](#)
- New student or applicant? [See the CheckMarq Guide](#)
- Need more help? [See CheckMarq Frequently Asked Questions](#)

RESOURCES & NOTICES

PUBLIC ACCESS
Access these resources without logging into the CheckMarq student information system:

- [Schedule of Classes and Course Catalog](#)
- [Snapshot of the Schedule of Classes](#)

NOTICES
STUDENTS: Use Mobile CheckMarq for your class schedule, grades, final exam schedule and advisors via mobile devices.

Books

The CheckMarq main page loads. Click *View my schedule/list and order books online*.

Quick Links

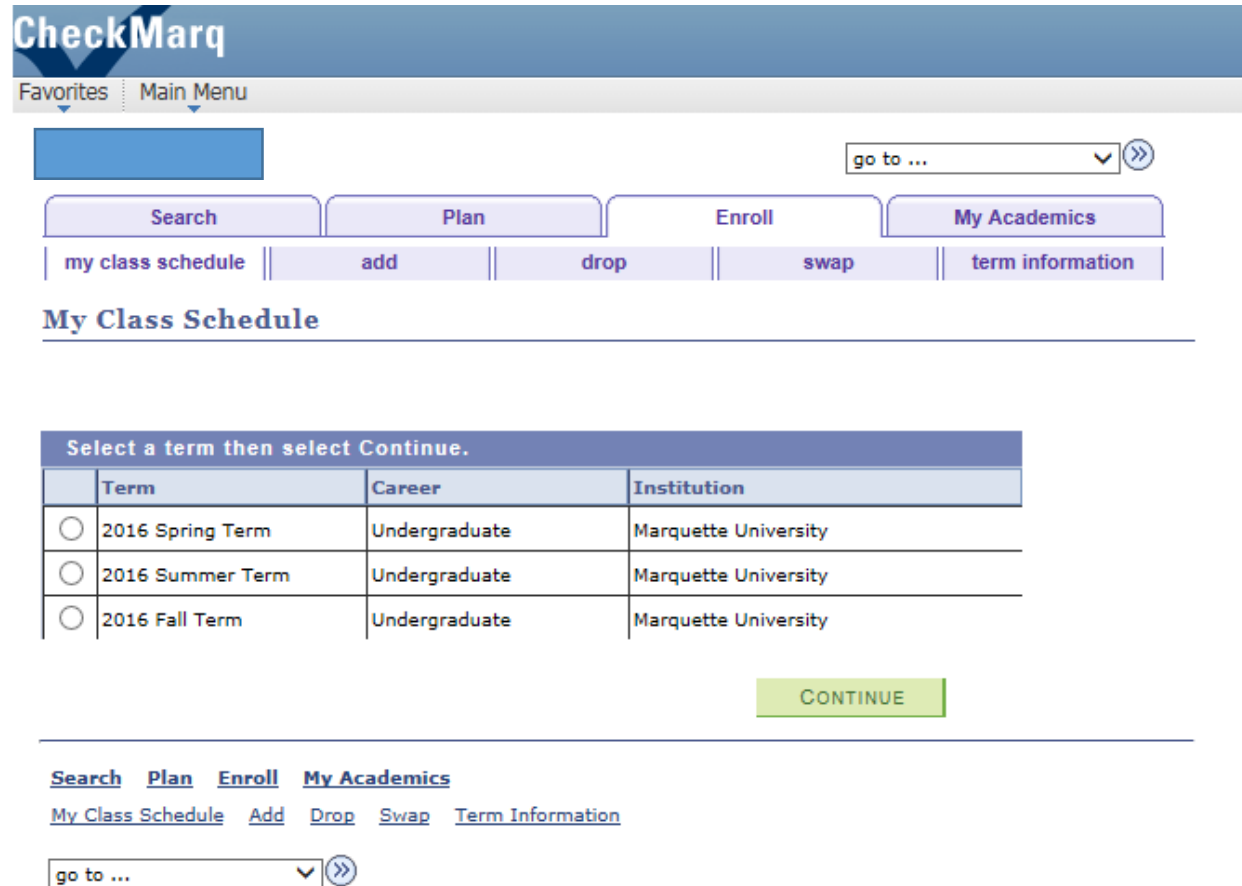
Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
<ul style="list-style-type: none">▶ View my appointment for online registration▶ Download academic forms▶ Add, swap or drop classes▶ Request official transcript▶ View-only unofficial transcript▶ View my grades▶ View my schedule/list and order books online▶ View my advisement reports					<ul style="list-style-type: none">▶ Check for holds in Student Center▶ View transfer credit report▶ Request enrollment verification▶ Request good student verification (for insurance)▶ Search Schedule of Classes▶ View Course Catalog▶ View Snapshot of the Schedule of Classes▶ Find out about readmission

