Welcome Fall 2016 Online MBA Students!

In your acceptance letter from the Admissions Office, you will find both your WVUID (student ID) number and MIX (student email) account. Please record these for future use. Once classes begin, we will primarily communicate with you via your student email account.

Prior to registration, first time users will need to “claim your account” at https://login.wvu.edu. Once setup through this site is complete, most WVU systems will be able to be accessed with your User ID and password.

Your User ID or Username is the prefix to your MIX account. Ex: if your e-mail address is jdoe@mix.wvu.edu, then your user name is jdoe.

Your WVUID is your student number which will be needed whenever contacting the IT Service Desk. This number can also be found by visiting https://login.wvu.edu and selecting “Forgot your WVUID?” from the left hand menu. The IT Service Desk can be contacted at 304-293-4444 or 877-327-9260 or ITSHelp@mail.wvu.edu should you ever have any technological issues.

Once setup is complete, you will want to login to the WVU Portal at https://portal.wvu.edu with your User Name and Password. WVU Portal will serve as a centralized location to register online for classes, check grades, find out about current campus events, chat online with classmates, and receive targeted messages. It is accessible from anywhere at any time.

**Registering for Classes**

All students are expected to register for their own courses. You will receive email communications from your Academic Advisor in future semesters regarding the registration process. It is imperative that you check your MIX email account frequently so you will not miss this important information. You are not officially registered until all tuition and fees are paid. You will not have access to the course materials until the first day of class (August 17) at 8 am EST.

**How to Register:**

1. Log in to WVU Portal using your User Name and Password
2. Click on the STAR link in the right hand WVU Resources menu
3. Select the Student Services & Housing link. (If you receive a warning box asking if "you want to view only the web page content that was delivered securely", click on "no")
4. Select Registration link.
5. Select Add or Drop Classes link.
6. Select a Term (Fall 2016) by using the pull down option to select desired term. Click on Submit.
7. Enter each CRN in a block and click on the **Submit Changes** button. Scroll down to review schedule and check for errors.
   You can review your schedule by selecting the Menu tab and clicking on the **Student Detail Schedule** link. (still under the student services tab)

Below are the courses you need to register for your plan of study for the Fall 2016 term:

**Semester 1 (Fall 2016)  Orientation: August 11-13**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CRN</th>
<th>Term</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>BADM 612</td>
<td>Managerial &amp; Team Skills</td>
<td>84841</td>
<td>Aug. 17 – Oct. 7</td>
<td>Dawley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>85399</td>
<td></td>
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<td>BADM 621</td>
<td>Business Research</td>
<td>81880</td>
<td>Aug. 17 – Oct. 7</td>
<td>Blakely</td>
</tr>
<tr>
<td></td>
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<td>85401</td>
<td></td>
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<tr>
<td>BADM 622</td>
<td>Financial Statements Analysis</td>
<td>83190</td>
<td>Oct. 10 – Dec. 6</td>
<td>TBD</td>
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<tr>
<td></td>
<td></td>
<td>85400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you need assistance in registering for your classes, please contact Nichole Grossman at Nichole.Grossman@mail.wvu.edu or 304-293-7957.

**Tuition Payment**
Registration is not complete until a payment is made. A 2.5% processing fee will be assessed on all credit/debit card transactions. You can make a payment using any of the following payment methods with no additional fees added: Electronic Check (ACH), Personal Check, Cashier’s check, money order, and cash. **Please note: If a change is made to a course schedule, it may take 1-2 business days for the change to be reflected in the bill total.**

You can make your payment through the STAR system (the same system used to register for classes):

1. Select the **STAR Tab**
2. **Click here to enter STAR**
3. Select the **Student Services & Housing** link.
4. Select **Student Accounts**
5. Select **Electronic Bill by Term/Make Payment**
6. Select term

Payments received on or after the first day of the term will be charged a late payment fee. For more information, visit: [http://studentaccounts.wvu.edu](http://studentaccounts.wvu.edu). If your tuition is not paid before the class begins, you will not be able to access the class materials or participate in the class.

There are two options for payment of your tuition bill. You can pay the bill in full (after factoring in scholarships, etc.). Or you can pay in monthly installments through Tuition Pay. To check out the payment plan option, visit [http://studentaccounts.wvu.edu/tuition-payment-plan](http://studentaccounts.wvu.edu/tuition-payment-plan)

**Third Party Billing:** If a student's employer or another outside group wishes to pay all or part of their charges they need to setup third party billing. The directions for setting up a third party billing is documented at: [http://studentaccounts.wvu.edu/billing](http://studentaccounts.wvu.edu/billing)