

EXECUTIVE MBA CLASS OF 2022 ONBOARDING CHECKLIST

DUE DATE	ASSIGNMENTS	CONTACT PERSON	COMMENTS	<input checked="" type="checkbox"/>
June 8	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 use the following link to complete your Onboarding Survey .	
	Read through Onboarding Website	SPO@rice.edu	Please find the Onboarding website for the Class of 2022.	
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 ensure their Excel skills are adequate to hit the ground running in all of their courses.	
June 26	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 .	
	Photo Waiver	SPO@rice.edu	Please sign the photo waiver so that we can include your photo in the Rice Business Student Directory.	
	Upload Headshot	SPO@rice.edu	Please upload a headshot of yourself, preferably in business attire, to be used in the First-Year Student Directory. This does not need to be a professional portrait, but should be clear and should include you alone. You will find sizing instructions and cropping guidelines at the upload link.	

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July 1	Complete Parking Registration Form	parking@rice.edu	Please use the following link to complete your Parking Registration Form .	
July 26	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 27	Hogan Personality Assessment	Kelcie Johnson Kelcie.Johnson@rice.edu	The link to access the assessment, login credentials, and instructions will be provided in an email that will be sent on June 2 from support@hoganassessments.com to your Rice email account.	
August 3	Course Prep/Executive Forum Reading	jgsbregistrar@rice.edu	You will have several cases to read prior to the start of Executive Forum. Please find the assignments posted on Canvas on your course sites. Log in using your NetID and password.	
August 28	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.	