



## Shady Grove Evening MBA Pre-Program Checklist

Welcome Shady Grove 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 Shady Grove Evening MBA Campus Advisor is:

FELICIA LOW

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

301-738-6263

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

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jun 3	Jun 10	<a href="#">Set up your Directory ID and password</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>REQUIRED</b> Must be completed by registration
	Jun 3	Aug 10	<a href="#">Submit immunization paperwork</a>	<a href="#">University Health Center</a> 301-314-8114	<b>REQUIRED</b> Must be completed by orientation
	Jun 3	Aug 10	<a href="#">Order Smith nametag</a>	<a href="#">Office of Career Services</a>	<b>Optional</b> Order prior to orientation
	Jun 3	Aug 10	<a href="#">Complete the OCS 2015 New Student Intake Form</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 3	Aug 10	<a href="#">View OCS welcome video and review onboarding document</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 3	See Notes	<a href="#">Register for Fall 2015 classes</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>REQUIRED</b> Registration opens Jun 3, to be completed 1 week after given instruction
	Jun 3	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 3	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 ANY core courses



<input checked="" type="checkbox"/>	Start Date	Due Date	Task	Point of Contact	Notes
	Jun 10	Jul 31	<a href="#">Register for MathCamp</a> (if attending)	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b> RSVP Required
	Jun 10	Aug 10	<a href="#">Create personal HireSmith profile</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 10	Aug 24	<a href="#">View HireSmith training module</a> (How to set up a coaching appointment)	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 10	Aug 24	<a href="#">View Smith resume guideline video</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Jun 15 & Jun 24		Attend Take Me Out to the Ballgame! <a href="#">Washington Nationals</a> or <a href="#">Baltimore Orioles</a>	<a href="#">Julie Dellinger</a> 240-565-2117	<b>Optional</b> <a href="#">RSVP Required (Nats)</a> <a href="#">RSVP Required (Orioles)</a>
	Jul 10	Jul 29	<a href="#">Submit preferred first name</a> <a href="#">for classroom name tent</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>Optional</b> For students who have a different preferred name
	Jul 10	Aug 10	<a href="#">Order Smith business cards</a>	<a href="#">Office of Career Services</a>	<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 3	Aug 24	<a href="#">Purchase textbooks and course packets</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>REQUIRED</b>
	Aug 3	Aug 24	<a href="#">Update and upload resume to HireSmith</a>	<a href="#">Office of Career Services</a>	<b>Optional</b>
	Aug 7-9		<a href="#">Attend Math Camp</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b> RSVP Required
	Aug 16		<a href="#">Attend Orientation</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>REQUIRED</b>
	Aug 17		<a href="#">Take BUSI 630 waiver exam in</a> <a href="#">College Park</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b>
	Aug 17		<a href="#">Take BUSI 640 waiver exam in</a> <a href="#">College Park</a>	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b>
	Aug 19		<a href="#">Attend Shady Grove Campus Night</a>	<a href="#">Felicia Low</a> 301-738-6263	<b>REQUIRED</b>
	Aug 26		<a href="#">Start Classes!</a>		<b>REQUIRED</b>