

In-Person MPH Programs Milestone Checklist*

University of Nevada, Reno
School of Public Health

Student Name:

Yr	Month	
0	By May 18	<input type="checkbox"/> Complete MPH application. See “In-person MPH admissions process”
	3 weeks after application verification	<input type="checkbox"/> Receive notice of program acceptance <input type="checkbox"/> Confirm your program enrollment via email to the School of Public Health (SPH) <input type="checkbox"/> Submit “School of Public Health Graduate Assistantship Application”
	June	<input type="checkbox"/> Attend Zoom orientation
	July	<input type="checkbox"/> Attend Zoom orientation <input type="checkbox"/> Enroll in fall classes (info provided at the Zoom orientation) <input type="checkbox"/> [If required] Complete the “Basics of Public Health” online course offered by UNR SPH <input type="checkbox"/> [If required] Complete the statistics online course offered by Coursera
1	August	<input type="checkbox"/> Attend in-person orientation, meet advisor, and adjust fall classes if necessary. <input type="checkbox"/> Start taking fall classes
	October	<input type="checkbox"/> Attend two virtual internship orientations: 1) class structure, 2) student learning contract (SLC) development
	November	<input type="checkbox"/> Enroll in spring classes <input type="checkbox"/> Submit “Declaration of Advisor/Major Advisor/Committee Chair” <input type="checkbox"/> Begin planning for internship (info provided at the internship orientations in October)
	January	<input type="checkbox"/> Start taking spring classes <input type="checkbox"/> Internship: Access SONIA and begin student paperwork and interviewing for internship sites
	February	<input type="checkbox"/> Complete “Annual UNR SPH Student Climate Survey” <input type="checkbox"/> Submit FAFSA (domestic students) or Institutional Methodology (international students) and other scholarship applications via UNR Office of Financial Aid and Scholarships by Feb. 15 <input type="checkbox"/> Internship: Initiate signing of the Internship Agreement <input type="checkbox"/> Internship: Finalize internship site <input type="checkbox"/> Internship: Begin drafting internship SLC
	March	<input type="checkbox"/> Internship: Schedule internship SLC meeting and sign the Internship Agreement and SLC
	April	<input type="checkbox"/> Enroll in fall classes
	May	<input type="checkbox"/> Internship: Register for IPE and complete requisite preparation <input type="checkbox"/> Internship: Attend mandatory IPE event <input type="checkbox"/> Begin internship
	June/July	<input type="checkbox"/> Internship: Complete midterm check-in and leadership poster presentation
	2	August
September		<input type="checkbox"/> Submit “Program of Study” . On the form, include Y2 spring classes.
November		<input type="checkbox"/> Enroll in spring classes
January		<input type="checkbox"/> Start taking spring classes
February		<input type="checkbox"/> Complete “Annual UNR SPH Student Climate Survey” <input type="checkbox"/> Apply for graduation by March 1 st following the process “Step 1: Check your degree requirements are completed and apply for graduation” and take subsequent steps over time
April/May		<input type="checkbox"/> Submit “Notice of Completion: Master’s Degree” by May 1. On it, select “non-thesis” and “Foreign language: not required” and enter the names of advisor and graduate director only. <input type="checkbox"/> MPH Capstone Presentation <input type="checkbox"/> Complete “UNR SPH Student Exit Survey” <input type="checkbox"/> Attend SPH Graduation Celebration and Award Ceremony <input type="checkbox"/> Attend UNR Commencement Ceremony
3	May	<input type="checkbox"/> Watch out for and complete “12-month Post-Graduation UNR SPH Alum Survey”

*NOTE: This is for full-time students only and part-time students require a modified schedule.