



# **GB** ORIENTATION GUIDEBOOK

# TAKE FLIGHT AS A PHOENIX



UNIVERSITY of WISCONSIN  
GREEN BAY

# RESOURCE DIRECTORY

<i>Department</i>	<i>Phone</i>	<i>Website</i>
<b>Academic Advising</b>	920-465-2111	<a href="http://www.uwgb.edu/advising">www.uwgb.edu/advising</a>
<b>Career Services</b>	920-465-2111	<a href="http://www.uwgb.edu/careers">www.uwgb.edu/careers</a>
<b>Dean of Students</b>	920-465-2152	<a href="http://www.uwgb.edu/dean-of-students">www.uwgb.edu/dean-of-students</a>
<b>Financial Aid/Scholarship</b>	920-465-2111	<a href="http://www.uwgb.edu/financial-aid">www.uwgb.edu/financial-aid</a>
<b>Housing &amp; Residential Education</b>	920-465-2040	<a href="http://www.uwgb.edu/housing">www.uwgb.edu/housing</a>
<b>Information Technology</b>	920-465-2224	<a href="http://www.uwgb.edu/it">www.uwgb.edu/it</a>
<b>International Education</b>	920-465-2190	<a href="http://www.uwgb.edu/international">www.uwgb.edu/international</a>
<b>The Learning Center</b>	920-465-2958	<a href="http://www.uwgb.edu/learning-center">www.uwgb.edu/learning-center</a>
<b>Multi-Ethnic Student Affairs (MESA)</b>	920-465-2522	<a href="http://www.uwgb.edu/MESA">www.uwgb.edu/MESA</a>
<b>The Phoenix Bookstore</b>	920-465-6600	<a href="http://thephoenixbookstore.com">thephoenixbookstore.com</a>
<b>Pride Center</b>	920-465-2167	<a href="http://www.uwgb.edu/pride-center">www.uwgb.edu/pride-center</a>
<b>Registrar</b>	920-465-2111	<a href="http://www.uwgb.edu/registrar">www.uwgb.edu/registrar</a>
<b>Student Accessibility Services</b>	920-465-2152	<a href="http://www.uwgb.edu/sas">www.uwgb.edu/sas</a>
<b>Student Billing</b>	920-465-2224	<a href="http://www.uwgb.edu/student-billing">www.uwgb.edu/student-billing</a>
<b>Student Engagement Center</b>	920-465-2720	<a href="http://www.uwgb.edu/student-engagement">www.uwgb.edu/student-engagement</a>
<b>University Police</b>	920-465-2300	<a href="http://www.uwgb.edu/public-safety">www.uwgb.edu/public-safety</a>
<b>University Recreation</b>	920-465-2449	<a href="http://www.uwgb.edu/urec">www.uwgb.edu/urec</a>
<b>University Union</b>	920-465-2400	<a href="http://www.uwgb.edu/union">www.uwgb.edu/union</a>
<b>Veterans Services</b>	920-465-2075	<a href="http://www.uwgb.edu/veterans">www.uwgb.edu/veterans</a>
<b>Wellness Center</b>	920-465-2380	<a href="http://www.uwgb.edu/wellness-center">www.uwgb.edu/wellness-center</a>

## NOT SURE WHERE TO START?

### Contact Green Bay One Stop Shop!

GBOSS specializes in answering FAQ's for Advising, Financial Aid, and Registration, but they can help you find answers to virtually any question you may have about UW-Green Bay.

