FULL-TIME MBA CLASS OF 2021 ONBOARDING CHECKLIST				
DUE DATE	**ASSIGNMENTS**	**CONTACT PERSON**	**COMMENTS**	☑
June 10	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 Website	SPO@rice.edu	Please find the Onboarding website for the Class of 2021.	
	Business Card Survey	Tamara Clarkson Tc41@rice.edu	Complete the Business Card Survey so that we can order your business cards in time for the start of school.	
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 24	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 (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.	

Due Date	Assignments	Contact Person	Comments	☑
		Full-time MBA Class of 2021 Onboarding Checklist		
July 1	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 22	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. **Available to register starting July 19.**	
July 29	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 July 15 from support@hoganassessments.com to your Rice email account.	
August 2	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 12	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.	
	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 9.**	
	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.	
	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. **Available to pick up starting July 19.**	