

FULL-TIME MBA CLASS OF 2020 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 1	Set Up Rice Email	helpdesk@rice.edu	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 use the following link to complete your Onboarding Survey .	
	Read through Onboarding Guide	SPO@rice.edu	Please find the Onboarding Guide on the Class of 2020 Onboarding Site.	
Ongoing	Rice MBA Quantitative Skills Toolkit	SPO@rice.edu	MBA Quantitative Skills Toolkit is a resource focused on preparing students to engage in quantitative reasoning across the disciplines during the MBA program. The resource represents a carefully assembled collection of references to external sources (tutorials, videos, etc.) which will help students refresh their basic math and statistics knowledge, as well as insure their Excel skills are adequate to hit the ground running in all of their courses. Will be available on June 18.	
June 10	Career Readiness Pre-Survey	Tamara Clarkson Tc41@rice.edu	Complete the Career Readiness Pre-Survey	
June 18	Clear all Registration Holds	jgsbregistrar@rice.edu	ESTHER login instructions and pin number were emailed to you after you paid your deposit. Before your registration can be completed, you must clear all of your student holds (Emergency Notification, Address Verification, Honor Code, Student Health Services). Instructions on how to clear the holds can be found here .	
	Photo Waiver	SPO@rice.edu	Please sign the photo waiver so that we can include your photo in the Rice Business Student Directory.	

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June 18	Introduction to MBA Career Development Online Course Module 1	Tiffany Stott Tiffany.stott@rice.edu	Access the Career Development Office course via Canvas , click on the Assignments tab and complete Module 1: CareerLeader Assessment and Rice Business Recruiting Policies	
June 25	Introduction to MBA Career Development Online Course Module 2	Tiffany Stott Tiffany.stott@rice.edu	Access the Career Development Office course via Canvas , click on the Assignments tab and complete Module 2: Elevator Pitch	
July 1, 2018	Register for Campus Parking	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.	
July 1, 2018	Complete Health Data Form	hlsv@rice.edu	The Health Data Form is required for all full-time students of the University. You must fill out the form and in some cases contact your doctor to get your records or schedule a visit to update your immunizations.	
July 2	Introduction to MBA Career Development Online Course Module 3	Tiffany Stott Tiffany.stott@rice.edu	Access the Career Development Office course via Canvas , click on the Assignments tab and complete Module 3: Company Research	
July 9	Introduction to MBA Career Development Online Course Module 4	Tiffany Stott Tiffany.stott@rice.edu	Access the Career Development Office course via Canvas , click on the Assignments tab and complete Module 4: Resume	
July 19	Join us for the Full-time MBA Summer Social	SPO@rice.edu	This will be a great chance to meet many of your new classmates and learn a little about campus. Please RSVP if you plan to attend.	
July 23	Hogan Personality Assessment	Kari Mullen Kari.a.mullen@rice.edu	The link to access the assessment, login credentials, and instructions will be provided in an email that will be sent on June 25 from support@hoganassessments.com to your Rice email account.	

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August 6	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.	
August 6 (available starting July 9 th)	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 .	
	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.	
August 13 (available starting in July)	Student ID	SPO@rice.edu	Please visit the on-campus police station at the corner of Stockton and University to have your Student ID created. You will need to bring a photo ID card and provide your Student ID number.	