

# **FAQ For The Charlton College of Business**

## **MBA Program**

### **1. How can I get information on the MBA program?**

- *From the Charlton College of Business Web site*  
<http://www.umassd.edu/charlton/programs/mba.cfm>
- *From the UMASS-DARTMOUTH university web site*  
<http://www.umassd.edu/catalog/graduate/>
- *Through the Graduate catalog available at the university Graduate office*
- *From the MBA Program office located in the Charlton College of Business*

### **2. How can I apply to the MBA program?**

*You can apply with a paper application found in the back of the university graduate catalogue or an application received from the MBA Program office.*

*You can also apply on line with an application downloaded from the graduate admissions web site.*

<http://www.umassd.edu/graduate/prospects/waystoapply.cfm>

### **3. What are the admission requirements?**

*Admission to the MBA program is available to qualified individuals who hold a bachelor's degree from an accredited institution of higher education. A valid transcript and GMAT score is required from all applicants.*

### **4. What items do I need to include with my application?**

- *Original transcripts from all institutions of higher learning attended showing grades and final GPA score. Students that have transcripts from outside the United States must have their transcripts evaluated by a Credit Evaluation service and translated into English.*
- *Results from the GMAT or an equivalent test.*
- *Two letters of recommendation preferably one from a faculty member and one from an employer.*
- *An essay of 200-300 words describing the applicant's motivation and goals.*
- *A resume showing employment experience.*
- *Results from the TOEFL, if required.*
- *Application fee*
- *International students will be asked to fill out additional paperwork for visa purposes.*

### **5. Where do I send my application materials?**

*The required application materials should be sent directly to the University Graduate Office and not the MBA Office and all questions related to the application should go to Carol Novo at [cnovo@umassd.edu](mailto:cnovo@umassd.edu) or by phone at 508-999-8026.*

## **6. How is my application evaluated for acceptance into the MBA program?**

*Applications are reviewed by the Associate Dean, MBA Director, and/or Graduate Committee. All application materials are considered.*

## **7. Do I need to take the GMAT test?**

*To apply to the MBA program you must take the GMAT test as part of your application process, unless you currently have a master degree.*

## **8. When should I take the GMAT test and how do I get information on the test.**

*You should take the test as soon as you consider applying to the MBA program or at least during the semester prior to expected admissions. You can get information on the GMAT test, study information and test sites from the GMAT web site at <http://www.mba.com/mba/TaketheGMAT>.*

*It often takes weeks to get an appointment to take the GMAT test so allow plenty of time before the deadlines and it can take up to 3 weeks for the official GMAT score to reach the university.*

**The code for UMass Dartmouth is 3786.**

## **9. What happens if my GMAT score is low?**

*Applicants are sometimes asked to repeat the GMAT test to get a higher score. Therefore, it is important that you allow extra time in your application process if this should occur. The minimum GMAT acceptance score is 400.*

## **10. When can I apply to the MBA program?**

*You should apply to the program as soon as you can, but certainly in the semester preceding the one you would like to attend. International applicants must submit their materials in by March 1 to be accepted for the Fall semester and by October 1 to be considered for the Spring semester.*

## **11. Do I need to send in all of my application materials at the same time?**

*No, once you have sent in your application with your application fee, the additional requested documents can be sent separately.*

## **12. How long will it take to find out if I have been accepted?**

*Generally, you will hear about your acceptance within a month after your completed application is sent over to the MBA program office for evaluation. You can check your status on line at:*

*<http://www.umassd.edu/admissions/applyonlineall.cfm>*

## **13. When I have been accepted what should I do?**

If you have been accepted **send back the enclosed postcard as soon as possible** to reserve your place in the MBA program. If you plan to decline your acceptance, please let the University Graduate office know so that another student on a waiting list may take your spot.

**14. What if I am accepted but cannot attend for the intended semester?**

If you intend to enroll you can delay your admission for up to one year with a letter stating your intent. If one year passes and you do not activate your application you will be asked to re-apply and pay an additional application fee.

**15. Can I take any classes prior to applying to the MBA program?**

Yes, you may take the required foundation level classes if you need them and/or up to two CORE MBA classes, but never more than that. You must make an appointment with the MBA Program Coordinator and bring or send your transcripts for review. They will be kept on file and your progress will be monitored each semester. Once you have reached the two class limit you will not be allowed to take additional classes without formally enrolling into the MBA program.

**16. Who can I speak to about my MBA plan of study?**

You can speak to the MBA program coordinator, Nancy Flinn Ludwin, who will be your MBA class advisor. Please email [nflinn@umassd.edu](mailto:nflinn@umassd.edu) or call 508-999-8543 to set up an appointment.

**17. How will I know what classes I should take in the MBA program?**

Upon acceptance, your file folder will be reviewed by the program coordinator to determine if your past studies warrant a waiver of the foundation prerequisite courses. A projected plan of study either full time or part time will be prepared for you according to your expected graduation date.

**18. How can I apply for waivers from the foundation classes?**

Upon the review of the student's transcript, any class taken within the last 10 years from an accredited educational institution of higher education with a grade of B or higher may be waived. A petition for a waiver may also be applied for through the MBA Program Coordinator by filling out a request form stating the reasons why the student feels the waiver should be granted, citing education or work experience that would qualify for an exemption.