**Call** 920-465-2111    **Email** [gboss@uwgb.edu](mailto:gboss@uwgb.edu)

# FALL 2022 IMPORTANT DATES

<b>August 1 - September 19</b>	Students can charge books to SIS account
<b>September 6</b>	Check SIS for financial aid disbursements
<b>September 7</b>	First day of Fall semester classes
<b>September 13</b>	Deadline to add a course to your Fall 2022 schedule (without a Late Add Fee)
<b>September 17</b>	Last day to “opt out” of Green Bay Campus parking permit
<b>September 20</b>	Tuition and fees due (Late fee will be added to outstanding balance)
<b>September 20</b>	Deadline to drop a course (without a “Withdrawal” grade)
<b>October 20</b>	Payment plans due
<b>October 31</b>	Registration begins for Spring 2023 on a priority basis. <i>Check for your enrollment appointment in SIS.</i>
<b>November 23-27</b>	Fall recess
<b>December 19-23</b>	Final exams

## HELPFUL LINKS



2022-2023  
Academic Calendar



Fall 2022  
Registration Calendar



UW-Green Bay  
Campus Calendar





# WELLNESS

Once you are enrolled, students at each campus location have access to many of our counseling, medical, and wellness services for free or reduced cost.

## NEXT STEPS

### Vaccinations

UW-Green Bay does not require proof of vaccination, but our medical staff highly recommends you are up-to-date with vaccinations, including Meningococcal, Serogroup B Meningococcal, and Hepatitis B

### MyPrevea

Sign up for MyPrevea to have secure and convenient access to your health care information and utilize wellness services



### Existing Care

If you are already under the care of a provider or counselor and would like to discuss continued support on campus, please contact us

**Phone:** 920-465-2380

**Email:** [counshealth@uwgb.edu](mailto:counshealth@uwgb.edu)

# FERPA

The Family Education Right to Privacy Act (FERPA) is a federal law designed to protect the education records of students. In the university setting, it gives the enrolled student, regardless of age, control of their education records held by the university.

The university may release student information to parents in the event of a health/safety emergency, violation of the law, or for IRS tax purposes.

Students may grant guest access to an "Authorized Party," in the Student Information System (SIS) where parents or others can view the student's financial account and make payments.

For complete FERPA information, visit [www.uwgb.edu/ferpa](http://www.uwgb.edu/ferpa)

# NEW STUDENT CHECKLIST

- ☐ Get your UW-Green Bay ID
- ☐ Check your UW-Green Bay email daily
- ☐ File the FAFSA to apply for financial aid, or add UW-Green Bay's school code (003899)
- ☐ Download the Navigate app
- ☐ Discuss your plan to pay for college and finalize payment options in SIS  
*Tip: The Financial Aid Office is happy to help and available for appointments*
- ☐ Discuss accommodation options with Student Accessibility Services (if applicable)
- ☐ Visit the Student Information System (SIS) to view and purchase textbooks needed for classes.
- ☐ Review Canvas, the University's online learning system where your courses and assignments will be housed
- ☐ Save the date for GB Welcome!



Manitowoc  
Campus

Marinette  
Campus

Sheboygan  
Campus



Green Bay  
Campus

## MY CHECKLIST

Anything else you need to do while preparing for college? Need a place to keep your packing list if you're living on campus? Write it all down here!

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# COST OF COLLEGE

Below are **estimated** costs for each **semester** of the 2022-2023 academic year. Costs are reflective of Green Bay Campus, full-time Bachelor's degree-seeking students.

Green Bay Campus	Wisconsin Resident	Minnesota Resident	Midwest Student Exchange	Non-Resident
<b>Tuition<sup>1</sup></b>	\$3,937	\$4,920	\$5,512	\$8,046
<b>Housing<sup>2</sup></b>	\$2,138	\$2,138	\$2,138	\$2,138
<b>Food<sup>3</sup></b>	\$1,525	\$1,525	\$1,525	\$1,525
<b>Books<sup>4</sup></b>	\$400	\$400	\$400	\$400
<b>Total per Semester</b>	<b>\$8,000</b>	<b>\$8,983</b>	<b>\$9,575</b>	<b>\$12,109</b>

<sup>1</sup>Tuition and segregated fees are based on full time (12-18 credits) in person enrollment at UW-Green Bay, Green Bay campus.

<sup>2</sup> Housing rate listed is for a typical freshman residence hall

<sup>3</sup> Food cost reflects the most popular 'Phoenix All Access Meal Plan'.

See [www.uwgb.edu/dining/green-bay-campus/meal-plan-information](http://www.uwgb.edu/dining/green-bay-campus/meal-plan-information) for more information.