Student Center

Registration, grades, bursar account, financial aid and more.

Books

Select the term you wish to view and click Continue.
Note: Previous terms may not have textbooks to list.



CheckMarq
Favorites Main Menu

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

My Class Schedule

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2016 Spring Term	Undergraduate	Marquette University
<input type="radio"/>	2016 Summer Term	Undergraduate	Marquette University
<input type="radio"/>	2016 Fall Term	Undergraduate	Marquette University

CONTINUE


[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

go to ...

Books

The My Class Schedule page appears. Review the courses you are scheduled for. Next, scroll to the bottom of the page and click "List and Order Books Online."

MANA <input type="text"/>						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
<input type="text"/>	104	Lecture	TuTh 9:30AM - 10:45AM	TBA	Staff	08/29/2016 - 12/17/2016

Note: Meeting dates for Session 1 classes might not include final exam week. Consult your [Exam Schedule](#) or the Snapshot of the Schedule of Classes for exam dates for these classes.

[list and order books online](#) [Printer Friendly Page](#)

Student MUID



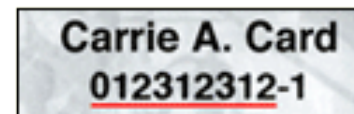
When students apply for admission and when faculty and staff are employed, the university assigns each person a nine-digit Marquette ID number (also known as MUID).

The MUID appears on your Marquette Card, the university identification card.

See the image to the right for the location of the MUID on the Marquette Card.

Be sure to omit the hyphen and last number shown on the Marquette Card.

Note: the MUID allows student and faculty access to Marquette libraries, printwise, meal swipes, etc.



9-digit MUID
underlined
in red

New MUID's can be bought from AMU first floor

Facility



- All of our programs, centers and offices are housed within **Straz Hall**.
- The **Graduate School of Management and Executive Education classrooms** are on the second floor.
- Straz Hall also houses our classrooms, our Applied Investment Management classroom, a computer lab for business students, and features wireless Internet access throughout.
- The **Business Career Center** is located on the second floor.
- Administrative offices, including the Dean's office suite, are located on the first floor.
- The **international business program** office is located in the Dean's Suite.
- The Brownlee International Atrium on the main level provides a comfortable place for students to study and socialize, and coffee and food is available at the Brew Straz Cafe in the Atrium.



*606 North 13th Street, Milwaukee,
Wisconsin, 53233
(Located directly behind Marquette Hall)*

Printwise



[PrintWise](#) is the campus-wide network print solution which provides the Marquette community with fast, secure, cost-effective, quality laser printing.

Find PrintWise locations on MU campus: <http://www.marquette.edu/its/help/printing/where.shtml>

Each registered student receives [an allocation called the PrintWise account](#), on his/her MarquetteCard.

Graduate Assistants are given a special allocation once they are granted a position; the allocation is provided to help with printing costs associated with working for a department as a teaching Assistant.

To Install PrintWise software on your computer, view step by step instructions at: <http://www.marquette.edu/its/help/printing/installation.shtml>

To view balance on Printwise visit: <https://www.marquettecard.com/>

Financial Aid



- To find your Bursar Bill or other Financial Records associated with Marquette, you must sign into CheckMarq (<https://checkmarq.mu.edu>) using your username and password (not the same as your Marquette email).

