



2900 North Menomonee
River Parkway
Milwaukee, Wisconsin
53222-4597
www.mtmary.edu

MBA

Please keep these instructions for reference.
Submit materials to: Office for Graduate Education,
Mount Mary College, 2900 N. Menomonee River Pkwy.,
Milwaukee, WI 53222-4597

Application process overview:

- ✓ Apply online
- ✓ Submit the following:
 - Application fee
 - All official transcripts
 - Two letters of recommendation
 - Career Goals Statement
- ✓ Interview with Dr. Kristen Roche, MBA Director

When to Apply

Students may apply at any time during the year.

Application deadlines are:

- July 15 for fall semester Term 1
- September 15 for fall semester Term 2
- December 1 for spring semester Term 3
- February 15 for spring semester Term 4
- May 1 for summer semester Term 5

International Applicants

International students wishing to enroll at Mount Mary College should contact the Office for Graduate Education either via email at mmc-gradinfo@mtmary.edu or via phone at 414-256-1252 for specific application requirements. The application fee for international students is \$100.

Complete Instructions for Application Submissions

The following materials must be submitted to the Office for Graduate Education in order to apply for the Mount Mary MBA.

1. Complete the online application available at <https://my.mtmary.edu/ICS/Admissions/>. Should you need or prefer a paper application, please call (414) 256-1252 or send an email to mmc-gradinfo@mtmary.edu.
2. Pay the non-refundable application fee of \$45/\$100 for international students online by credit card (American Express, Discover, or MasterCard) or E-Check. Application fee is waived for Mount Mary College alumnae. Please enter MMCALUM.
3. Arrange to have official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, to be sent directly from the issuing institution to the Office for Graduate Education at Mount Mary College. Applicants with course work in progress toward the fulfillment of a degree are required to submit an official final transcript verifying receipt of their degree after completing the course work. Applicants who previously attended Mount Mary College need not request Mount Mary transcripts but should furnish transcripts from other schools, if applicable.
4. Submit two letters of recommendation from professionals and/or professor able to comment on abilities and commitment, preferably one from the current employer. Details regarding this step in the application process can be found online at <http://www.mtmary.edu/mba-apply.htm>.
5. Write and submit a Career Goals Statement specifying your educational and professional goals for pursuing the MBA (approximately 250-500 words). Please include your name on your statement.
6. Once all application materials have been submitted, applicants will be contacted by Dr. Kristen Roche to schedule an interview if necessary. Final admission decisions are made following the completion of the interview and the application process.

Transferring Credits

For prior credit to be considered for transfer, official transcripts must be submitted. Transcripts submitted after admission will not be considered for transfer of prior credit.

Enrolling in Courses

Students may enroll in coursework prior to being officially accepted into a graduate program. Please visit Mount Mary's online course listing at https://my.mtmary.edu/ICS/Course_Search.inz to explore the course offerings.

The screenshot shows the 'Course Search' page of the Mount Mary College website. At the top, there is a banner for the 'Campus Information Center My Mount Mary' with several small images. Below the banner is a login section with fields for 'User ID:' and 'Password:', a 'Login' button, and a link for 'I forgot my password'. A navigation menu includes 'Home', 'Admissions', and 'Site Help'. The current page is 'Course Search', as indicated by the breadcrumb 'You are here: Course Search'. On the left side, there is a 'Main Page' section with links for 'Course Search', 'Course Schedules', 'Instructions', and 'Handouts'. Below that is a 'Quick Links' section with links for 'Educator', 'MMC Bookstore', 'MMC Dining Services', 'MMC Library', 'Mount Mary Home Page', 'Switch', and 'Web Mail'. The main content area is titled 'Course Search' and contains a 'Course Schedules' section with a search icon and the text 'Course Search'. Below that is an 'Instructions' section titled 'Course Search Instructions' with the following text: 'Please click the "Course Search" button to begin. When doing a search, be sure to click the "S". Be careful when selecting the term you are interested in enrolling in. Courses with a section number beginning with A, B or M are restricted to accelerated or Midtown. Courses with course numbers greater than 500 are restricted to graduate students.' At the bottom left of the page, there is a 'VeriSign Secured' logo.

Contact Information

Please contact the helpful staff of the Office for Graduate Education at Mount Mary College with questions regarding the application process -

mmc-gradinfo@mtmary.edu

(414) 256-1252

2900 N. Menomonee River Parkway, Milwaukee, Wisconsin 53222

www.mtmary.edu/graduate.htm

Please contact the MBA Director –

Kristen Roche, Ph.D.

rochek@mtmary.edu

(414) 258-4810, ext. 316