<sup>4</sup> Book cost is an average for a full-time student

\*Other expenses may include parking, GB Orientation \$212, distance education fees \$25 per credit

## TIMELINE

**Early August** — Student is notified by Student Billing Resources of ability to view and pay account charges in SIS. Continue to monitor SIS for the most up-to- date charges.

**September 7, 2022** — First Day of Classes. If student has received their financial aid offer and all requirements met, financial aid is applied to charges in SIS by this date. Students should log in to SIS to ensure that remaining balance reflects what is expected.

**September 20, 2022** — Any remaining semester charges to be paid to the Student Billing Resources Office by 4:15pm.

**Financial Aid** 920-465-2075 | [financialaid@uwgb.edu](mailto:financialaid@uwgb.edu)  
**Student Billing Resources** 920-465-2224 | [studentbilling@uwgb.edu](mailto:studentbilling@uwgb.edu)

For more information regarding all campus location and degree type costs, visit  
[www.uwgb.edu/admissions/cost/basics](http://www.uwgb.edu/admissions/cost/basics)

# ESTIMATED COST AND FINANCIAL AID WORKSHEET

Fall Semester	Spring Semester
Direct Costs _____	Direct Costs _____
Tuition _____	Tuition _____
Housing _____	Housing _____
Food _____	Food _____
Books _____	Books _____
\$ _____ Total	\$ _____ Total
Grants and Scholarships (Gift Aid)	
_____	_____
_____	_____
_____	_____
\$ _____ Total	\$ _____ Total
Student Loans	
Federal Direct Subsidized _____	Federal Direct Subsidized _____
Federal Direct Unsubsidized _____	Federal Direct Unsubsidized _____
\$ _____ Total	\$ _____ Total
Family/Student Responsibility or Refund - FALL	Family/Student Responsibility or Refund - FALL
\$ <span style="background-color: #cccccc; padding: 0 20px;"> </span>	\$ <span style="background-color: #cccccc; padding: 0 20px;"> </span>

## ADDITIONAL FUNDING OPTIONS FOR FAMILIES/STUDENTS

### 1) Payment Plan

- See the Student Billing Resources website at [uwgb.edu/student-billing/payment/payment-plan/](http://uwgb.edu/student-billing/payment/payment-plan/)
- Contact Student Billing Resources at 920-465-2224 with any questions.

### 2) Parent PLUS Loan

- Parent is borrower and eligibility is credit-based
- Apply at [studentaid.gov](http://studentaid.gov); log in with parent FSA ID and password
- School will be notified of results

#### *If Approved:*

- Parent must sign MPN
- Funds are applied to student's balance each term

#### *If Denied:*

- Parent can obtain an endorser (co-signer), OR
- Additional loan eligibility may be available to the student (up to \$4,000)

### 3) Alternative Loans

- Private Student Loans
- Students look for and select a lender of their choice (most require a co-signer)
- Approval, interest rate, and terms of loan dependent on credit history of borrower/co-signer

# COLLEGE SPEAK

## Academic Terms

**Add and Drop** – Process of changing a course schedule by dropping or adding a course during the prescribed time at the beginning of each semester

**Canvas** – The online learning system used by UWGB to facilitate courses, discussion, class materials, assignments, grades, and more

**Credit** – One credit equals approximately one hour of classroom instruction per week

**Curriculum** – A program of study made up of a set of courses offered by a school

**Degree Program** – A planned program of study leading to a Bachelor's Degree

**FERPA** – Family Education Right to Privacy Act

**General Education Requirement** – A component of a degree program that provides a broad based education with required coursework

**Hold** – A restriction placed on student accounts for academic or financial reasons and generally require action from the student to be removed

**Major** – A planned program of study leading to a Bachelor's Degree

**Minor** – A sequence of related courses consisting of 15 or more semester hours of credit

**Segregated Fees** – Fees assessed to students in order to support facilities, programs, and services that are not academically oriented

**Syllabus** – The guide that a professor gives a student that outlines class requirements and what it takes to achieve specific grades

