



Shady Grove MBA Pre-Program Checklist

Welcome Shady Grove 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 Shady Grove MBA Campus Advisor is:

TAGRINA (TAJ) HALIM

thalim@rhsmith.umd.edu

301-738-6205

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

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 1	Jun 8	Set up your Directory ID and password	Tagrina Halim 301-738-6205	REQUIRED Must be completed by registration
	Jun 1	Jun 8	Access Smoogle Account	Tagrina Halim 301-738-6205	REQUIRED Must be completed by orientation
	Jun 1	Aug 8	Submit immunization paperwork	University Health Center 301-314-8114	REQUIRED Must be completed by orientation
	Jun 1	Aug 8	Order Smith nametag	Tiffany Zook 301-405-9565	Optional Order prior to orientation
	Jun 1	Aug 8	View OCS welcome video and review onboarding document	Office of Career Services	Optional Order prior to orientation
	Jun 1	Aug 8	Complete OCS Intake Form	Office of Career Services	Optional
	Jun 1	See Notes	Register for Fall 2016 classes	Tagrina Halim 301-738-6205	REQUIRED Registration opens Jun 1, to be completed 1 week after given instruction
	Jun 1	See Notes	Check your financial aid status	David Gardner 301-405-2111	Optional Must be completed prior to taking out loans
	Jun 8	Aug 8	Create personal HireSmith profile	Office of Career Services	Optional



<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 8	Aug 5	Register for MathCamp (if attending)	Tiffany Zook 301-405-9565	Optional Registration Opens June 8
	Jun 15	Jul 24	Submit core course waiver requests	Mary Susan Forsythe 301-405-1777	Optional For students interested in waiving certain core courses
	Jun 22	Jul 29	Submit preferred first name for classroom name tent	Tiffany Zook 301-405-9565	Optional For students who have a preferred first name
		Jun 30	FAFSA Application Deadline		Optional For students applying for Federal Aid
	Jul 6		Order Smith business cards	Tiffany Zook 301-405-9565	Optional
	Jul 25	Aug 20	Pay tuition bill, if registered by Jul 25	David Gardner 301-405-2111	REQUIRED
	Aug 1	Aug 19	Purchase textbooks and course packets	Tagrina Halim 301-738-6205	REQUIRED Check syllabi for requirements
	Aug 3	Aug 12	Upload Resume to HireSmith	Office of Career Services	Optional
	Wknd of Aug 13		Attend Orientation	Tagrina Halim 301-738-6205	REQUIRED
	Aug 15		Take waiver exams in College Park	Mary Susan Forsythe 301-405-1777	Optional
	Aug 16 & 17		Attend Shady Grove Campus Night	Tagrina Halim 301-738-6205	Optional
	Aug 19-21		Attend MathCamp	Mary Susan Forsythe 301-405-1777	Optional Registration Required
	Aug 23		Start Classes!		REQUIRED