

PROFESSIONAL MBA CLASS OF 2023 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 7	Set Up Rice Email	helpdesk@rice.edu	Up to five business days after paying your deposit, you should have received an email from helpdesk@rice.edu with your NETID, student ID number, and instructions on how to set up your Rice Email.	
	Complete Onboarding Survey	SPO@rice.edu	Please sign into Canvas to complete your Onboarding Survey.	
	Read through Onboarding Website	SPO@rice.edu	Please find the Onboarding website for the Class of 2023.	
June 25	Clear all Registration Holds	jgsbregistrar@rice.edu	ESTHER login instructions were emailed to you after you paid your deposit. Before your registration can be completed, you must clear all of your student holds (Rice Alert, Address Verification, Student Handbook Affirmation, Financial Responsibility Agreement, and Student Health Services). Instructions on how to clear the holds can be found here .	
	Media Waivers	SPO@rice.edu	Please sign both media waivers so that we can include your information in the Rice Business Student Directory. You can sign them when you login to Canvas .	
	Recording Consent Form	SPO@Rice.edu	We ask that you complete this waiver form, which relates to recordings that may be created during your time as a Rice Business student. NOTE: This waiver is not a guarantee or promise of any particular availability of dual-delivery or remote access to courses. The default expectation for 2021-22 is to deliver courses with students in person, in classrooms, on campus.	
July 5	NameCoach	SPO@rice.edu	Rice has partnered with NameCoach to allow you to record your name inside of ESTHER, and that recording can be used to assist your instructors and others at Rice (e.g., during class and at commencement) in how to pronounce your name.	

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July 19	Laptop Configuration	helpdesk@rice.edu	Information regarding the Laptop Configuration and software download is posted on Canvas . You must log-in using your NetID and password. Please follow the steps provided on the home screen to configure your laptop to access the Jones School resources. Available starting June 30.	
July 26	Course Prep/Launch Reading	jgsbregistrar@rice.edu	You will have several cases to read prior to the start of Launch. Please find the assignments posted on Canvas on your course sites. Log in using your NetID and password.	
July 26	Career Development Office Online Course	Tiffany Stott Tiffany.stott@rice.edu	Access the Career Development Office online course via Canvas . Click on the assignment tab and complete all modules.	
August 27	Health Insurance Waiver/Applications	studentinsurance@rice.edu	ALL students are required to either waive the health insurance offered by Rice or purchase the Rice Health Insurance Plan. Available to register starting July 1.	
Ongoing	Complete Parking Registration Form	parking@rice.edu	If you plan to drive a car to campus, you will need to register for a parking pass. You can register for parking here . You will need to sign into your Esther account once you click on the purchase a permit link. Please purchase a permit before Launch or you will have to pay \$12/day to park in the garage. Available to register starting July 1.	