

# UIC LIAUTAUD

## GRADUATE SCHOOL *of* BUSINESS

### New Student Guide

Welcome to the UIC Liautaud Graduate School of Business!

Before you begin your semester, please set aside some time to review the New Student Guide. This guide contains a wealth of information on student resources and will serve as your guide for beginning your graduate study here at UIC.

The UIC Liautaud Programs Office is always pleased to answer any questions you may have. We invite you to contact us as often as needed at (312) 996-4573 or [askLGSB@uic.edu](mailto:askLGSB@uic.edu).

### Contents

Getting Started.....	2
Student Services.....	4
Student Life.....	7
International Opportunities.....	8
Important Numbers.....	8

# GETTING STARTED

Once you have completed the online commitment form (refer to the New Admits section of the Current Students page at [www.LGSB.uic.edu](http://www.LGSB.uic.edu) for direct links) you are ready to begin the new student process as detailed below.

## 1. ESTABLISH A NETID AND PASSWORD

To register for courses and to access different sections of your student profile, you will use the UI-Integrate Self-Service system. To use this system, you will first need to establish two IDs with passwords: a NetID and an Enterprise ID. Before you begin, gather the following information:

- University Identification Number (UIN) or Application ID- this has been provided to you in your Notice of Admissions Letter.  
My UIN is: \_\_\_\_\_
- Social Security Number (SSN) OR,  
If you did not provide your SSN during the admissions process, a Temporary Control Number (TCN) has been provided to you on your Notice of Admissions Letter. My TCN is: \_\_\_\_\_
- My Date of Birth is: \_\_\_\_\_

Your NetID gives you access to your e-mail and other online resources. To establish your NetID, go to: <http://activatenetid.accc.uic.edu/>. Follow the instructions listed for establishing a NetID and password.

*Note: When prompted to choose the server, always choose the **mailserv** option.*

My NetID is: \_\_\_\_\_. (Please remember your password as you will need it for the next step.)

### UIC E-MAIL

The NetID that you have setup will be used as part of your UIC e-mail address, and will also serve as your login name for various computer services. Once you have set up your NetID, you will have general access to Academic Computing and Communications Center (ACCC) services that require logging in, such as PC labs. Your UIC e-mail ID will be of the form NetID@uic.edu. To access your e-mail account, go to: [www.webmail.uic.edu](http://www.webmail.uic.edu) and login with your NetID and password.

The UIC Liautaud Programs Office will communicate electronically with you using only your UIC e-mail address, once one has been established for you.

If you have any problems establishing your NetID and password, contact the ACCC Help Desk at (312) 413-8080 or [consult@uic.edu](mailto:consult@uic.edu).

*Now that you have established your NetID, the system will take you to the next step where you may setup your Enterprise ID.*

## 2. SETUP YOUR ENTERPRISE ID

After creating your NetID you will be taken to the Enterprise Password Reset screen. Once there, choose **Click here to authenticate via Bluestem to reset your enterprise password** and then follow these steps:

1. Click the login button
2. Type in your NetID (**Please note:** Add @uic.edu to your UIC NetID when logging in here. For example, if your UIC NetID is Joan, enter joan@uic.edu.)
3. You will be prompted for your NetID password. Enter the password you just established.
4. You will be provided with your Enterprise ID. (In many cases this will be identical to your NetID; however, on occasion, your NetID and the Enterprise ID will be different).
5. Once your Enterprise ID is displayed, you will need to establish an Enterprise ID password. There are specific rules on password creation listed on the Web site.

**(Please note:** Whenever possible, use the same password for your NetID and Enterprise password.)

You will need to remember the following IDs and Passwords:

- UIC NetID and password
- Enterprise ID and Password for use with UI-Integrate Self-Service System

Please refer to [www.LGSB.uic.edu](http://www.LGSB.uic.edu) and [My Liautaud Loop](#) for updates and additional information.

### 3. ACADEMIC ADVISING

New students are required to receive academic advising before their first semester of study and prior to registering for classes. Academic advisers are available for face-to-face or telephone advising appointments. UIC Liautaud students receive academic advising from the UIC Liautaud Programs Office for the duration of their academic program. Please call (312) 996-4573 or e-mail [askLGSB@uic.edu](mailto:askLGSB@uic.edu) to set up an advising session.

