NEW STUDENT CHECKLIST

Net ID, Passwords, and Email Exchange Account

☐ Claim your net ID [https://netidclaim.illinois.edu/](https://netidclaim.illinois.edu/) You will need your Notice of Official Admission Letter (NOA) from the Graduate College for this step as it contains both your University Identification Number and Activation Code. If you were a UI undergraduate, you will not need to reclaim your net ID. Go directly to “Create an exchange email” below.

☐ Set Active Directory password and other Urbana Campus passwords

☐ Set Enterprise ID and Enterprise ID password

☐ Set up your Enterprise account
  ☐ complete the personal information

☐ set up US bank account information

☐ Create an Exchange email and calendaring account [https://partnercomputing.illinois.edu/](https://partnercomputing.illinois.edu/) You must do this step even if you already have an Illinois email account from your undergraduate as it is not the same destination.

☐ Accept Enrollment through the NOA – this generates a time ticket and allows registration

Required Medical and Health Information

Every student must provide the University’s McKinley Health Center with the required Immunization History form. International students must also complete a TB Screening form.

☐ The Immunization and TB Screening forms can be found here:
  [http://mckinley.illinois.edu/new-students/immunization-information](http://mckinley.illinois.edu/new-students/immunization-information)

For your safety, if you have an allergy or medical condition please inform Melinda Febus, febus1@illinois.edu

MSBA Program Tasks to Complete

☐ Complete the MS in Business Administration New Student Information Survey. This helps us to prepare for your arrival. [https://illinois.edu/sb/sec/4746299](https://illinois.edu/sb/sec/4746299) Please submit the survey as soon as possible.

☐ Be sure to send a selfie headshot to me as soon as possible febus1@illinois.edu

☐ Join our Facebook group: MS in Business Administration, University of Illinois [https://www.facebook.com/IllinoisMSBA/](https://www.facebook.com/IllinoisMSBA/)

☐ Follow us on Twitter @IllinoisMSBA

☐ LinkedIn ILLINOIS MS in (MSBA) group
Registration

Once you have set up your Enterprise account you are able to register for courses provided you have no registration holds (the system will tell you if you do).

- From the Main Menu
  - Select Registration & Records
  - Select Registration
  - Select Add/Drop Classes
  - Read and agree to the Registration Agreement
  - Select Fall 2017-Urbana-Champaign
  - Under the “Add Classes Worksheet” add the CRNs below and click submit changes. The Current Schedule will then reflect **Web Registered** for each course. Be sure to enter only one CRN (5 digit code following course name) into each box.

- You MUST enroll in the following courses:
  - ACCY 500 MSB 62025
  - BADM 509 MSB 37891
  - BADM 520 MSB 31448
  - BADM 590 MSB 46452

- You must enroll in ONE* of the following courses:
  - BADM 554 A 68315
  - OR
  - BADM 559 GR 52125
  - OR
  - BADM 562 A 67696
  - OR
  - BADM 528 A 54362
  - OR
  - BADM 566 MSB 62289 AND BADM 567 MSB 61656

- You must enroll in ONE* of the following courses:
  - BADM 582 A 29718
  - OR
  - BADM 586 A 58582

- Once you have registered successfully send an email update to febus1@illinois.edu

*You may review course descriptions for these courses in Course Explorer before making your selection: https://courses.illinois.edu/schedule/2018/fall/BADM
Master of Science in Business Administration (MSBA)

On Campus Tasks to Complete

☐ Get your I-Card at the ID Center in the Illini Union Bookstore
   1st Floor, 809 S. Wright St., Champaign, IL 61820
☐ Check in with McKinley Health Center
   1109 S. Lincoln Ave., Urbana, IL 61801
☐ Let us know you are here!