

CONCORDIA UNIVERSITY

WISCONSIN

MBA OFFICE

ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS

Welcome to your guide to accessing information about your MBA program. From registering for class to checking your grades and wait lists, we hope this will be a helpful resource for you.

Questions left unanswered? Call the MBA Office at (262)243-4287.

ONLINE TOOLS

▶ What can I do on Banner Web?

On Banner Web, you can register for and drop classes, check your grades, view your account and update personal information.

▶ How do I log-on to Banner Web?

Go to www.cuw.edu

1. Click on **Current Students**
2. Click on **Banner Web**
3. Click on **CUW Information System LOGIN**
4. Enter User ID **F00xxxxxx**
5. Enter **PIN** (If you don't know your PIN, please contact I.T. at (262)243-4357)

▶ What can I do on WebCT:

On WebCT, you can get your class syllabus. Some professor use WebCT to post information about the course as well.

▶ How do I log-on to WebCT?

Go to www.cuw.edu

1. Click on **Current Students**
2. Click on **WebCT**
3. Enter User ID **F00xxxxxx**

Enter **PIN** (If you don't know your PIN, please contact I.T. at (262)243-4357)

SCHEDULE

▶ How do I check the MBA schedule of classes online?

Go to www.cuw.edu

1. Click on **Adult Ed & Graduate**
2. Click on **Graduate Studies**
3. Click on **Business Administration**
4. Click on **Schedule of Classes**
5. Select the term you want

REGISTRATION

▶ How do I register for classes?

Fill out a green schedule form found in the MBA Office. For Cohort courses fill out the blue schedule form. Forms can be dropped off in the office or faxed to the office at (262)243-4585.

OR

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on to **Banner Web**
3. Click on **Student and Financial Aid**
4. Click on **Registration**
5. Click on **Add or Drop Classes**
6. **Select a Term** then **Submit**
7. Scroll down and click **Look Up Classes, or type in the class's five-digit CRN number**
8. Select **Subject** (Business-MBA Grad or Business-MBA Grad-Chinese) and **Campus** then click **Class Search**
9. **Check Mark** in front of course to be added
10. Scroll down and click **Register**

If your account is on Hold, you will be unable to register. Please contact the Cashier's Office at (262)243-2609 about your hold.

▶ How do I drop a class?

Fill out a Drop Form found in the MBA Office. This form can be dropped off in the office or faxed to the office at (262)243-4585.

OR

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on to **Banner Web**
3. Click on **Student and Financial Aid**
4. Click on **Registration**
5. Click on **Add or Drop Classes**
6. **Select a Term** then **Submit**

Locate the class you want to drop and under **Action** choose **Web Withdrawal**

CLASS DETAILS

► How can I tell if a class is full?

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on to **Banner Web**
3. Click on **Class Schedule**
4. **Select a Term** then **Submit**
5. **Select Business MBA-Grad** for subject then Click on **Class Search**
6. Find the Course you are looking for and click on the course name

You will be taken to a page that will show the capacity of the class, the number of students already registered for the class and how many spots are still available. It will also display the waiting list and how many are on it if the class is full.

► How do I know if I'm on a waiting list?

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on to **Banner Web**
3. Click on **Student and Financial Aid**
4. Click on **Registration**
5. Click on **Registration History**

Find the class you registered for. Under **Status**, it will say whether you are registered or on a Waitlist.

GRADES

► How do I check my grades online?

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on to **Banner Web**
3. Click on **Student and Financial Aid**
4. Click on **Student Records**
5. Click on **Final Grades**
6. **Select a Term** then **Submit**

If you have a hold on your account, you will not be able to see your grades. Please Contact the Cashier's Office at (262)243-2609 about your hold.

HOLDS

► What is a Hold?

If your account is on hold, that means you have a balance on your account. You will not be able to register for classes or check your grades until hold is removed. Contact the Cashier's Office at (262)243-2609 to find out more information about your hold.

SYLLABUS

► How do I check the syllabus for my class?

Go to www.cuw.edu

1. Click on **Current Students**
2. Log-on **WebCT**
3. Find the class you want the syllabus for
4. Click on **Syllabus**

GRADUATION

► How do I graduate?

Towards the end of your MBA 590 course, you need to apply to graduate. Go to www.cuw.edu/News_Events/news/graduate_graduation_form.cfm. Fill out the form and **Submit**. You will also need to pay a \$45.00 fee to the Cashier's Office.

Important Places

MBA Office: (262)243-4287
Fax: (262)243-4585
Email: cuwmba@cuw.edu

Cashier's Office: (262)243-2609, LU104
Hours*

Mon-Thu: 10:00 a.m.-6:00 p.m.
Fri: 10:00 a.m.-4:00 p.m.
Sat & Sun: CLOSED

I.T. Department: (262)243-4357, R103
Email: IThelpdesk@cuw.edu
Hours*

Mon-Fri: 8:00 a.m.-4:30 p.m.
Sat & Sun: CLOSED

Campus Safety: (262)243-4344, R023
Someone is available 24 hours a day

Bookstore: (262)243-4349
Email: bookstore@cuw.edu
Hours*

Mon-Thu: 9:00 a.m.-6:00 p.m.
Fri: 9:00 a.m.-3:00 p.m.
Sat: 11:00 a.m.-3:00 p.m.
Sun: CLOSED

Library: (262)243-4330
Hours*

Mon-Thu: 7:30 a.m.-12:00 a.m.
Fri: 7:30 a.m.-6:00 p.m.
Sat: 9:00 a.m.-5:00 p.m.
Sun: 12:30 p.m.-12:00 a.m.
Office hours*
Mon-Fri: 8:00 a.m.-4:30 p.m.

*Hours may differ during summer months and in January