

URI MBA @ PFIZER FAQ

• **I want to apply to The URI MBA @ PFIZER program. What should I do next?**

- View our [Evening MBA website](#) for the list of requirements, step by step guide, and the hyperlink to our online application portal BusinessCAS
<https://web.uri.edu/business/academics/graduate/evening-mba/admission/>
- Create a username and password in BusinessCAS
- You will search/ choose University of Rhode Island, Part Time MBA, Kingston, Fall 2025.
- Recommendations - we only require one but the application traditionally requests 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- upload your unofficial transcripts from all Universities attended including international programs. Please compile all unofficial transcripts into one file (pdf or doc) and upload that one compiled file. You will need to request all official US and International Universities to mail or electronically transfer the official version to transcripts directly to *BusinessCAS Transcript Processing Center, PO Box 9221, Watertown, MA 02471*. Electronic transcripts are sent through Credential Solutions, Parchment or National Clearing House (whatever your school uses) .
*Foreign, non-evaluated official transcripts should be sent to:
URI Graduate School, 204 Quinn Hall, Kingston, RI 02881*
- If a RI resident, you will claim RI Residency by filling out the [RI Certificate of Residency](#). The form will be emailed as a pdf to the URI Graduate School at urigrad@etal.uri.edu
- Submit the application and supporting materials by June 30th.
- We will review applications as they are completed and you will receive a decision within 2-3 weeks.

• **What will the class size be?**

- A minimum of 12 students will be required to run each course with a maximum size of 35.

• **What is the cost of each course?**

- The tuition is \$2000 per course. The cost of books is not included in this price. There are no course fees.

• **How will I be billed?**

- URI uses an e-billing system and will email you a bill and not send out hard copies. You can see an e-bill on E-Campus as well. However, you know that each course is \$2000 so you can base your tuition bill on this amount. Please note- when taking two courses in a semester, the entire \$4000 will be due at the beginning of the semester. If you do not pay your bill on time, URI will assess a late payment fee (currently \$25/month) each month until the bill is paid. See <http://www.uri.edu/es/students/bill/eBillInfo.html> for details on billing.

• **How do I apply for tuition reimbursement at Pfizer?**

- You will follow the traditional Pfizer reimbursement policy through Bright Horizons EdAssist. You need to be sure to submit your request before the courses begin! You will want to submit a request for one course at a time, to ensure that you receive reimbursement in a timely fashion. If you request both courses at the same time, you will need to wait until the second course is completed before you will receive any tuition reimbursement.

• **How can I find out if I am eligible to transfer credits from MBA classes I have taken?**

- Please contact Lisa Lancellotta 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 prerequisite 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 part time MBA program. 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 prerequisite for any other courses onsite so you would be able to wait until the end of your program to make it up with another Pfizer cohort versus if you missed MBA500, a prerequisite for many future courses, it would be advisable to make it up immediately or you may have to join a future cohort to finish. Lisa will work with you to figure out the best schedule to meet your needs.

• **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?**

- If you cannot login to a class due to unexpected events such as a travel delay or family emergency contact the professor to discuss how to catch up with the topic.

• **Can I attend online?**

- You have the choice to attend classes in person at the Pfizer campus in Groton, Connecticut or you access it remotely through Teams or Zoom live. These courses are not asynchronous- you will need to login during your class time.

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