#### INTERNATIONAL STUDENTS

Upon your arrival to UIC, please visit the Office of International Services to complete forms for your permanent record. You must bring your original I-20 or IAP-66 form, your passport and your I-94 card (small white card found inside your passport). OIS conducts a new student orientation for all new international students. This session covers many critical issues pertinent to your study at UIC and stay in the United States. To find out more information, go to: [www.ois.uic.edu/](http://www.ois.uic.edu/).

### 4. REGISTER FOR COURSES

1. Go to [my.UIC](http://my.UIC).
2. Log in using your NetID and password.
3. Click on the “Academics” tab.
4. Login using your Enterprise ID and password
5. Choose the **Registration & Records** option from the next screen
6. Click on the **Registration** link
7. Check your registration eligibility on the link **Registration Eligibility**
8. Click on the **Add/Drop Courses** link on the bottom of the page to register for courses

#### REGISTRATION ELIGIBILITY

If you are not eligible to register, specific information on this page will describe why you are not authorized to register. The Registration Eligibility screen lists important information about your ability to register for classes. This screen lists:

- Your Time Ticket (the earliest time you are authorized to register)
- Your Academic Standing (if you're on probation you may be limited to fewer credits during registration)
- Student Status (if your status is not active, contact the Registration Help Line at (312) 996-8600 for assistance)
- Curriculum (your degree, college, major)
- Holds on your record that prevents registration activity. You will not be permitted to add or drop classes if you have a registration hold.

You will need the five digit CRN of each course you register for. The CRN can be found alongside the course name in the class schedule. For course information, go to the [my.UIC.edu](http://my.UIC.edu) “Schedule of Classes” via <http://my.UIC.edu>.

### ACADEMIC CALENDAR AND SCHEDULE OF CLASSES

The [UIC Academic Calendar](#) (published each semester) provides a schedule of registration, instruction and examination dates for each term. The UIC Schedule of Classes is available in hard copy format in the Student Services Building, Student Center East, and the UIC Liautaud Programs Office during registration periods. You can also access the UIC Schedule of Classes online through [my.UIC](http://my.UIC).

### REGISTRATION POLICIES

Please note that it is the student’s responsibility to be aware of all pertinent registration information, related policies and procedures at UIC. For your convenience, you will have easy access to such information on the Web site of the Office of Admission and Records. Please make sure you review the [Registration Policies and Procedures](#). Please remember to make note of the information here and check back periodically to revisit various policies and procedures as needed. The UIC Liautaud Academic Advisers are available to help you interpret policy and answer any questions you may have about the policies and procedures.

Please refer to [www.LGSB.uic.edu](http://www.LGSB.uic.edu) and [My Liautaud Loop](#) for updates and additional information.

## 5. UIC STUDENT I-CARD

To obtain a student photo identification card that will give you access to all university services available to students, please visit the Student Services Building (SSB). You will be required to provide a valid passport/state ID/driver's license and a copy of your current course schedule.

For more information go to: [www.vcsa.uic.edu](http://www.vcsa.uic.edu) and click **Photo ID** on the left hand navigation.

## 6. MY LIAUTAUD LOOP and E-MAIL LISTSERV

The UIC Liautaud Programs Office and student organizations communicate mainly via e-mail and the [My Liautaud Loop](#) student portal site. You will be placed on our listserv and enrolled in My Liautaud Loop once your UIC e-mail address has been established. If you meet with an academic adviser for your advising session prior to the establishment of your UIC e-mail address, please contact the adviser once you have your UIC e-mail address set up. To forward your UIC e-mail to another e-mail account go to: [www.uic.edu/depts/acc](http://www.uic.edu/depts/acc) and select "E-mail."

Once you provide our office with your NetID and e-mail address, we will add you to the [My Liautaud Loop](#) site. My Liautaud Loop is a current student portal system for all information directly pertaining to UIC Liautaud students. Students will find specific program information such as the Student Handbook and class schedules, announcements about current and future events as well as other important Liautaud information. Students are asked to consistently visit the Loop for information and updates. My Liautaud Loop can only be accessed after your Enterprise and Net IDs have been created and you have been added to My Liautaud Loop by an academic adviser. Once you have been added to My Liautaud Loop, you will receive an e-mail confirmation with log-in instructions.