A screenshot of the CheckMarq Student Information System login page. The page has a blue header with the Marquette University logo and the text "CHECKMARQ STUDENT INFORMATION SYSTEM". Below the header, there is a login form with fields for "Marquette Username (not email address)" and "Marquette Password". A "LOGIN" button is located below the password field. To the right of the login form, there is a section titled "RESOURCES & NOTICES" which includes links for "PUBLIC ACCESS" and "NOTICES".

Marquette.edu //
LOGIN TO CHECKMARQ

Marquette Username (not email address):

Marquette Password:

By logging in, you agree to the Acceptable Use Policy and the Data Privacy Policy.

LOGIN

Having trouble?

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- Encountering errors in CheckMarq? [Clear the browser cache](#)
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RESOURCES & NOTICES

PUBLIC ACCESS
Access these resources without logging into the CheckMarq student information system:

- [Schedule of Classes and Course Catalog](#)
- [Snapshot of the Schedule of Classes](#)

NOTICES
STUDENTS: [Use Mobile CheckMarq](#) for your class schedule, grades, final exam schedule and advisors via mobile devices.

Financial Aid

1. You will see a 'Quick Links' box on the homepage of your Checkmarq account.

2. Click on the Bursar tab.

3. Under the Bursar tab, you will find "View e-bill statements".

Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
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- ▶ View bursar account summary
- ▶ View bursar account activity
- ▶ View e-bill statements
- ▶ Make a payment
- ▶ View 1098-T tax information form
- ▶ Learn about the Marquette Monthly Payment Plan
- ▶ Sign up for direct-deposit refunds or student payroll
- ▶ View the payment policy 📄

Making a Payment/Tuition



Marquette accepts the following methods of payment for your bursar account:

- Cash, check, cashier's check, certified funds or money order.
- [Electronic payment \(E-Check\)](#) — Payments may be made online through the Marquette Central Web site via direct debit from a checking or savings account. There is no additional charge for this service. Please note that debit cards cannot be used for this method of payment. Checking or savings routing and account numbers are required.
- [Credit/Debit card](#) — Marquette does not accept credit or debit cards directly. As a convenience to you, this option is available through a third-party provider. Payment may be charged to a Visa, MasterCard, American Express or Discover. This service is outsourced to a third party and may be accessed through the link on our Web site or by calling (866) 893-4518. The service fee for using this option is variable depending on the amount of the charge. This system alerts the user to the service fee before they are asked for their credit or debit card information. ***Note:** Refunds resulting from a credit card payment will be refunded back to the credit card used.
- [International Wire Transfers](#) — Marquette University now offers a streamlined way to make international education payments administered through peerTransfer/flywire. peerTransfer/flywire enables international students to pay in their home currency. To learn more view a video on peerTransfer/flywire [here](#).

Making a Payment/Tuition



- [Mail](#) checks made payable to Marquette University to:
Marquette University - Office of The Bursar
P.O. Box 1881
Milwaukee, WI 53201-1881

Be sure to include your Marquette ID number on the payment to assure proper processing.

***Note:** If you use a “Bill Pay” option through your bank your payment must be submitted as a physical check. If it is transmitted as an ACH (electronic) payment it will be returned back to the sender, which would delay receipt of your payment.

- [Express Mail \(FedEx/UPS\):](#)
Make checks payable to Marquette University
Marquette University - Office of The Bursar
1250 W Wisconsin Ave, Suite 121
Milwaukee, WI 53233

Be sure to include your Marquette ID number on the payment to assure proper processing.
Deliveries can only be received during business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Academic Integrity (AI) Tutorial

- Check your MU Email and/or D2L Homepage for information in regards to completing the AI tutorial.
- All Students must pass with an 85% or higher to register for a course.
- With the conclusion of the tutorial, you will be notified whether or not you have passed.
- If you do not complete the AI tutorial within the appropriate time, a hold will be put on your registration.
- If you do not pass, you have the opportunity to take the tutorial again until you have passed with an 85% or higher.
- Detailed instructions – under the How To... Orientation topics