



## MFin and MS Pre-Program Checklist

Welcome MFin & MS students! We have provided you with the outline below in order to assist you with your transition to the Robert H. Smith MFin & MS Programs. 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 Program Advisor, as she is here to make your time at Smith as successful as possible. You can find the name and contact information for your Program Advisor [here](#).

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

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	May 1	Jun 12	<a href="#">Register for English Skills for Business Professionals</a>	<a href="#">Gabrielle Gibson</a>	Optional
	May 27	Prior to registration for Fall classes	<a href="#">Set up your Directory ID and password</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b> Must be completed by registration
	Jun 3	1 week after receiving instructions	<a href="#">Register for Fall 2015 classes</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b> Registration opens Jun 3, to be completed 1 week after given instruction
	Jun 3	Jul 31	Submit course waiver requests ( <a href="#">Finance</a> and <a href="#">Accounting</a> Only)	Finance: <a href="#">Mary Susan Forsythe</a> Accounting: <a href="#">Kim Jones</a>	<b>Optional</b> For students interested in waiving ANY courses
	Jun 10	Prior to taking out loans	<a href="#">Check your financial aid status</a> (U.S. citizens may be eligible for FAFSA and/or federal loans)	<a href="#">David Gardner</a> 301-405-2111	<b>Optional</b> Must be completed prior to taking out loans
	Jun 10	Jul 29	<a href="#">Submit preferred first name for classroom name tent</a>	<a href="#">Program Advisor</a>	<b>Optional</b>
	Jun 17	Aug 17	<a href="#">Submit immunization paperwork</a>	<a href="#">University Health Center</a> 301-314-8114	<b>REQUIRED</b> Must be completed by orientation
	Jul 1	Aug 23	<a href="#">Register and complete pre-skills requirements for BUSI 640</a> (Finance students only)	<a href="#">Malissa Trotta</a>	<b>REQUIRED (Finance Students Only)</b>
	Jul 1		<a href="#">Secure housing</a>	<a href="#">Off Campus Housing Services</a>	<b>REQUIRED</b>
	Jul 8	Aug 19	<a href="#">Apply for health insurance</a>	<a href="#">Health Center</a> 301-314-8165	<b>Optional</b>



<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	Jul 8	Aug 12	<a href="#">Order Smith nametag</a>	Office of Career Services	<b>Optional</b> Order prior to orientation
	Jul 15	Aug 12	<a href="#">Academic Integrity Tutorial</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	Jul 22	Aug 21	<a href="#">Purchase textbooks and course packets</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	June 24	Aug 18	<a href="#">Declare Maryland Residency</a> (Maryland Residents Only)	<a href="#">Residency Classification Office</a> 301-314-9596	<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>
	Jul 27	Jul 31	<a href="#">Register for College Park campus parking permit</a> (if needed)	301-405-PARK	<b>Optional</b>
	Jul 29	Aug 12	<a href="#">Order Smith business cards</a>	Office of Career Services	<b>Optional</b>
	Aug 5		Set up local bank account (Capital One Bank is on campus; others are off campus)	Capital One Bank 301-864-7825	<b>Optional</b>
	Aug 14	Aug 21	<a href="#">Obtain Student ID Card</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	Aug 17		Take BUSI 640 waiver exam in College Park 5-8pm (Finance Students Only)	<a href="#">Mary Susan Forsythe</a> 301-405-1777	<b>Optional</b>
	Aug 17		<a href="#">Attend International Student Orientation</a>	<a href="#">Program Advisor</a>	<b>REQUIRED (for International Students Only)</b>
	Aug 18-21		<a href="#">Attend Orientation</a>	<a href="#">Program Advisor</a>	<b>REQUIRED</b>
	Aug 24		Start Classes!		<b>REQUIRED</b>