Quincy University

Hello!

Thank you for your interest in the Graduate Studies program at Quincy University. The Master of Business Administration is designed for both part-time and full-time students. All MBA courses are offered in 10-week sessions and are available in face-to-face and online formats. Students must complete 30 credit hours to graduate.

No experience in Business? No problem! Prospective students who do not have an undergraduate degree in business may follow the "MBA Pathway" to meet the prerequisite requirements. These courses are taken in conjunction with the MBA courses.

Next Steps:

- Apply free online at www.quincy.edu/apply.
- Send ALL official transcripts from previously attended schools to:
  Quincy University, Office of Graduate Studies
  1800 College Ave
  Quincy, IL 62301

  Electronic option: graduatestudies@quincy.edu. (These transcripts will be deemed official if they are sent from the college's Registrar Office through a program like Naviance, Parchment, Common App, etc.)
- Have two professional references complete recommendation forms at this link (https://goo.gl/forms/LfpxHJ7j2eTAKsQg2)
- Submit GMAT or GRE score if undergraduate GPA is under 3.0.
- Submit a professional resume.
- Submit a 300-500 word autobiographical statement outlining academic and work experience as well as career goals.
- Once all application materials are received, an admission decision will be made. Expect 1-2 weeks for this decision.
- Apply for Financial Aid. Go to www.fafsa.ed.gov. Send your FAFSA to Quincy University. Our code is 001745. Our Financial Services Office can be reached at 217-228-5432 ext. 3750.
- Pay your $200 enrollment fee to save your space in the incoming class.
- Register for courses with your Academic Advisor.
- Set up an appointment with the Office of Graduate Studies to ask last minute questions, get your student ID/parking pass, take a tour of campus, turn in your immunization records, learn how to order books and use Moodle and the Portal, etc...
- Begin classes!

Questions? Feel free to contact me directly at 217-228-5404 or sdeters@quincy.edu. Go Hawks!

Best,

Sara Deters
Graduate Studies Coordinator