## People

**Chancellor** – President or Chief Administrative Officer of college or university

**Vice Chancellor** – Senior Administrative Officer in certain colleges and universities

**Provost** – Officer Ranking below a Chancellor and serving as a deputy to the Chancellor

**Dean** – An Administrator in charge of a division of a university or college

**Professor** – A university or college-level instructor with the highest rank they can earn

**Advisor** – Faculty/staff member that can provide information and assistance on academics

**Student Ambassadors** – A team of student leaders who support the university's outreach efforts to prospective students and newly enrolled students

**Commuter** – A student who lives off-campus or at home and travels, or commutes, to campus for class

**Resident** – A student who lives on campus in a residence hall

**First-Generation College Student** – Neither student's parent holds a 4-year college degree

**Phlash** – The UW-Green Bay Phoenix mascot

## Financial Terms

**FAFSA** – Free Application for Federal Student Aid

**EFC** – Expected Family Contribution. This is a measurement of a family's financial strength as measured by the FAFSA, and it helps determine the amount of financial aid a student is eligible for

**SAP** – Satisfactory Academic Progress. In order to maintain financial eligibility, a student must meet certain standards set by the federal government.





# WHAT DOES THAT MEAN?

## A Guide to UW-Green Bay Acronyms and Lingo

### Academic Buildings

#### Green Bay Campus

<b>CL</b>	Cofrin Library
<b>ES</b>	Environmental Sciences
<b>IS</b>	Instructional Services
<b>LS</b>	Laboratory Sciences
<b>MAC</b>	Mary Ann Cofrin Hall
<b>RH</b>	Rose Hall
<b>SA</b>	Studio Arts
<b>SS</b>	Student Services
<b>STEM</b>	Science, Technology, Engineering and Math
<b>TH</b>	Theatre Hall
<b>WH</b>	Wood Hall

#### Manitowoc Campus

<b>F</b>	Founders Hall
<b>H</b>	Hillside Hall
<b>L</b>	Lakeside Hall

#### Marinette Campus

<b>L</b>	Library Technology Building
<b>M</b>	Main Building
<b>T</b>	Theatre on the Bay Fine Arts Building

#### Sheboygan Campus

Building	Room #s
<b>ACUITY Technology Center</b>	1000-1299
<b>Main Building</b>	2000-3299
<b>Student Commons</b>	2000-4299
<b>Learning Resources Building</b>	5000-5299
<b>Brotz Science Building</b>	6000-6299
<b>Fine Arts Building</b>	7000-7199
<b>Physical Education Building</b>	8000-8099

### Housing

#### Green Bay Campus

<b>AC</b>	Area Coordinator
<b>CA</b>	Community Advisor
<b>CC</b>	Community Center
<b>RA</b>	Residence Assistant
<b>RHAA</b>	Residence Hall and Apartment Association

### Student Engagement

<b>GTP</b>	Good Times Programming
<b>MESA</b>	Multi-Ethnic Student Affairs
<b>OFO</b>	Organization Financial Office
<b>ORG</b>	Organization (Club)
<b>OrgSmorg</b>	Organization Fair
<b>SEC</b>	Student Engagement Center
<b>SGA</b>	Student Government Assoc.

### Classes

<b>GE</b>	General Education credit
<b>LEC</b>	Lecture Course
<b>LAB</b>	Laboratory Course
<b>SIS</b>	Student Information System
<b>WE</b>	Writing Emphasis Course

### Places on Campus

#### Green Bay Campus

<b>GAC</b>	General Access Computer Lab
<b>GBOSS</b>	Green Bay One Stop Shop
<b>KEC</b>	Kress Events Center
<b>UREC</b>	University Recreation
<b>UTIC</b>	University Ticketing and Information Center
<b>UU/Union</b>	University Union

## What is the difference between a college and a university?

The difference between a college and a university is that a college offers a collection of degrees in one specific area, while a university is a collection of colleges. When you go to a university you are going to be graduating from one of their colleges.

