



MBA Pre-requisite Assessment Syllabus

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DESCRIPTION: The purpose of the assessment is to help Milligan College determine the foundational business knowledge you have, to ensure you will be successful in your Milligan MBA courses. This assessment is required for all non-business-related degree holders who apply for the Milligan MBA.

HOW DO I ACCESS THE PRE-REQUISITE ASSESSMENT?

Milligan provides the Pre-requisite Assessment through Peregrine Academic Services. To access the assessment you are required to take, please follow the on-screen instructions found at the following URL.

<https://micro.peregrineacademics.com/milligan/login.php>

The password for access the site is: **MILLIGAN-MBA**

Please note that the password is case sensitive.

The registration process should take no more than 5 minutes to complete. Upon completion of your registration you will receive a confirmation email with the link for taking the assessment, at the email address you provide to us during registration. If you have any problems with the registration process, you can contact Peregrine's technical support page at:

www.peregrineacademics.com//home/technical-support

Should you not receive an email with confirmation of your registration, please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services.

Once you receive your email confirming your registration, **click** on the hyperlink(s) included with the title of the course you want to access. Each hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.

WHAT IS THE COST OF THE ASSESSMENT?

The cost of the assessment is \$40.00. You may pay for the course with most major credit cards.

WHAT GRADE IS REQUIRED TO SUCCESSFULLY COMPLETE THE PRE-REQUISITE ASSESSMENT?

The Admissions Committee is looking for students to score in the Average range or higher in pre-requisite courses (Accounting, Economics, Statistics, Business Law, and Global/International Business) as they apply for the MBA program. This corresponds roughly to scoring in the 40th percentile or higher, of students taking the assessment.

The results from the pre-requisite assessment are relative and consider all student results. The scores do not correspond directly to a traditional 100-point grading scale. The table below can be used to assess how your scores relate to the averages.

- 80-100 - Very High
- 70-79 - High
- 60-69 - Above Average
- 40-59 - Average
- 30-39 - Below Average
- 20-29 - Low
- 0-19 - Very Low

After successfully completing the assessment, please notify Ms. Pamela Smith, Operations Assistant for Graduate and Professional Services, that you have completed the assessment (PBSmith@milligan.edu). Peregrine will automatically send the results to Milligan within 24 hours.

WHAT HAPPENS IF I DO NOT ACHIEVE A HIGH SCORE ON THE ASSESSMENT?

If an applicant does not achieve a satisfactory score on the Peregrine Pre-requisite Assessment, the Admissions Committee may require additional assessment after application review through individual proficiency modules.

Completion of the Peregrine Pre-requisite Assessment or proficiency modules **does not guarantee** acceptance into the MBA Program.

WHEN DO I HAVE TO COMPLETE THE PRE-REQUISITE ASSESSMENT FOR ADMISSION TO THE MBA PROGRAM?

If the Admissions Committee has directed you to take the Pre-requisite Assessment (required for all applicants who do not hold a business related degree), you must complete the assessment in plenty of time for the Admissions Committee to be able to continue to review your application in advance of the start of the cohort to which you are applying.

FREQUENTLY ASKED QUESTIONS (FAQ)

For additional information about the Pre-requisite Assessment and Milligan's requirements for course completion, please see the FAQ s on the following pages.

Milligan MBA Pre-requisite Assessment from Peregrine Academic Services

Question	Response
<i>Why am I taking this Pre-requisite Assessment?</i>	The Milligan MBA Admissions Committee must determine your readiness to succeed in the MBA program. Since you do not have a business-related degree, you must take this Pre-requisite Assessment to demonstrate the extent of your business knowledge.
<i>What is the cost of the Pre-requisite Assessment?</i>	The cost of the assessment is \$40.00.
<i>What do I need to access the Pre-requisite Assessment?</i>	You will need a computer with Internet access. No other plug-ins are required.
<i>How should I prepare for the Pre-requisite Assessment?</i>	No official study materials are provided. You are expected to draw upon your own knowledge within the business field, including the components of Accounting, Finance, Business Integration and Strategy, Economics (Macro- and Micro-), Human Resources, Operations, Organizational Behavior, Marketing, and Research Techniques.
<i>What score must I achieve to successfully complete the assessment?</i>	To successfully pass this assessment, you must achieve an average score or higher. This roughly corresponds to a score in the 40 th percentile, or above, of all the students taking this assessment. Scores are not given on a 100-point scale, so do not be concerned over a “low” score.
<i>How many times may I take the assessment?</i>	When you purchase access to the Pre-requisite Assessment, you will be able to take the assessment only once.
<i>What happens if I do not achieve a high on the Pre-requisite Assessment?</i>	The Admissions Committee will review the results and give you further recommendations, if necessary.