**19. Can I take a test to waive out of a foundation course that I feel I do not need to take?**

Yes, you can take the CLEP exam in the subject to waive out of the foundation course which will be a standard test administered at designated CLEP sites. You must pay a fee to take the test. Information can be found at <http://www.collegeboard.com/student/testing/clep/about.html>

**20. Will any of my classes from another graduate school be applied towards my studies in the MBA program?**

Yes, if the grade is a B or better from an accredited graduate program, you can apply the maximum of 2 classes towards your UMASS-Dartmouth MBA program. You must fill out a transfer evaluation form from the MBA office and an official copy of the transcript must be included for credit.

**21. Can I take classes at another university after I am enrolled in the UMass Dartmouth MBA Program?**

*Yes, you can take up to 2 classes at another accredited university but must get prior approval by filing a request form with the MBA office. Upon completion of the classes you must have an official transcript, with the posted final grades, sent to the MBA office for evaluation. The grade must be a B or better and a transfer credit form will be submitted for credit towards your program.*

**22. Where can I find out which classes are offered each semester?**

*Prior to each semester, the MBA office sends out the registration form with the class schedule. It is made available in the MBA office, via an email that is sent to each student, through faculty members in current classes, and posted on the CCB web site. Also, all classes can be viewed from this web site: <http://www.umassd.edu/courselistings/courselisting.cfm>*

**23. How do I sign up for classes in the MBA program?**

*When you have the registration form you must hand deliver, send it, email it or fax it to the MBA program office for approval of your class selections. **It must be signed by the MBA Program Coordinator.** You can then take it to the ONE STOP Enrollment center located in the Foster Administration Building or to the Fall River PCU campus. If your advising hold is released and you are a full time student, you can register via **COIN**. The website for COIN is <http://www.umassd.edu/coin/>*

**24. What is the difference between a Full Time and a Part Time MBA student?**

*A Full Time student takes a minimum of 3 classes while a Part Time student takes no more than 2 classes per semester. Upon acceptance into the MBA program a student must declare their intentions to be a Full Time or Part Time student. Each student will be coded as such, however a student can switch from one program to the other by notifying the University graduate office and the MBA office as well. International students are accepted into the MBA program Full Time only and must maintain Full Time Student that status for student visa purposes.*

*To find out more information on Professional Continuing Education for Part Time and Special Students visit this web site: <http://www.umassd.edu/pce/>*

**25. Will there be a new student orientation?**

*A new student orientation is planned and each student will be notified as to the date prior to the commencement of classes.*

**26. Where can I get my parking sticker and student ID?**

*The UMASS PASS office located in the lower level of the Campus Center building is the place to go for a student parking sticker and picture ID. You must bring with you your license and valid car registration as well as your plate number.*

*During the academic year you can also get a parking sticker at from the Office of Public Safety with this form:*

<https://secure.umassd.edu/parking/welcome.cfm?f=nu>

### **27. Where and when can I buy my books?**

*Books can be purchased at the College Campus Store a week prior to classes starting. See their website for more specific information:*

<http://www.umassd.edu/campusstore/>

*For classes taken on the Fall River campus books can be purchased at the book store on site.*

### **28. Are there places to eat on campus?**

*Yes, UMD has a number of places to eat with a variety of menu's available. For more information visit this web site:*

<http://www.umassd.edu/food/>

### **29. How can I get more information on the UMD library?**

*For information on the library including hours visit:*

<http://www.lib.umassd.edu/>

### **30. If I am interested in living on campus or finding a place to live off campus where do I go?**

*You can find both on campus and off campus housing information at this site:*

<http://www.umassd.edu/housing/welcome-html.cfm>

### **31. How will I get my UMASS email address?**

*UMD email information can be found at this site:*

<http://www.umassd.edu/cits/email/welcome.cfm>

### **32. Does UMD have a job placement center where I can look for a job while I am a student or when I graduate? How about help with resume writing and interviewing?**

*Yes, for job information and placement as well as visits from recruiters and job fairs visit this site for information:*

<http://www.umassd.edu/crc/>

### **33. Where can I find out how much my courses will cost?**

*The following web sites can be viewed for costs of your education:*

*For full time students go to:* <http://www.umassd.edu/graduate/tuition/welcome.cfm> or <http://www.umassd.edu/graduate/tuition/allcosttables.cfm>

*For Part Time Students or Special students go to the Professional and Continuing Educational Web site (PCE):*

<http://www.umassd.edu/pce/registration/tuition.cfm>

**34. Where can I find more information on the UMD campus and to see a calendar of events?**

*For more specific questions check the UMD web site at:*

<http://www.umassd.edu/>

*Or this website:*

<http://www.umassd.edu/admissions/faq.cfm>

***Nancy (Flinn) Ludwin***

MBA Program Coordinator, Charlton College of Business

Phone 508-999-8543 Fax: 508 910-6935

**FOR GRADUATE INFORMATION**

**<http://www.umassd.edu/catalog/graduate/>**

**MBA PROGRAM INFORMATION**

**[nflinn@umassd.edu](mailto:nflinn@umassd.edu)**

**visit our web**

**site:** **<http://www.umassd.edu/charlton/programs/mba.cfm>**

Post Baccalaureate Management Certificate Program go to :

**[http://www.umassd.edu/charlton/programs/management\\_certificate.cfm](http://www.umassd.edu/charlton/programs/management_certificate.cfm)**

For your upcoming semester schedule please access:

Web Student:

**<http://student.umassd.edu/>**

(Go to: Log into Student Services)

You need to know your Student ID # and your PIN to use Web Student

If you do not know your Web Student log in, please call 508-990-9680.

This is a new hot line established to help students access the site more efficiently.

Follow all the steps and your PIN will be made available to you.