



DC Evening MBA Pre-Program Checklist

Welcome DC Evening MBA students! We have provided you with the outline below in order to assist you with your transition to the Robert H. Smith MBA Program. Below you will find a list of task items including recommended start dates and important due dates. Please be aware that the Task Items and Point of Contact links will lead to websites.

Please become familiar with your Campus Advisor, as she is here to make your time at Smith as successful as possible. The DC Evening MBA Campus Advisor is:

KATIE PEOPLES

kpeoples@rhsmith.umd.edu

202-898-1945

We look forward to working with you! Should you have any questions, please do not hesitate to contact Katie.

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 3	Jun 10	Set up your Directory ID and password	Katie Peoples 202-898-1945	REQUIRED Must be completed by registration
	Jun 3	Aug 10	Submit immunization paperwork	University Health Center 301-314-8114	REQUIRED Must be completed by orientation
	Jun 3	Aug 10	Order Smith nametag	Office of Career Services	Optional Order prior to orientation
	Jun 3	Aug 10	Complete the OCS 2015 New Student Intake Form	Office of Career Services	Optional
	Jun 3	Aug 10	View OCS welcome video and review onboarding document	Office of Career Services	Optional
	Jun 3	See Notes	Register for Fall 2015 classes	Katie Peoples 202-898-1945	REQUIRED Registration opens Jun 3, to be completed 1 week after given instruction
	Jun 3	See Notes	Check your financial aid status	David Gardner 301-405-2111	Optional Must be completed prior to taking out loans
	Jun 3	Jul 24	Submit core course waiver requests	Mary Susan Forsythe 301-405-1777	Optional For students interested in waiving ANY core courses



<input checked="" type="checkbox"/>	Start Date	Due Date	Task	Point of Contact	Notes
	Jun 10	Jul 31	Register for MathCamp (if attending)	Mary Susan Forsythe 301-405-1777	Optional RSVP Required
	Jun 10	Aug 10	Create personal HireSmith profile	Office of Career Services	Optional
	Jun 10	Aug 24	View HireSmith training module (How to set up a coaching appointment)	Office of Career Services	Optional
	Jun 10	Aug 24	View Smith resume guideline video	Office of Career Services	Optional
	Jun 24		Attend Take Me Out to the Ballgame! Washington Nationals baseball game	Julie Dellinger 240-565-2117	Optional RSVP Required
	Jul 10	Jul 29	Submit preferred first name for classroom name tent	Katie Peoples 202-898-1945	Optional For students who have a different preferred name
	Jul 10	Aug 10	Order Smith business cards	Office of Career Services	Optional
	Jul 25	Aug 20	Pay tuition bill, if registered by Jul 25	David Gardner 301-405-2111	REQUIRED
	Aug 3	Aug 24	Purchase textbooks and course packets	Katie Peoples 202-898-1945	REQUIRED
	Aug 3	Aug 24	Update and upload resume to HireSmith	Office of Career Services	Optional
	Aug 7-9		Attend Math Camp	Mary Susan Forsythe 301-405-1777	Optional RSVP Required
	Aug 16		Attend Orientation	Katie Peoples 202-898-1945	REQUIRED
	Aug 17		Take BUSI 630 waiver exam in College Park	Mary Susan Forsythe 301-405-1777	Optional
	Aug 17		Take BUSI 640 waiver exam in College Park	Mary Susan Forsythe 301-405-1777	Optional
	Aug 18-19		Attend DC Evening Campus Night	Katie Peoples 202-898-1945	REQUIRED
	Aug 24 (M/W) & Aug 25 (T/Th)		Start Classes!		REQUIRED