



College Park MBA Pre-Program Checklist

Welcome College Park 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 for each item. 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 College Park MBA Campus Advisor is:

KOMAL DILAWARI

kdilawari@rhsmith.umd.edu

301-405-6252

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

<input checked="" type="checkbox"/>	Start Date	Due Date	Task Items	Point of Contact	Notes
	May 24	May 31	Set up your Directory ID and password	Komal Dilawari 301-405-6252	REQUIRED Must be completed by registration
	May 24	May 31	Access 'Smoogle' Account	Komal Dilawari 301-405-6252	REQUIRED
	May 31	June 7	Register for Fall 2017 Classes	Komal Dilawari 301-405-6252	REQUIRED Registration opens May 31, to be completed 1 week after given instruction
	May 31	June 7	Register for Pre-Skills Requirements	Komal Dilawari 301-405-6252	REQUIRED Work must be completed by August 13
	May 31	June 8	Sign up for OCS Webinars #1, #2, and #3	Office of Career Services	REQUIRED
	May 31	Aug 16	Obtain Student ID Card	First Floor, Mitchell Building UMD, College Park 301-314-8240	REQUIRED Obtain once you arrive on campus
	June 1	July 28	Review International Student Handbook (International Students Only)	Komal Dilawari 301-405-6252	REQUIRED International Students
	June 1	Aug 1	Check Your Financial Aid Status	Samantha Hanssen 301-405-8613	Optional For students applying for financial aid



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	June 1	Aug 1	Declare Maryland Residency (Maryland Residents Only)	Residency Classification Office 301-314-9596	Optional If not currently listed as Maryland resident and criteria are met
	June 1	Aug 1	Make Housing Arrangements	Off Campus Housing Services	Optional
	June 7	June 10	Review Career Onboarding Document	Office of Career Services	REQUIRED
	June 7	Aug 4	Submit Preferred First Name for Classroom Name Tent	Tiffany Zook 301-405-9565	Optional For students who have a preferred first name
	June 7	Aug 4	Order Nametag	Tiffany Zook 301-405-9565	REQUIRED Have these ordered before Orientation
	June 12		Attend OCS Webinar #1 (Link sent via email to those who have registered)	Office of Career Services	REQUIRED
	June 12		Register for OCS Career Course on Canvas (Link sent via email)	Office of Career Services	REQUIRED
	June 12	July 19	Complete & Submit SAR Deliverable #1 via Canvas	Office of Career Services	REQUIRED
	June 12	July 19	Complete GALLUP StrengthsFinder Assessments Deliverable #2	Office of Career Services	REQUIRED
	June 14		Attend OCS Webinar #2 (Link sent via email to those who have registered)	Office of Career Services	REQUIRED
	June 14	July 19	Complete CareerLeader Assessment Deliverable #3	Office of Career Services	REQUIRED
	June 14	July 19	Complete Career Inventory Deliverable #4 via Canvas	Office of Career Services	REQUIRED
	June 14	Aug 11	Register for MathCamp (if attending)	Tiffany Zook 301-405-9565	Optional Registration opens June 14
	June 15	Aug 4	Submit Immunization Paperwork	University Health Center 301-314-8114 or 301-314-8139	REQUIRED Must be completed by Orientation
	June 16		Attend OCS Webinar #3 (Link sent via email to those who have registered)	Office of Career Services	REQUIRED



<input checked="" type="checkbox"/>	Start Date	Due Date	Task	Point of Contact	Notes
	June 16	July 19	Complete 3-5-5 Draft Deliverable #5	Office of Career Services	REQUIRED
	June 19	July 21	Submit Core Course Waiver Requests	Masters Program Office 301-405-1777	Optional
	June 26	July 4	Create HireSmith Profile to Include Career Preference	djamison@rhsmith.umd.edu	REQUIRED
	June 28	July 20	Complete Incoming Student Survey	Komal Dilawari 301-405-6252	REQUIRED
	July 5		Order Business Cards	Komal Dilawari 301-405-6252	REQUIRED Order once local address is established
	July 10	July 18	View HireSmith Training – How to make a coaching appointment and upload resume	Office of Career Services	REQUIRED
	July 10	July 18	Sign up for a 1:1 phone call with Coach via HireSmith	Office of Career Services	REQUIRED
	July 12	Sep 14	Apply for Health Insurance	Health Center 301-314-8165	Optional
	July 14	July 31	Intercultural Inventory	Komal Dilawari 301-405-6252	REQUIRED
	July 19	Aug 4	Hold 1:1 Call with Your Career Coach	Office of Career Services	REQUIRED
	July 19	Aug 4	View Resume Video	Office of Career Services	REQUIRED
	July 19	Aug 4	Use the MBA Resume & Cover Letter Guidelines & Template to create your Smith resume; use the Vmock Resume System to reach an 80% resume rating; submit your 80% resume via HireSmith and via email to your career coach for review	Office of Career Services	REQUIRED
	July 24	July 28	Register for Campus Parking Permit	Dept. of Transportation Services (DOTS) 301-314-PARK	Optional Students who will be parking at school
	July 25	Aug 20	Pay Tuition Bill, if Registered by July 25	Samantha Hanssen 301-405-8613	REQUIRED
	Aug 1	Aug 18	Purchase Textbooks and Course Packets	Komal Dilawari 301-405-6252	REQUIRED Check syllabi for requirements



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	Aug 11		Attend Graduate Assistantship Payroll Session	Eugenia Melandri 301-405-2111	REQUIRED For students awarded a GA upon admission
	Aug 11	Aug 12	Attend Smith International Orientation (International Students Only)	Komal Dilawari 301-405-6252	REQUIRED International Students
		Aug 13	Deadline to Complete Pre-Skills Requirements	Komal Dilawari 301-405-6252	REQUIRED
	Aug 14	Aug 25	MBA Class of 2019 Orientation	Komal Dilawari 301-405-6252	REQUIRED
	Aug 17	Aug 19	Attend MathCamp (if registered)	Tiffany Zook 301-405-9565	Optional
	Aug 26		MBA BBQ (More details provided over the summer)	Komal Dilawari 301-405-6252	Optional
	Aug 28		Classes Begin!		REQUIRED