

Graduate School of Management Students,

*Just a few things to get you going for this fall term:*

**BUAD 263 begins Saturday, August 23<sup>rd</sup>. All weekday classes begin the week of Monday, August 25<sup>th</sup>.**

**We have a new Dean of the College of Business and Graduate School of Management ~ Dr. Linda Salchenberger.** She comes to us from Northwestern University. She spent much of her career at Loyola University in Chicago, one of our Jesuit partner schools.

**GSM Website is <http://www.marquette.edu/gsm>.** Please visit often! You can view the schedule of classes, class meeting dates, elective course descriptions, specialization requirements, apply for graduation, etc. Go to current students to see topics such as registration materials, class withdrawal policy, transfer of credit policy, etc. Please let me know if there is something you think we should add!

**On-line orientation is at**

**<http://www.busadm.mu.edu/graduate/GSMNewStudentOrientation.shtml>.** New and continuing students should visit this site. Information on registration, GSM policies and procedures, University resources, appeals process and more.

**eMarq Email System:** Communication from the GSM will be sent to your Marquette University email account. Please be sure to read your email regularly or forward it to an account you read on a regular basis. It is easy to forward your mail from your CheckMarq account. Just go to: <http://www.marquette.edu/its/help/emarqinfo/emarq.shtml>. You can get all of your questions about eMarq answered on this Website. The ITS helpdesk phone number is 414.288.7799.

**ID Cards:** If you have not already obtained your student ID card you should plan to do so in the next week or two. You can get your ID at Union Station, first floor of the Alumni Memorial Union. They are open the week of August 18<sup>th</sup> Monday, Tuesday and Thursday from 8:30-5:30 and Friday from 8:30-4:30. They are closed on Wednesday, August 20<sup>th</sup> for Freshman Orientation. They are open on Saturday, August 23<sup>rd</sup> from 10-2 and Saturday, September 6<sup>th</sup> from Noon-2:00pm. They have extended hours the first week of classes (Mon-Thurs. 8:30am-6:00pm). You need your ID card to access the building after hours or on weekends, to access the library in person and on-line, to use PrintWise or copiers on campus, to enter the computer lab, to purchase things from the vending machines, etc. Basically, you should have your ID with you anytime you are on campus.

**Computer lab in the College of Business Administration – located in room 116. And copy machines.**

- The lab is card access only. You will need your Marquette ID card to get into the lab during the active hours. Please be sure that the door closes behind you and I ask that you do not let students you do not know into the lab. The lab is restricted to COBA and GSM students only.
- There is a copier and printer in the lab. You will need to use your Marquette ID card to print or copy. You begin the year with \$21 worth of printing, which is 300 black and white pages, for the academic year. You will need to add money to your Marquette Cash account (on your MU ID card) for copying or for extra printing pages. You can add money to your card by going to <http://www.marquettecard.com>.
- There is an additional copier on the 4<sup>th</sup> floor of the building.
- There is NO eating or drinking in the lab. If you have food or a beverage with you the lab attendants will ask you to leave.
- The hours of the College lab are:

Mon-Thur 8 am - 11 pm  
Friday 8 am - 4:30 pm  
Sat. 10 am - 6 pm  
Sun. Noon - 11 pm

- You will need to log on to the machines in the lab with your Marquette Username and Password. This is the same one you use to access CheckMarq, D2L, etc.
- The building will be locked at 9 pm Monday-Thursday. You will need to use your Marquette ID card to access the building after these hours or on the weekends.
- There are no floppy disk drives on the computers. You will need to use a CD or Flash drive to save your work. The machines will be reimaged every evening or whenever there is a long period of no use on the computers so do not save your work to the computer for later access as the material will not be there.

**The College of Business has wireless access throughout the building.** To find out more visit <http://www.marquette.edu/its/help/wireless/index.shtml>.

**The Straz Cafe will be open beginning Monday, August 25<sup>th</sup>.** The cafe hours are tentatively scheduled to be 10am to 6 pm Monday through Thursday. We are working on getting extended hours into the evening. They plan to have more “grab and go” foods available for students prior to class. The cafe is located in the Atrium on the first floor in the east end of the building.

**There are vending machines in the lower level of the college.** You can use your Marquette ID card to purchase items if you have loaded money on your Marquette Cash account (see above).

**If you have not yet arranged for parking, please visit the parking website at:**

<http://www.marquette.edu/parking/permits/fall08.shtml>. Permits for the semester are \$50.00. You can also pay on a per evening rate of \$3.00 after 5:00 pm or \$5.00 before 5:00 pm. This option is available at either structure (16th Street or Wells between 13th and 12th). There is limited space for the per evening parking and permit parkers will be given priority. The structure on Wells Street is closest to the College.

**If you would like to order student business cards** you can do so from Print World. More information is available on our Website at <http://www.busadm.mu.edu/work/StudentBusinessCards.shtml>.

**Finally, if you are planning on graduating this December, please be sure to complete your application for graduation by October 1<sup>st</sup>.** You can apply on-line at:

<http://www.busadm.mu.edu/graduate/graduation.shtml>. You can go ahead and apply today!!

Hope you have a great fall term!

Jeanne Simmons, Ph.D.