



## DC Weekend MBA Pre-Program Checklist

Welcome DC Weekend 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 he is here to make your time at Smith as successful as possible. The DC Weekend MBA Campus Advisor is:

**KIRK ANDERSON**

[kanderson@rhsmith.umd.edu](mailto:kanderson@rhsmith.umd.edu)

301-405-2280

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

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 1	Jun 8	<a href="#">Set up your Directory ID and password</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>REQUIRED</b> Must be completed by registration
	Jun 1	Jun 8	<a href="#">Access Smoogle Account</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>REQUIRED</b> Must be completed by orientation
	Jun 1	Aug 8	<a href="#">Submit immunization paperwork</a>	<a href="#">University Health Center</a> 301-314-8114	<b>REQUIRED</b> Must be completed by orientation
	Jun 1	Aug 8	<a href="#">Order Smith nametag</a>	<a href="#">Tiffany Zook</a> 301-405-9565	<b>Optional</b> Order prior to orientation
	Jun 1	Aug 8	<a href="#">View OCS welcome video and review onboarding document</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 1	Aug 8	<a href="#">Complete OCS Intake Form</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 1	See Notes	<a href="#">Register for Fall 2016 classes</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>REQUIRED</b> Registration opens Jun 1, to be completed 1 week after given instruction
	Jun 1	See Notes	<a href="#">Check your financial aid status</a>	<a href="#">David Gardner</a> 301-405-2111	<b>Optional</b> Must be completed prior to taking out loans
	Jun 8	Aug 8	<a href="#">Create personal HireSmith profile</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>



<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 8	Aug 5	<a href="#">Register for MathCamp (if attending)</a>	<a href="#">Tiffany Zook</a> 301-405-9565	<b>Optional</b> Registration Opens June 8
	Jun 15	Jul 24	<a href="#">Submit core course waiver requests</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b> For students interested in waiving certain core courses
	Jun 22	Jul 29	<a href="#">Submit preferred first name for classroom name tent</a>	<a href="#">Tiffany Zook</a> 301-405-9565	<b>Optional</b> For students who have a preferred first name
		Jun 30	<a href="#">FAFSA Application Deadline</a>		<b>Optional</b> For students applying for Federal Aid
	Jul 6		<a href="#">Order Smith business cards</a>	<a href="#">Tiffany Zook</a> 301-405-9565	<b>Optional</b>
	Jul 25	Aug 20	<a href="#">Pay tuition bill, if registered by Jul 25</a>	<a href="#">David Gardner</a> 301-405-2111	<b>REQUIRED</b>
	Aug 1	Aug 19	<a href="#">Purchase textbooks and course packets</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>REQUIRED</b> Check syllabi for requirements
	Aug 3	Aug 12	<a href="#">Upload Resume to HireSmith</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Wknd of Aug 13		<a href="#">Attend Orientation</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>REQUIRED</b>
	Aug 15		<a href="#">Take waiver exams in College Park</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b>
	Aug 16		<a href="#">Attend DC Weekend Campus Night</a>	<a href="#">Kirk Anderson</a> 301-405-2280	<b>Optional</b>
	Aug 19-21		<a href="#">Attend MathCamp</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b> Registration Required
	Aug 27		<a href="#">Start Classes!</a>		<b>REQUIRED</b>