Question	Response
<i>Are the questions the same on every assessment?</i>	Each assessment is unique, representing a random selection from a large database of questions. The types of questions and the content will be the same, however, the exact questions may be different.
<i>How do I start the Pre-requisite Assessment once I am registered for it?</i>	<p>At the conclusion of the self-registration process, the hyperlinked assessment will be displayed. When you click the hyperlink for the assessment you are required to complete, your web browser will open to the assessment.</p> <p>You can access the assessment by using the e-mail sent to you upon completion of the self-registration process. This e-mail also has a hyperlinked title to take you to the assessment.</p>
<i>I know I am registered, but I never received the e-mail.</i>	Please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services or visit www.peregrineacademics.com//home/technical-support to have your registration email resent.
<i>I have the e-mail, but how do I access the assessment site?</i>	<i>Click</i> on the hyperlink included with the title of the assessment you need to access. The hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.
<i>How much time do I have to take the Pre-requisite Assessment?</i>	The Pre-requisite Assessment must be <u>successfully completed as soon as possible</u> , or you will hold up the status of your application. Once you start your assessment, you must complete it within 48 hours.
<i>How long will I need to complete the assessment?</i>	It depends on your previous knowledge levels. A good estimate of time is 60-90 minutes. There will be 120 questions on the assessment.
<i>Am I allowed to take breaks during the assessment?</i>	When you begin the assessment, you will be allowed two 15-minute breaks during the test, and you will not be able to back-track.
<i>What if I need to stop during the assessment?</i>	<p>Once you start your assessment, you must complete it within 48 hours. Only three access attempts are allowed. You cannot retake an assessment. If you do stop the assessment and restart later, you will resume the assessment at the next question from where you ended the previous session. You will consequently miss the question you were on. You cannot go back and review previously answered or skipped questions.</p> <p>In other words, the ability to exit the assessment and return is only to allow for internet connectivity issues, not for breaks or to review material.</p>

Question	Response
<i>How many questions are on the Pre-requisite Assessment?</i>	<p>There are 120 questions on the assessment. The assessment covers several business topics, including Accounting, Finance, Business Integration and Strategy, Economics (Macro- and Micro-), Human Resources, Operations, Organizational Behavior, Marketing, and Research Techniques.</p> <p>Assessment questions are multiple choice and True/False.</p>
<i>How much time is allowed to answer each question?</i>	<p>You are allowed 3.0 minutes to answer each question. You will see the time remaining on the screen for each question during the assessment. You must select “Record Answer” to proceed to the next question.</p> <p>Should you fail to select an answer to the question in three minutes, the assessment will proceed to the next question without recording an answer for the question you were on.</p>
<i>Can I “back track” during the assessments?</i>	<p>No, you will not be able to go back to a question if you decide to skip it. You need to do your best to answer each question within the allotted time. Otherwise, it will be graded as 0 points.</p>
<i>Is the grade weighting the same for an unanswered question versus a question answered incorrectly?</i>	<p>Yes.</p>
<i>What if 48 hours elapse or I attempt a 3rd log in to the assessment site?</i>	<p>After 48 hours or more than 3 log-in attempts, the assessment site is inaccessible and a completion certificate will be generated, assigning 0 points to unanswered questions.</p>
<i>Will I see my score at the end of the assessment?</i>	<p>Yes. You will receive immediate notice of your score after completion of the assessment, with a link to access the completion certificate.</p>
<i>How do I print or save my completion certificate?</i>	<p>After completing the assessment, you will be asked to view and save your certificate. A link to download the assessment completion certificate will also be automatically e-mailed to you at the end of the assessment.</p>
<i>How should I submit the certificate for my MBA Application?</i>	<p>Please notify Ms. Pamela Smith, Operations Assistant – Graduate and Professional Studies, at PBSmith@milligan.edu as soon as you are able after completion of the assessment to let her know that Peregrine will be sending the results. You will not have to send in the results on your own.</p>

Question	Response
<p><i>I forgot to save my completion certificate when I finished the Pre-requisite Assessment.</i></p>	<p>Look for the e-mail sent to you by Peregrine with the link to download the completion certificate.</p> <p>The results will be automatically sent to Milligan College, so you will not have to worry.</p>
<p><i>How can I find out if I've completed the assessment or not?</i></p>	<p>Students will access all necessary assessment items by using the link in their registration confirmation email. If misplaced, this confirmation can be easily resent by visiting Peregrine's support page: www.peregrineacademics.com//home/technical-support</p>