

ONLINE MBA

New Student Checklist

Spring 2026 Admits

✓	Action	Information	Contact for Questions	Listed in Order of Importance
<input type="checkbox"/>	Activate UMD Directory ID and set up @umd.edu email	Your university email address is [yourDirectoryID]@umd.edu. See UMD's Division of Information Technology new student information , if needed. (Note: Graduate students use @umd.edu accounts, not TERPmail.)	UMD IT itsupport@umd.edu	REQUIRED
<input type="checkbox"/>	Check university email regularly	Online MBA students receive university correspondence so please check it regularly.		REQUIRED
<input type="checkbox"/>	Register for Spring 2026 Classes	Students will receive detailed email instructions on how to register for their Spring 2026 courses. Last Day to Register for BUSO700 SO91: January 12 by 11:59 p.m. ET	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Log in to ELMS-Canvas and complete " Student Orientation to ELMS-Canvas for Students "	This orientation is designed to help students who are new to the ELMS (electronic learning management system) environment.	UMD IT itsupport@umd.edu	STRONGLY ENCOURAGED
<input type="checkbox"/>	Participate in Virtual Admitted Student Chat	Join an informal discussion about what you can expect during your time as a Smith School student, with an emphasis on academic advising provided by your Advisor. All chats will be held from 6:30–7:30 p.m. ET Thursday, November 13 Tuesday, December 16	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	STRONGLY ENCOURAGED

<input type="checkbox"/>	Complete Dietary Restrictions/Allergies Survey	The Masters Programs Office will use the information collected in this form for catering purposes at Opening Residency and future events.		REQUIRED BY AUGUST 11
<input type="checkbox"/>	Complete MBA Pre-Skills	Students will receive a course invitation to participate in MBA Pre-Skills Spring 2025 in their UMD email address. Please accept. To earn course credit for BUSO700: Fundamentals of Business (also known as Opening Residency), you must complete these skill-building modules with a score of 80% or higher by Friday, January 16, 2025 at 11:59 p.m. ET. You will not receive course credit for BUSO700 if you do not complete the pre-skills modules.	Dr. Rosellina Ferraro via Canvas classroom only	REQUIRED DUE BY JANUARY 16 AT 11:59 P.M.
<input type="checkbox"/>	Complete Academic Integrity Tutorial & Quiz (Part of MBA Pre-Skills Canvas Course Site)	Smith School students are required to comply with University of Maryland policies and procedures, including those from the Office of Student Conduct . Understanding and following the University of Maryland Code of Academic Integrity is critical for academic success.	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED DUE BY JANUARY 16 AT 11:59 P.M.
<input type="checkbox"/>	Complete the "Be Fearless" Career Curriculum	Accept the ELMS-Canvas invitation in your UMD email to access the "Be Fearless" Career Curriculum content from the Office of Career Services (OCS).		STRONGLY ENCOURAGED
<input type="checkbox"/>	Submit immunization paperwork	Students admitted to and enrolled in a fully online program (Online MBA, Online MS in Business Analytics, Online MS in Management Studies, etc) are exempt from the University's immunization requirement and are exempt from the University's health insurance requirement. NOTE: If a student takes an on-campus class at any point during their program, they will be required to submit their immunization record. Documents must be submitted to the University Health Center only.	University Health Center	SEE NOTE FOR REQUIREMENT
<input type="checkbox"/>	Submit copies of all official transcripts		Graduate School gradschool@umd.edu	REQUIRED FOR STUDENTS NEW TO UMD

