Thank you for your interest in the Master of Business Administration program at Mount Mary University. Courses are offered in an accelerated format (five 8-week terms in a calendar year). Please read the following information carefully. If you have any questions, contact Kristen Roche, Ph.D., MBA Director, at (414) 258-4810, x316 or a Graduate Admission Counselor at (414) 256-1252.

Admissions
When is the deadline for applications?
The application deadline dates to enroll in specific terms are as follows:

Term 1 beginning in August: July 15
Term 2 beginning in October: September 15
Term 3 beginning January: December 1
Term 4 beginning in March: February 15
Term 5 beginning in June: May 1

What are the prerequisites to the Mount Mary MBA program?
College Algebra (or a comparable course deemed appropriate by the MBA Program Director) is an admission requirement and must be taken prior to enrolling in the Mount Mary MBA. Undergraduate coursework in accounting, finance, and statistics are program prerequisite requirements. These three undergraduate courses are offered in an accelerated format, and do not need to be completed before being admitted to and taking graduate courses. They must only be completed before taking the three advanced graduate level courses in these areas (i.e. BUS 640, BUS 670, and BUS 680).

Why is the GMAT not a requirement for applying to the Mount Mary MBA?
Research finds that standardized exams do not directly reflect the ability of potential graduate and adult students. Students are assessed by their undergraduate transcript(s), career goals statement, and, if necessary, an interview with the MBA Director.

Accelerated Course Format
When does my accelerated course start?
The start date of your course is listed on your class schedule in MyMountMary. If your course begins in August (Term 1) or January (Term 3), it begins before the regular undergraduate semester.

How often do the accelerated courses meet?
Accelerated courses meet in five 8-week terms each year. Courses meet one night a week on a Monday, Tuesday, Wednesday or Thursday from 6 to 9 p.m. The accelerated course content is the same as a traditional 15-week semester course, meaning the time spent in the classroom is reduced, but the material you are expected to learn is not reduced. You are responsible for the independent learning outside of the classroom.

Do I need to do anything before the accelerated course starts?
Yes, you must obtain your textbook and the course syllabus prior to the first class. Most classes have an assignment due the first night of class or even before the class begins. Syllabi are available about two weeks before the start of the first class. A PDF copy can be obtained in MyMountMary. Under the My Academics tab, click on E-racer, and then All my Courses. If the course does not show up in your list of “current courses,” choose “future courses” from the drop down menu. A course does not show up as current until two weeks before the course is to begin.

How much time will I need to spend on coursework?
The typical rule of thumb is to spend at least four hours on coursework for every 1 credit of class per week. Because MBA courses are 3 credits, you should expect to devote 12 hours to studying and coursework per week. You are spending less time in the classroom, so more responsibility is put on you to handle the independent study workload.

Will there be group work?
Group work may be part of the course, but it will not comprise the majority of the coursework.

Do I need to attend all classes in full?
Yes. Condensing the material from a 15-week semester course into 8 weeks requires you to make
a strong commitment to attending every class for
the entire three hours. If you are unable to attend a
class, you must contact the instructor ahead of
time. You are responsible for making up missed
work, obtaining class notes and arranging (ahead
of time) if you will be missing an exam. The
accelerated attendance policy is consistent across
the MBA program: If you incur two absences, the
instructor, at a minimum, is required to lower your
grade one letter grade (e.g. from a B to a BC). If
you incur three absences, you automatically will fail
the course unless you withdraw from it before the
published deadline. Attending classes for half the
time can add up to full absences, meaning
attending two half classes constitutes one absence.

When is the latest that I can drop a class and
not receive an F?
You may drop the course any time prior to the start
of the second class session and it will not appear
on your transcript. If you withdraw after the second
class has begun, but before the seventh class has
begun, you will receive a "W" on your transcript. A
student may not withdraw once the seventh class
session has begun.

What happens if a class is cancelled due to the
school closing or instructor illness?
If a class is cancelled, the class time must be made
up. Your instructor will determine a makeup
night/Saturday with the students on the first night of
class.

Tuition and Financial Aid
How much is tuition?
Tuition information is available online at
mtmary.edu/financialaid/tuition.htm.

How can I finance my MBA at Mount Mary
University?
Graduate students are eligible for federal loans. To
apply, students should fill out a Free Application for
Federal Student Aid (FAFSA). Additionally, many
employers offer tuition reimbursement. Students
are encouraged to speak with their employers to
see if this is a benefit that is offered. Mount Mary
University also has corporate partnerships with
many businesses. For more information, please
contact the Financial Aid Office at Mount Mary
University.

Do I take classes in a cohort?
No, although you will likely develop relationships
with other students as you progress through the
program. Typically, two to three courses are offered
each term. You can enroll in courses in a sequence
that fit your needs and preferences. The only
exception is the final capstone course, BUS 750,
which is only offered in Term 4 beginning in March.

Who are the MBA students?
Mount Mary University is proud to educate a
diverse group of men and women with relevant
business experience. Students come from a variety
of backgrounds and industries. Our students are
motivated to earn their MBA in order to seek
promotion at their current employer, change
employers or careers, or better operate their own
small business.

Who are the MBA instructors?
A few instructors are full-time professors in the
Business Administration department at Mount Mary
University. Many instructors, however, are business
professionals who have several years of
experience in their respective teaching fields. All
instructors hold master’s or doctoral degrees in
business.

What is the average class size?
Classes range from 6 to 20 students, with the
average around 12 to 15 students.

How long does it take the average student to
graduate?
If a student takes one course per term, he/she will
graduate in 12 terms, or about two and a half years.
Of course, prerequisite courses lengthen the time
to graduation, and taking two courses in one term
shorten the time to graduation.

Can I take two courses in one term?
Yes, however given the accelerated nature of the
MBA program, this is an extremely challenging
option for most students. Students are encouraged
to contact the MBA Director before enrolling in two
courses per term. In general, students should only
consider this option if they are currently not
working, underemployed, unemployed or enrolling
in two courses in which they already have a strong
background.