### Blackboard Information

Blackboard is an integrated Web-based learning management system. Some of its uses include: posting syllabi and course materials on the web, using blogs and wikis as learning material, facilitating online instruction through on-line assessments, study groups, and threaded discussion boards. All UIC Liautaud on-line classes are taught via the Blackboard system, and many face-to-face courses use Blackboard as well for posting course information. To access the Blackboard system go to: [www.blackboard.uic.edu](http://www.blackboard.uic.edu) and login with your NetID and password.

## 7. PURCHASE TEXTBOOKS

To find what the required textbooks are for your courses, go to: [www.uicbookstore.org](http://www.uicbookstore.org). The UIC Bookstore is located in the Student Center East (750 S. Halsted Street).

## 8. RSVP TO ATTEND THE NEW STUDENT ORIENTATION

Refer to the New Admits section of the Current Students page at [www.LGSB.uic.edu](http://www.LGSB.uic.edu) for time and date information and the RSVP link.

# STUDENT SERVICES

## CHANGE OF STUDENT INFORMATION

Both the UIC Liautaud Programs Office and the Office of Admissions and Records maintain a database of student information, which includes: address, phone, e-mail, etc. Please inform both offices of any changes so that we may continue to contact you with important information (The Office of Admissions and Records does not forward information changes to the UIC Liautaud Programs Office or vice versa). New information should be submitted using the forms available at the UIC Liautaud Programs Office, on My Liautaud Loop or via e-mail at [askLGSB@uic.edu](mailto:askLGSB@uic.edu). Please include your UIN number on all address changes. To update your personal information in the university's records go to: [www.apps.uillinois.edu](http://www.apps.uillinois.edu).

## FINANCIAL AID

Please contact the Office of Student Financial Aid at (312) 996-3126. The Office of Student Financial Aid is located in the Student Services Building.

Your assigned Financial Aid Administrator is Lauren Whitehair ([lwhite5@uic.edu](mailto:lwhite5@uic.edu)). When you call the OSFA with a specific question, you will be directed to your assigned staff member. Any letters of special circumstances, appeals or other correspondence can be sent directly to your assigned Financial Aid Administrator.

Please refer to [www.LGSB.uic.edu](http://www.LGSB.uic.edu) and [My Liautaud Loop](#) for updates and additional information.

## GRADUATE ASSISTANTSHIPS

UIC Liautaud students are eligible for graduate assistantships. **Obtaining a Graduate Assistantship is the sole responsibility of the student.** Graduate assistantships waive the graduate tuition fee and service fee and include a stipend, which varies depending on the percentage of appointment. Assistantships do not waive the UIC Liautaud tuition differential, the general fee or the health service fee. Assistantship holders must maintain a registration of at least 8 credit hours per semester.

To search for a Graduate Assistantship position within the College of Business Administration (CBA), you must fill out a Graduate Assistantship application. To fill out a CBA GA application, go to: [www.web.cba.uic.edu/app](http://www.web.cba.uic.edu/app). (Please Note: This process requires you to have a valid UIC NetID and password.)

## ACCOUNTS RECEIVABLE

Your student account bill will be available online as an electronic bill (E-Bill) on the 1st of every month. Bills are due 15 business days from date of issue.

UIC e-mails all currently enrolled students (to their UIC e-mail addresses) when E-Bills have been posted.

To access your E-Bill, log into my.UIC and follow the steps below:

1. [Select Account Billing Information](#)
2. [Select UI-Pay](#)
3. [Select View Current Bill](#)
4. [Select the PDF icon to view your bill in full and to print a paper copy of your bill](#)

If you are unable to print your bill, please visit your campus University Student Financial Services or Cashier Operations Office for assistance at:

### Student Financial Services

1900 Student Services Building (MC 073)  
1200 West Harrison Street  
Chicago, Illinois 60607-7162  
Phone: (888) UIC-BILL or (888) 842-2455  
Hours: Monday through Friday, 8:30a.m. to 5:00p.m.

