

MBA Frequently Asked Questions

Preparing for the School Year

Q: When will I get a final class schedule?

A: The Rice MBA for Professionals program is a cohort based program and the classes that you will take during your first year have been determined by the Jones Graduate School of Business (JGSB). This July our JGSB Associate Registrar will post the fall schedule on Campus Groups and you will use this document to register for your courses.

Q: What is the MBAP Extended Program?

A: The Extended Professional (ExP) MBA evening program allows you to complete the same curricular requirements over three to five academic years. While there are some basic enrollment requirements for each semester, this academic structure allows you full control and flexibility to align your pace of completion with your lifestyle preference and work situation.

Q: When do I start registering for fall semester classes?

A: Information about registration will be posted on Campus Groups in July. As stated above, your Fall schedule is set by JGSB and you will register exclusively for core curriculum courses.

Q: Can I miss Immersion?

A: No. Immersion is a requirement with academic content that will tie to your grades during the course of the year.

Q: When and how will I receive my textbooks?

A: Rice MBA for Professionals students are provided with the required textbooks needed for the successful completion of the MBA program. You will receive your first term textbooks in the mail during the first week of July (so you can get a head start on preparing for class). Any remaining books required for the completion of your first year will be delivered to you at a later date.

Q: What is a course pack?

A: A course pack is a digital collection of readings for a course. If a class has a course pack, it will be posted on your course OWL-Space site in the Course Pack tool.

Q: Does JGSB conduct international trips? May first year MBAP students attend?

A: JGSB faculty members lead international sessions abroad that provide students with a personal look at how business is conducted internationally. These intersessions are offered each year during your winter and spring breaks. Due to the tight scheduling of the first year of the MBAP curriculum, international trips are not available for the Professional students until your second year.

Q: What if I have to miss Kickoff?

A: Kickoff is a required event for all incoming Professional students. If for some reason you cannot attend, please reach out to the Office of Student Services ASAP by emailing Brooke Sabo at brooke.sabo@rice.edu. There are several activities you will miss that you will need to come in to make up prior to Immersion starting.

Q: How do I arrange to park on Rice campus?

A: JGSB will provide all MBAP students with a parking permit for the Central Campus Garage, which is conveniently located below JGSB. The list of OSS Summer Immersion assignments that the Office of Student Services (OSS) is providing to you this summer includes the MBAP Parking Form. Please do not register for parking via any method other than the MBAP Parking Form.

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Q: When do I obtain my Student ID card?

A: Rice University doesn't typically allow incoming students to receive their ID cards until August, but during the Kickoff you will have the opportunity to have your Student ID card made.

Q: Do MBA students participate in the Graduate Student Association (GSA) orientation?

A: This summer you may read about the GSA orientation that is offered to all Rice graduate school students. Because the Rice MBAP program runs on a different schedule than the rest of Rice University, few of our students participate in the GSA orientation. However, if your schedule allows, we encourage you to take advantage of these events.

Q: How do I access the Rice gym?

A: Membership to the Barbara and David Gibbs Recreation Center ("the Rec Center") is available for purchase to MBAP students as well as to their spouse/domestic partner. The fee for graduate students is \$131 per year. To learn more about the Rec Center, please click on the following link:

<https://recreation.rice.edu/membership/>

Health Insurance

Q: What do I need to do about health insurance?

A: All Rice MBA students are required to maintain health insurance. Rice University has an Aetna health insurance plan available to you if you do not currently have coverage. Please visit the Student Health Insurance website (<http://studenthealthinsurance.rice.edu/>) to either enroll in or waive the Rice Student Health Insurance Plan. To waive the Rice plan, complete the Insurance Waiver form to indicate that you have other coverage in place; to enroll in the plan, complete the Insurance Enrollment form.

Information on where to find these forms and how to submit them will be provided on the Student Health Insurance website. **If you do not complete either form prior to Immersion, you will be ineligible to register for classes until the issue is resolved and the Rice Student Health Insurance Plan may be automatically billed to your account.**

Q: Does Rice offer dental insurance through the Rice Student Health Insurance Plan?

A: For those enrolled in the Rice Aetna Plan the Vital Savings on Dental program is offered at no extra charge. Registration is open to those not enrolled on the Rice/Aetna plan for a fee. The rates will be posted on the Student Health Insurance website (www.studenthealthinsurance.rice.edu). For more information about dental plans you can visit: <https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupID=890436>

Q: What if I have more questions regarding Rice health insurance?

A: If you have more questions, please refer to the Student Health Services FAQ at <http://health.rice.edu/Content.aspx?id=101> For additional help call Aetna Customer Service at 877-375-7908. You may also contact the Student Health Services office directly at 713-348-5544 or via email at studentinsurance@rice.edu.

Technology

Q: I need a NetID to access my Rice email and OWL-Space. Where do I get it?

A: Please follow the instructions in the Tech Packet that you received in a personal email from Ben Guest (this was sent after Rice received your deposit). If you still have questions, please contact Ben at 713-348-3748 or bguest@rice.edu.

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Q: How do I access ESTHER?

A: ESTHER pins and instructions were provided in a personal email that you received from Ben Guest (this was sent after Rice received your deposit). Please contact our Associate Registrar, Maria Johnson (maria.johnson@rice.edu) if you have any questions regarding ESTHER.

Q: How do I change my address?

A: Official address changes should be made via ESTHER (<http://esther.rice.edu>).

Q: Do I need a laptop computer for school? What are the minimum requirements for my laptop?

A: Yes. Students are required to have a laptop that meets the minimum requirements. All JGSB students are required to have their own Windows-based laptop. Please note that Macintosh computers may not be compatible with some of the business applications utilized in many of the courses and their use is not recommended.

Below are the requirements for incoming students.

Minimum hardware:

- 2.60 GHz 32-bit or 64-bit processor (i.e.: Intel core i5-2540M)
- 4 GB of system memory
- 802.11 a/b/g/n wireless card
- 320 GB of hard drive capacity
- Audio output capability
- Internet access capability
- Gigabit Ethernet card

Recommended hardware:

- 2.60 GHz 64-bit processor (i.e.: Intel core i5 or i7)
- 6 GB of system memory
- 802.11 a/b/g/n wireless card
- 320 GB of hard drive capacity
- RW DVD/CD Drive
- Audio output capability
- Internet access capability
- Gigabit Ethernet card
- Warranty for 4 years

Required software:

- Current Antivirus software
- Microsoft Office 2013/2016 'Professional' - NOTE: The 'Home and Student' version does not have Outlook
- Adobe Reader
- Windows 7/8.1/10

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Q: Can students use a Mac instead of a PC?

A: Yes, but there is little support available for Macs and students might run into compatibility issues with the network printers and supplemental business software.

Q: What version of Microsoft Office is required?

A: Microsoft Office 2013/2016 'Professional. Please note that the Home and Student version does not include Outlook.

Q: Does Rice University offer a student discount on Microsoft Office?

A: Rice Student discounts on Microsoft products can be found online. Example, students at Rice University can currently purchase MS Office 365 University for PC or Mac (4 year subscription) for \$79.99 available for download from the Rice On The Hub Web Store. Please visit <https://rice.onthehub.com> for more information.

Q: Do I need to purchase additional business software?

A: No. The OSS Summer checklist (*you will receive the checklist the first week of July*) includes instructions on how to download any additional required business software. JGSB Office of Technology (OOT) staff can provide assistance as needed at 713-348-8319 or at helpdesk@rice.edu.