FREQUENTLY ASKED QUESTIONS

- I want to apply to The URI MBA @ PFIZER program. What do I do next?
  - Start the URI graduate online application at https://app.applyyourself.com/?id=uri
  - Fill out the appropriate Personal Data, Academic and Additional Information Sections
  - Pay the $65 application fee online
  - Under Program Information section you will choose:
    - College: College of Business Administration
    - Program requested: Business Admin-Part Time
    - Degree Type requested: MBA
    - Specialization or concentration: General Management
    - Enrollment Term: Fall 2015
    - Program+Degree Codes: BUSADM-MBA
  - Recommendations - we only require one but they request two. For Name 2, type in None and you can put in your own email address that is different than what you are using for the application (It will not let you leave it blank)
  - Transcript- they will require you to upload your transcripts from all Universities attended. You will need to mail in your official ones as well from all US and International Universities attended.
  - If a RI resident you will claim RI Residency by filling out the RI Certificate of Residency. New England Regional Status is only appropriate for those who live within 20 miles of Providence.
  - Submit the application and supporting materials by July 1st.
  - The official transcript and residency form will be mailed to: URI Graduate Admissions Office, Quinn Hall Room 204, 55 Lower College Road, Kingston, RI 02881.
  - It is a rolling admission basis, so once an application is complete, we will review it. The class size is limited to 25, so it is advisable to submit your application as early as possible.
  - If requesting reimbursement, visit the Pfizer HRSource.

- What will the class size be?
  - A minimum of 10 students will be required to run each course with a maximum size of 25.

- What is the cost of a class?
  - The tuition is $2000 per class. You will be responsible for the cost of books for each class.
How do I apply for tuition reimbursement at Pfizer?
- You will follow the traditional Pfizer reimbursement policy. Sign onto HRSource, apply and fill out all the necessary forms prior to the start of each class. The Website URL is https://psportal.pfizer.com/psp/p88prod/?cmd=login is only accessible by Pfizer employees on the Pfizer intranet.

How can I find out if I am eligible to transfer credits from MBA classes I may have already taken?
- Please contact Lisa the MBA Coordinator before the start of the program at 401-874-4241 or mba@uri.edu. You will need to supply your official transcript and course description or syllabi to evaluate if the course can be brought in as a core course or elective. Transfer courses need to have been taken from an AACSB accredited institution, MBA level, taken within the past 7 years with a grade of B or better. Courses from non-AACSB schools will be reviewed on a case per case basis.

What do I do if I miss a course in the rotation?
- If the course is a pre-requisite to the future courses being taken, it would be advisable to make up that class immediately by registering for that missed course with our traditional evening MBA program in Providence/Kingston. The semester schedule can be seen at http://web.uri.edu/business/evening-mba/. If you can make it up that next semester offered, it may not affect the ability to take the remaining Pfizer onsite classes. (For instance, if you miss MBA530, this is not a pre-requisite for any other courses onsite so you would be able to wait until the end of your program to make it up versus if you missed MBA500, a pre-requisite for many future courses, it would be advisable to make it up immediately)

What if I have to drop out of a class once it begins? What is my reimbursement?
- You will receive 100% reimbursement if you drop out of the class before it begins. If you drop the course after the first class, you will receive 50% reimbursement, and there is no reimbursement after the second class due to the shortened schedule. The only exception will be if it is a medical emergency, giving a written document from your physician.

How much time outside of class will I need to devote to coursework?
- Our students report spending 15-20 hours/week on coursework that is due for the next class.

What happens if an emergency requires me to miss a class?
- We do not videotape our course sessions and class attendance is required. Missing classes should be only due to unexpected events such as a travel delay or family emergency. If you are going to miss the class, however, talk to the professor to discuss how to catch up with the topic.

Can I attend online?
- All classes are conducted on Pfizer campus in Groton, Connecticut. Although you will have some exams and individual and team work online outside of class, you must be on campus for all courses.

Questions: Still have questions? Please contact Lisa Lancellotta, Coordinator of URI MBA Programs at 401-874-4241 or mba@uri.edu