### Cashier Operations Office

Marshfield Avenue Building, Room 116A (MC 557)  
809 South Marshfield Avenue  
Chicago, Illinois 60612-7203  
Phone: (312) 996-7094  
Hours: Monday through Friday, 8:45a.m. to 4:00p.m.

Payment options include online, in-person or via mail. If you are mailing a payment, mailing instructions are on the PDF copy of your E-Bill.

For more information about E-Bills, such as providing someone else access to your E-Bill, or to learn how to make an on-line payment, go to: [www.epay.uillinois.edu/ebills.html](http://www.epay.uillinois.edu/ebills.html).

## MEDICAL IMMUNIZATION

In your admission packet from the Office of Admissions and Records, you should have received notification from the Medical Immunization Office. You will be required to present documented proof of immunity before your second term of enrollment or the Medical Immunization Office will place a registration hold on your account.

It is best to get this taken care of sooner rather than later. They won't forget about you!

## STUDENT HEALTH INSURANCE & CAMPUSCARE COVERAGE

The University of Illinois contracts with CampusCare to provide insurance coverage to eligible students and dependents.

### CampusCare, Student Health Benefit Program

Administered by:  
University of Illinois at Chicago CampusCare (MC 972)  
Clinical Sciences North  
820 South Wood Street, Suite W310  
Chicago, Illinois 60612-7339  
(312) 996-4915 / [www.uic.edu/hsc/campuscare/chicago](http://www.uic.edu/hsc/campuscare/chicago)

Please contact a Student Insurance Representative or visit the following Web sites for detailed information regarding CampusCare benefits, rates, important dates and deadlines, dependent coverage, off-term coverage, summer coverage, extension after graduation and all other questions regarding your health insurance coverage.

Please refer to [www.LGSB.uic.edu](http://www.LGSB.uic.edu) and [My Liautaud Loop](#) for updates and additional information.

For brochures, enrollment cards (printable using Adobe Acrobat), coverage receipts, ID cards, claim status and other Services, go to: [www.uic.edu/hsc/campuscare/chicago](http://www.uic.edu/hsc/campuscare/chicago). For information on dental and vision plans, please call (312) 996-4915 or go to: [www.uic.edu/hsc/campuscare/chicago](http://www.uic.edu/hsc/campuscare/chicago).

Students who have comparable health insurance coverage and do not want to participate in CampusCare must submit a waiver form. The waiver form can be found at [www.uic.edu/hsc/campuscare/chicago](http://www.uic.edu/hsc/campuscare/chicago). **If you do not submit a waiver form, you will be enrolled in and billed for Campus Care health insurance.**

## **PARKING**

If you will be driving to campus more than one day per week, you may wish to obtain an on-campus parking assignment in one of the many parking lots on campus. All UIC Liautaud classes are held on the East Campus. The Parking Office is located in the Student Services Building, and can be reached at (312) 413-5800.

## **U-PASS**

The UIC CTA U-PASS is available to full-time undergraduate students, full-time graduate students in the Graduate College, College of Pharmacy, School of Public Health, and M1/M2 students in the College of Medicine. Students from the Graduate College must be registered for at least 9 credit hours in the fall and spring semesters and 5 or more credit hours during the summer to receive a U-PASS. Eligible students will be assessed a nonrefundable CTA transportation fee per semester for this benefit during the academic year. This fee entitles all eligible students to a nontransferable UIC CTA U-PASS valid for that semester.

The U-PASS will be valid for CTA travel during the semester, as well as five days before classes begin and five days after final exams end. This includes CTA buses and trains and PACE buses. The UIC CTA U-PASS is nontransferable and carries the student's photo and last seven digits of their UIN (the blue numbers on their i-card). Students with documented disabilities that impact on their ability to use CTA service (including the CTA Paratransit special services) should contact the Office of Disability Services, 1190 SSB, to petition for a fee waiver. These waiver requests will be reviewed, case-by-case, by the Office of Disability Services.

Distribution of the UIC U-PASS begins the Tuesday of the week prior to the first week of the semester and lasts through the end of the second week of the semester. The distribution is located on the south end of the second floor of the Student Services Building.

