



## Pre-Program Checklist

Completing the list of tasks below by the due dates will ensure that you are fully prepared for the start of your academic program. The underlined Task Items and Point of Contacts will lead to websites with additional information. If you have any questions, please contact your program advisor.

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
		Prior to registration for Fall classes	<a href="#">Set up Directory ID and password</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b> before course registration
	June 7	1 week after receiving instructions	<a href="#">Register for Fall 2017 classes</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b> within 1 week of receiving instructions
	June 7	Prior to orientation	<a href="#">Secure housing</a>	<a href="#">Off Campus Housing Services</a>	<b>REQUIRED</b>
	June 7	September 1	Accounting only: <a href="#">Submit course waiver request(s)</a>	<a href="#">Kim Jones-Gonzalez</a>	<b>Optional</b> for Accounting
	June 7	June 22	<a href="#">Submit preferred first name for classroom name tent</a>	<a href="#">Tiffany Zook</a>	<b>Optional</b>
	June 7	August 4	<a href="#">Order Nametag</a>	<a href="#">Tiffany Zook</a>	<b>REQUIRED</b>
	June 7	August 23	Accounting only: <a href="#">Complete pre-skills</a>	<a href="#">Program Advisor</a>	<b>Optional</b>
	June 7	August 23	Finance only: <a href="#">Register and complete pre-skills requirements for BUSI 640</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b> for Finance
	June 7	Prior to securing loan(s)	<a href="#">Check your financial aid status</a> (US citizens may be eligible for FAFSA and/or federal loans)	<a href="#">Samantha Hanssen</a>	<b>Optional</b>
	June 21	August 16	<a href="#">Submit immunization paperwork</a>	<a href="#">University Health Center</a> 301-314-8114	<b>REQUIRED</b>
	June 21	August 18	<a href="#">Declare Maryland residency</a> (Maryland residents only)	<a href="#">Residency Classification Office</a> 301-314-9596	<b>Optional</b>
	July 12	August 16	<a href="#">Academic Integrity Tutorial</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	July 8	August 19	<a href="#">Apply for health insurance</a>	<a href="#">University Health Center</a> 301-314-8165	<b>Optional</b>
	July 24	July 28	<a href="#">Register for campus parking permit</a>	<a href="#">Department of Transportation Services</a> 301-314-PARK	<b>Optional</b>
	July 25	August 20	Pay tuition bill, if registered by July 25	<a href="#">Samantha Hanssen</a>	<b>REQUIRED</b>
	July 19	August 12	<a href="#">Order business cards</a>	<a href="#">Tiffany Zook</a>	<b>Optional</b>
	August 1	August 18	<a href="#">Purchase textbooks/course packets</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	August 5	August 25	Set up local bank account (Capital One is on campus; others are off campus)	<a href="#">Capital One Bank</a> 301-864-7825	<b>Optional</b>
	August 16	August 25	<a href="#">Obtain student ID card</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>



August 18	Attend International Student Orientation	<a href="#">Program Advisor</a>	<b>REQUIRED</b> for international students
August 21 - 25	Attend New Student Orientation	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
August 28	Start Classes!		<b>REQUIRED</b>

## Career Checklist

Completing the list of tasks below by the due dates will ensure that you are fully prepared for career services. Please refer to the following program-specific career services pages for the task items without specific links – [Master of Finance](#), [MS in Accounting](#), [MS in Supply Chain Management](#), [MS in Business Analytics](#), [MS in Information Systems](#), [MS in Business and Management](#), [MS in Marketing Analytics](#). For questions about this career checklist, please contact the Career Services team at [mscareerservice@rhsmith.umd.edu](mailto:mscareerservice@rhsmith.umd.edu).

Due Date	Task Items
July 21	Attend the Office of Career Services (OCS) <i>Meet the Career Coaches</i> webinar
July 28	Attend program-specific career coach webinar
July 31	Review recommended summer readings: <a href="#">They Don't Teach Corporate in College</a> <a href="#">The Essentials of Business Etiquette, How to Greet, Eat and Tweet your Way to Success</a> <a href="#">Natural Networking: Building Your Network, without Pain</a> <a href="#">Power Ties: The International Students' Guide to Finding a Job in the U.S.</a>
July 31	Explore your personal strengths and career-related interests by completing the Career Exploration Worksheet
August 4	Draft Smith-formatted cover letter using cover letter guidelines
August 4	Draft Smith-formatted resume using resume guidelines
August 11	Create HireSmith profile <a href="http://www.hiresmith.net">www.hiresmith.net</a>
August 11	Watch Smith School Dressing for Success presentation and take inventory of your "professional dress" wardrobe; make sure you have business suit and dress shoes for orientation <a href="http://go.umd.edu/dress17">http://go.umd.edu/dress17</a>