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.
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Contacts

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Associate Dean, GSM

Ms. Cheryl Nelson
Director of Student Services

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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
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Master of Science in Accounting
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Master of Science in Human Resources
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Master of Leadership
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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.
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

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](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).
Books

Quick Links

- 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
- 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

The CheckMarq main page loads. Click View my schedule/list and order books online.
Select the term you wish to view and click Continue. Note: Previous terms may not have textbooks to list.
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."
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.

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 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](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](http://www.marquette.edu/its/help/printing/installation.shtml)

To view balance on Printwise visit: [https://www.marquettecard.com/](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).
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

- 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

Financial Aid
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