After the three week period, U-PASS distribution relocates to the U-PASS desk in the Photo ID office. For more information visit: [www.vcsa.uic.edu](http://www.vcsa.uic.edu) and click on "U-Pass."

## **INTER-CAMPUS BUS SERVICE**

The Inter-Campus Bus provides free transportation for students, faculty, and staff to various points on campus. UIC Identification (I-card) must be presented to driver when boarding.

### **Day Bus Route**

Monday through Friday

7:00 A.M. - 8:00 A.M. 20-Minute Service

8:00 A.M. - 4:00 P.M. 15-Minute Service

4:00 P.M. - 6:00 P.M. 20-Minute Service

### **Evening Bus Route**

Monday through Friday

6:15 P.M. - 11:45 P.M. 30-Minute Service

Departs 15 and 45 minutes after the hour from stop 1 on the East side of campus.

Last run leaves stop 1 at 11:45 P.M.

### **Weekend Bus Route**

Saturday, Sunday and Holidays

7:00 A.M. - 11:00 P.M. Hourly Service

For detailed bus route, please refer to the Inter-Campus Bus Route schedules or visit the Facilities Management Web site: <http://fmweb.fm.uic.edu> and click "Additional Services"/ "Transportation."

## STUDENT ORGANIZATIONS

Students are welcome to join and participate in the many student organizations available in UIC Liautaud:

**MBAA** – The MBA Association is committed to adding value to the MBA experience by offering opportunities for leadership, socializing, career networking and community service while enabling select students to take on leadership roles and enhance their overall experience. Contact Thor Perplies (tperpl2@uic.edu) for more information.

**Accounting Club** – The Accounting Club is a professional and social club for accounting majors. Active participation contributes to the academic, professional, and social success of the accounting student. Contact Adam Kostopoulos (adam.kostopoulos@gmail.com) for more information.

**CEO** – The Collegiate Entrepreneurship Organization graduate chapter informs, supports and inspires students to be entrepreneurial and seek opportunity through enterprise creation. Contact Bretagne Lenox (blenox2@uic.edu) for more information.

**GFIN** – The Graduate Finance Interest Network increases student knowledge of the finance industry and provides an opportunity to connect with finance professionals. Contact Dawn Birkland (birkland@uic.edu) for more information.

**GMARK** – The Graduate Marketing Association connects industry professionals with students interested in careers in marketing. Contact Marisa Randle (mlrandle@uic.edu) for more information.

**INFORMS** – The Institute for Operations Research and the Management Sciences helps students learn more about the IT industry and acts as a valuable networking tool in both academic and professional settings. Contact Gauri Kanvinde (gkanvi2@uic.edu) for more information.

**UIC Liautaud Student Ambassador Program** – The UIC Liautaud Student Ambassador Program is a volunteer leadership program that offers business students an opportunity to become directly involved with other students, faculty and staff through various campus-held activities and events. Ambassadors share their perspectives regarding admission, classes, faculty and life as a graduate business student to prospective student candidates. Contact Diana Bolanos-Marchan (dbolan1@uic.edu) for more information.

**Net Impact** – Net Impact is a nonprofit organization comprised of graduate business students and professionals dedicated to social responsibility in business. The organization's mission is to make a positive impact on society by growing and strengthening a community of new leaders who use business to improve the world. Contact Lee-Lin Wang (lwang54@uic.edu) for more information.

**Out for Business** – Attention all Gay, Lesbian, Bisexual, Transgendered students and their allies! A new student organization for this group is forming in the Liautaud Graduate School of Business. Out for Business is aimed at providing professional, academic, and social networking opportunities. Contact Thor Perplies (tperpl2@uic.edu) for more information.

**REG** – The Real Estate Group seeks to provide its members with supplemental educational opportunities and to create relationships with real estate companies to aid in recruiting and career opportunities. Contact Dawn Birkland (birkland@uic.edu) for more information.

**WIN** – The Women's Interest Network is a chapter of the National Association of Women MBAs (NAWMBA) and addresses current issues facing women in business today. Contact Lee-Lin Wang (lwang54@uic.edu) for more information.