# FREQUENTLY ASKED QUESTIONS

## What do I need to do before the semester starts?

1. If you haven't already completed all To-Do items on your Wings Portal, please do so as soon as possible.
2. Review the New Student Checklist on Page 5 for next steps after GB Orientation.
3. Begin the habit of checking your UW-Green Bay email daily for important communication from the university and other items to complete throughout your college experience.

## How can I find my UWGB username and password?

To log in to the UW-Green Bay technology systems, including email, SIS, the Wings Portal, Navigate, Canvas, and more, you must set up your student account using the username and password information found in your admissions letter.

**Note:** when accessing the Wings Portal, include the "@uwgb.edu" with your username. When logging into SIS or for housing, you will not include the "@uwgb.edu." If you need help resetting your password or cannot remember it, please contact the UW-Green Bay IT Service Desk at 920-465-2309.

## How do I request accommodations for my classes or living situation?

To receive services with Student Accessibility Services (SAS), you will need to fill out a short application and upload documentation through their website at [www.uwgb.edu/student-accessibility-services](http://www.uwgb.edu/student-accessibility-services). SAS also offers services for alternative testing, note-taking, caption media, alternative format texts, emotional support animals, parking, and more.

## What are helpful tips as a commuter student living off campus?

1. **Go to campus events** – Your college experience is what you make of it! Hang out on campus between classes, get involved, and try something new.
2. **Find a few places that make you feel comfortable** – Spend the first couple weeks of the semester exploring campus to find where you like to study, eat, and have fun.
3. **Get connected to people in your classes** – Exchange numbers or social media with classmates to study and go to events together.
4. **Plan ahead** – Bring all you need to campus for the day, including class materials, computer (and charger), and food/snacks. Allow yourself more time than you think you need to travel to campus, find parking, and navigate bad weather.

## When can I start joining clubs and organizations?

Start browsing all clubs, organizations, and Fraternity & Sorority Life at [www.uwgb.edu/student-organizations](http://www.uwgb.edu/student-organizations) and look forward to meeting student org leaders at GB Welcome, at OrgSmorg on the Green Bay campus, and throughout the year! It's never too late to join.

## When do classes start?

Fall semester courses begin on Wednesday, September 7, 2022.



### PHLASH TIP:

Mark your calendar and planner with all the “Important Dates” listed on Page 2 to keep track of what is coming up!

## What is GB Welcome?

GB Welcome builds off your GB Orientation experience to welcome you to the Phoenix Family. You'll participate in fun, once-in-a-lifetime events, as well as important information sessions as a new student. Save the date(s) for GB Welcome on your campus location:



Manitowoc  
Campus



Marinette  
Campus



Sheboygan  
Campus



Green Bay  
Campus

## How will my semester be impacted by COVID?

UW-Green Bay continues to follow the advice of local public health, the Centers for Disease Control and our partner, Prevea Health, in decisions regarding COVID-19. COVID-19 vaccinations are encouraged, but not required.

For the most updated information and campus safety measures, please visit [www.uwgb.edu/phoenix-forward](http://www.uwgb.edu/phoenix-forward)

## When do I find out who my roommate is, and what should I bring to live on campus?

Check your UW-Green Bay email for updated information from Housing & Residential Education and visit their website at [www.uwgb.edu/housing](http://www.uwgb.edu/housing) for a complete list of what to bring (and not bring) when you move in.

## If I am living on campus, how do I get my mail?

All mail will be delivered to the Community Center. Your campus mailbox and lock combination will be included in your housing assignment information.

Your address should be in the following format:

*Your Name*

*Campus Box #1234*

*Your Building Street Address*

*Green Bay, WI 54311-7070*

## How do I get a parking permit?

All Green Bay Campus students are assessed a virtual parking permit fee when tuition and fees for the upcoming term are applied to their SIS account. Students who do not use the parking services can easily “opt out” through an option on their SIS account which removes the permit fee. Students at the Manitowoc, Marinette, and Sheboygan Campuses do not need a parking permit.

# MY FALL 2022 CLASS SCHEDULE

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# NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.