<input type="checkbox"/>	Review Admissions Acceptance Letter	Review and discuss any requirements noted in your Admissions Acceptance Letter with your advisor as needed.	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED AS NEEDED
<input type="checkbox"/>	Schedule Welcome 1:1 Meeting with Advisor	Students must meet one-on-one with their advisor for personalized onboarding prior to the start of the Spring semester.	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Save the Dates for Opening Residency	Save the dates for BUSO700 Fundamentals of Business (Opening Residency) on your calendar. Saturday, August 16 & Sunday, August 17, 2025 in Van Munching Hall, College Park. Learn more.	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Complete 2025-2026 FAFSA Form	Students who secure federal loans are required to complete the FAFSA Form each academic year. Once processed, FAFSA loans are available for review and acceptance at the UMD Financial Aid Portal . Loans are typically dispersed 10-14 days prior to the beginning of the semester. University of Maryland's School Code is 002103.	Office of Student Financial Aid	OPTIONAL for US Nationals or Permanent Residents
<input type="checkbox"/>	Check Financial Aid Status	US Nationals or Permanent Residents may be eligible for FAFSA and/or federal loans.	Office of Student Financial Aid	OPTIONAL for US Nationals or Permanent Residents
<input type="checkbox"/>	Secure Hotel/Transportation Arrangements for Opening Residency	For lodging, students should consider booking hotels in College Park. Hotels in Greenbelt and other nearby towns are also just a short drive away. See note about refund recommendation for travel-related purchases for Opening Residency .	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	OPTIONAL, AS NEEDED

<input type="checkbox"/>	Submit Accommodation Requests	UMD's Office of Accessibility & Disability Service supports students with disabilities and ensures equal access and inclusion in education. The Office of Accessibility & Disability Service personalizes accommodations through discussion, documentation review, and collaboration with instructors and departments.		OPTIONAL, AS NEEDED
<input type="checkbox"/>	Complete Photo Release Form		OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Update UMD Directory Information with Updated Contact Information	<ol style="list-style-type: none"> 1. Go to Testudo 2. Click on Change Address / E-mail 3. Sign in with your Directory ID and password 4. Click on EDIT 5. Update your email address and phone number 6. Update your addresses 7. Click on Update and log out of Testudo 		REQUIRED
<input type="checkbox"/>	Manage Your Online Persona in ELMS-Canvas	Upload and/or update your profile photo and bio in Canvas. A complete profile helps build a more connected and engaging learning community.		REQUIRED DUE BY JANUARY 16 AT 11:59 P.M.
<input type="checkbox"/>	Review Technical Requirements for Zoom/Other Technology	Complete no later than six weeks before the start of the semester.		REQUIRED
<input type="checkbox"/>	Purchase Textbooks/Course Packets	Course materials are typically available to students via ELMS-Canvas two weeks prior to the start of the term.	Instructors via ELMS-Canvas	REQUIRED
<input type="checkbox"/>	Attend Opening Residency	January 17-18, 2026 in-person at Van Munching Hall, College Park campus.	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Attend Virtual Campus Night	<p>Students will also have a chance to meet their advisors and learn about academic policies and available UMD resources.</p> <p>Thursday, January 22 – Virtually on Zoom, Time: 5:30 p.m. - 6:45 p.m. ET</p>	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED

<input type="checkbox"/>	Pay Tuition Bill	For additional information, review Tuition and Fees Information under Financial Information and UMD's Office Student Financial Services and Cashiering .	OMBA Mailbox Last names A-Q: Rachel Last names R-Z: Karen	REQUIRED
<input type="checkbox"/>	Read the UMD Honor Pledge	The University of Maryland Graduate School expects all graduate students to uphold the highest standards of academic integrity and adhere to the UMD Honor Pledge.		REQUIRED
<input type="checkbox"/>	Subscribe to UMD Alerts		UMD Police	OPTIONAL for local residents
<input type="checkbox"/>	Declare Maryland Residency	Direct questions to the Residency Reclassification Office .		OPTIONAL for MD residents
<input type="checkbox"/>	Opt in to Health Insurance	The Graduate School's Health Insurance for Graduate Students policy requires that all students enrolled full-time (or 8 total credits over a semester for Online MBA students) in a Master's program must have health insurance coverage.	University Health Center	OPTIONAL, AS NEEDED