## HOUSING

Finding a place to live is the student's individual responsibility and UIC Campus Housing has resources to help your search. For information about university on-campus housing available for graduate students and professionals, please visit [www.housing.uic.edu/grad](http://www.housing.uic.edu/grad) and off-campus housing at [www.housing.uic.edu/offcampus](http://www.housing.uic.edu/offcampus). For temporary housing needs, Campus Housing offers reasonable rates in fully-furnished suites located on campus. Please call 312.355.6300 or view the information online at [www.housing.uic.edu/guest.php](http://www.housing.uic.edu/guest.php).

## RECREATIONAL FACILITY

The Student Recreation Facility is your fitness, leisure, activity and adventure center all under one roof. Amenities include:

- 18,000 sq. ft. of the latest and most sophisticated exercise equipment available.
- 1/8 mile, 3-lane jogging track
- Lap/Leisure Pool
- Racquetball and convertible squash courts
- 4 court wood floor gymnasium
- 11,000 sq. ft. Multi Activity Court
- Group Fitness Suites, including Spin Suite, Mind/Body Suite, Large Multipurpose Suite and the MAC Suite
- Human Performance Lab
- 42 ft. Rock Climbing Wall
- Outdoor Adventures Office
- Juice/Coffee Bar

Please refer to [www.LGSB.uic.edu](http://www.LGSB.uic.edu) and [My Liautaud Loop](#) for updates and additional information.

## INTERNATIONAL OPPORTUNITIES

In today's global business environment, international experience is crucial for a successful career. The UIC Liautaud MBA offers students exciting opportunities to gain firsthand knowledge about foreign business systems and cultures. Participants study alongside future business leaders of the host country. In the process, they develop an understanding of another business and culture environment, sharpen their global business and language skills, and open the door to future employment in the international market. Contact the LGSB Programs Office for more detailed information on how to participate in one of these programs.

**KNOW EUROPE** is a four-week course, through ESC Normandy, on the current business environment within the European Community. Study is organized in Brussels, Belgium; Haarlem, Amsterdam; Paris, Le Havre, and Caen, France; and Barcelona, Spain. Professors are drawn from Europe, the United Kingdom, and Australia. The program includes meetings with local businesses, field visits to seats of European government, and presentations on major aspects of European administration and culture.

**DOING BUSINESS IN BRAZIL** is a two-week course in São Paulo, Brazil at the Fundação, Getulio Vargas, considered one of the top business schools in South America. This English-language course covers Brazilian and South American business issues, the political and social climate, national culture, consumer marketing, and Mercosur.

## IMPORTANT NUMBERS

**UIC Liautaud Graduate School of Business**  
**705 South Morgan Street**  
**110 Douglas Hall (M/C 077)**  
**Chicago, IL 60607-3525**

Phone: (312) 996-4573

Fax: (312) 413-0338

E-mail: [askLGSB@uic.edu](mailto:askLGSB@uic.edu)

Accounts Receivable	(312) 996-8574
Admissions and Records, Office of	(312) 996-4350
ACCC-Computing	(312) 413-0003
Bookstore	(312) 413-5500
Campus Care	(312) 996-4915
Campus Housing	(312) 355-6300
Enterprise ID Help Desk	(312)-996-4806
Financial Aid, Office of	(312) 996-3126

Hotline Crisis Intervention	(312) 996-5535
International Services, Office of	(312) 996-3121
Legal Aid	(312) 996-9214
Library, Richard J. Daley (Main)	(312) 996-2726
Lost and Found	(312) 413-5100
Medical Immunization Office	(312) 413-0464
Parking, Campus	(312) 413-5800
Police, Campus (Emergency)	(312) 355-5555
Police, Campus (Non-emergency)	(312) 996-2830
Recreation, SCE	(312) 413-5150
Red Car Service	(312) 996-6800
Registration Help Line	(312) 996-8600
Registration and Records, Office of	(312) 996-4385
Shuttle Bus Information	(312) 996-2842
Transcript Request Information	(312) 996-9575
UIC Operator	(312) 996-7000
Veterans' Information	(312) 996-3126
(Press 4 and ask for Veteran's Affairs)	

**UIC LIAUTAUD**  
GRADUATE SCHOOL *of* BUSINESS