



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

# SPRING 2023 IMPORTANT DATES

<b>January 1 - February 2</b>	Students can charge books to SIS account
<b>January 3</b>	First day of class January 2023 term
<b>January 23</b>	Check SIS for Financial Aid disbursements
<b>January 23</b>	First day of spring semester classes
<b>January 29</b>	Deadline to add a course to your Spring 2023 schedule (without a Late Add Fee)
<b>February 3</b>	Tuition and fees due (Late fee will be added to outstanding balance)
<b>February 4</b>	Last day to “opt out” of Green Bay Campus parking permit
<b>February 5</b>	Deadline to drop a course (without a “Withdrawal” grade)
<b>March 6</b>	Payment plans due
<b>March 13-19</b>	Spring Recess
<b>March 27</b>	Registration begins for Fall 2023 on a priority basis. <i>Check for your enrollment appointment in SIS.</i>
<b>May 8-12</b>	Final exams

## HELPFUL LINKS



2022-2023  
Academic Calendar



Fall 2023  
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

1. 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.
2. Sign up for MyPrevea to have secure and convenient access to your health care information and utilize wellness services.
3. 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 [uwgb.edu/ferpa](http://uwgb.edu/ferpa)



# 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	\$5,131	\$5,512	\$8,046
<b>Housing<sup>2</sup></b>	\$2,010	\$2,010	\$2,010	\$2,010
<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>\$7,872</b>	<b>\$9,066</b>	<b>\$9,447</b>	<b>\$11,981</b>

<sup>1</sup>Tuition and segregated fees are based on full time (12-18 credits) enrollment at UW-Green Bay's Green Bay campus for the term

<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 [uwgb.edu/dining/green-bay-campus/meal-plan-information](http://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, distance education fees \$25 per credit, \$212 orientation fee

## TIMELINE

**Late December** — 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.

**January 23, 2023** — 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.

**February 3, 2023** — 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 [uwgb.edu/admissions/cost/basics](http://uwgb.edu/admissions/cost/basics)

# ESTIMATED COST AND FINANCIAL AID WORKSHEET

## Spring Semester

### Direct Costs

Tuition \_\_\_\_\_  
Housing \_\_\_\_\_  
Food \_\_\_\_\_  
Books \_\_\_\_\_  
\$ \_\_\_\_\_ Total

### Grants and Scholarships (Gift Aid)

\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\$ \_\_\_\_\_ Total

### Student Loans

Federal Direct Subsidized \_\_\_\_\_  
Federal Direct Unsubsidized \_\_\_\_\_  
\$ \_\_\_\_\_ Total

## Summer Financial Aid

Summer is separate from spring and is part of the 2023-24 aid year. To be considered for aid in summer or next year, completion of the 2023-24 FAFSA will be necessary. See the following steps:

- Complete the 2023-24 FAFSA at FAFSA.gov and add UWGB school code 003899
- In mid March, complete the UWGB Summer Financial Aid application available at [uwgb.edu/financial-aid/](http://uwgb.edu/financial-aid/)
- 2023-24 academic year aid will begin to be offered in February 2023.
- The financial aid office will begin processing summer applications in April 2023. A separate email notification will be sent once summer eligibility is offered in SIS.
- Students must be in at least 6 undergraduate credits to use federal student loans in any term. Students must have a course in session after July 1st to use 2023-24 eligibility in the summer.

Family/Student Responsibility or Refund - SPRING

\$ \_\_\_\_\_

## 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
- Review lender programs students have used in the past using FASTChoice at [uwgb.edu/financial-aid/types-of-aid/other-funding-options/](http://uwgb.edu/financial-aid/types-of-aid/other-funding-options/)

# 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 UW-Green Bay 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

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

**Chancellor** – President or chief administrative officer of college or university

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

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

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

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

**Provost** – Senior academic administrator responsible for planning and implementing academic programs and policies.

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

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

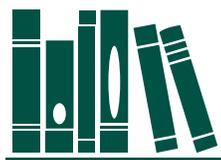
**Vice Chancellor** – Senior administrative officer in certain colleges and universities

## Financial Terms

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

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

**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 [uwgb.edu/student-accessibility-services](http://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 for 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 [uwgb.presence.io/organizations](http://uwgb.presence.io/organizations) and look forward to meeting student org leaders at OrgSmorg on the Green Bay campus and throughout the year! It's never too late to join.

## When do classes start?

Spring semester courses begin on Monday, January 23, 2023.



### PHLASH TIP:

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

## How will my semester be impacted by COVID-19?

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 [uwgb.edu/wellness-center/covid-guidance](https://uwgb.edu/wellness-center/covid-guidance)

## 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.

## How do meal plans work?

All students living on the Green Bay Campus must select a meal plan during the Housing check-in process. Green Bay Campus commuter students have the option to add a meal plan to your SIS account or purchase one at the University Ticketing & Information Center (UTIC). Students may request to change or cancel their meal plan within the first two weeks of each semester. Learn more about dining and meal plans at [uwgb.edu/dining](https://uwgb.edu/dining).

