

Welcome to Moravian College and the Graduate Business Program

Now that you have been admitted to a Graduate Business Program you can begin to meet any prerequisite requirements, often referred to as Business Competency courses, that are required of you. These courses are undergraduate-level courses that are the very basics of a business education upon which your MBA, MSHRM, or MHA degree will build. You may have taken some of these courses as an undergraduate student or taken them after your graduated. In any case, your Acceptance Agreement shows you the results of the evaluation of your transcripts and credentials at the time of your acceptance to the program and which requirements you still need to complete. Some Business Competency courses are required prerequisites for graduate-level courses you need to take.

Look at the Acceptance Agreement that was sent to you by the admissions office (see Figure 1). Specifically look at the section labeled Business Competency Courses (undergraduate). If there are no X's in the far left column of your Acceptance Agreement, congratulations! You do not have any Business Competency requirements to meet.

Figure 1: A Sample Acceptance Agreement -- First column shows courses required.

The Moravian MBA Acceptance Agreement

Date 11/30/15 Student No. 999999

Student **Our new student**

Business Competency GPA based on 0 business competency courses taken.

Course	Course Name	Business Competency GPA	Waived	Justification for Waiver/Transfer	Grade
Business Competency Courses (undergraduate)					
X	ECON 152	Principles of Economics			
X	ACCT 157	Financial Accounting			
X	MATH 107	Statistics			
X	MGMT 216	Information Systems for Managing			
X	MGMT 231	Managerial Finance			
X	MGMT 251	Principles of Marketing			
MBA Graduate Courses					
Leadership Core					
X	MGMT 511	Developing Leadership Competencies			
X	MGMT 513	Leading People in Organizations			
X	MGMT 521	Ethics, Law, and Social Responsibility			
X	MGMT 571	Leading Change in Organizations			
Functional Core					
X	MGMT 515	Microeconomics Foundations for Strategic Management			
X	MGMT 517	Corporate Financial Management			
X	MGMT 519	Managing Operations			
X	MGMT 555	Business Research Methods			
Concentration					
X					
X					
X					
X					
18	Total Courses Required to Graduate				

Please indicate your decision to accept or not accept this offer of admission to the Moravian MBA Program by completing the information below and returning one copy of this form with your choice and signature to the Moravian MBA Program in the enclosed envelope.

Otherwise, each X shows you that you have one requirement to meet and, along the row, which Business Competency that is. There are four ways that you can meet these requirements.

1. Take Academic Leveling Courses Online

Partnering with Peregrine Academics, Moravian College offers a convenient and inexpensive way for you to meet the Business Competency requirements online, at your convenience.

Completing Your Business Competency Requirements

Academic Leveling Courses (ALCs) are individual, online modules that will help you to succeed with your degree by providing foundational knowledge and skills in the basic range of business education topics. The ALC service provides non-business majors, or students needing to refresh their knowledge, with the necessary business education fundamentals to start their graduate work. One of your professors may even require the completion of a module within a course to ensure that every student starts with the same level of knowledge.

Each ALC module includes a 20 question pre-test, 4-6 hours of online instructional content including review questions, and a 20 question post-test. The time you spend completing a module may be higher than that. You can stop a module and return to it later to complete it. You will also have access to the module for two years after you start it, a great reference source! You must earn an 80% or more on the post-test for the Business Competency requirement to be waived. You can take the post-test twice. Full instructions on the modules are on the Peregrine Academic web site.

The following table shows you which modules you need to take to meet each Business Competency Course requirement you need to fulfill:

Table 1: Cross Reference of Business Competency Requirements to ALC Modules

If this Business Competency Requirement Course has an X	Take this Academic Leveling Course(s)
ACCT 157 Financial Accounting	Financial Accounting
MGMT 253 Human Resource Management	Human Resource Management
MGMT 216 Information Systems for Managing	Information Management Systems
ECON 157 Principles of Economic	Microeconomics and Macroeconomics (take both)
MGMT 231 Managerial Finance	Managerial Finance
MGMT 251 Principles of Marketing	Marketing
ECON 156 or MATH 107 Statistics	Statistics

Student Registration Instructions for ALC Modules

To enroll in the ALC modules you need to complete, go to the [ALC landing page](#) (Figure 2) and register for the modules you need. Pay with your credit card. This is a transaction between you and Peregrine Academic; Moravian College will not add an additional charge to the costs of the modules. Follow the instructions given on the web page and proceed with taking your modules. Each module will cost you \$35 to take at current rates. The module will be available to you for two years.

Figure 2: Screenshot of ALC Modules Landing Page

PEREGRINE ACADEMIC SERVICES
Global Educational Support

Our Services | **Students, Learners, and Clients** | Student Login | Resources | Support

English | Español

Moravian College

School Micro-site Page for Registration for Exam and Course services. Students will need to first complete the registration process using the instructions found within the course syllabus or as provided to you by your course professor.

MORAVIAN COLLEGE

Register for a Course/Exam
Enter the registration password provided to you either within the course syllabus or from your course professor.

Registration Password:

Use password for:
(No username)

Have you lost the e-mail which included the exam/course access link?
[Email me my exam/course access key.](#)

Do you need to print or download your completion certificate?
[Download completion certificate\(s\)](#)

If you have previously registered for an course/exam, please use the link for that course/exam as included within the e-mail you received from receipt@peregrineacademics.com. If you cannot find that e-mail, please check your SPAM/JUNKMAIL folder or use our [exam access key retrieval form](#) to resend your e-mail.

To begin the registration process, please follow the on-screen instructions found at the following URL: <https://micro.peregrineacademics.com/moravian>

Use this password: MORAVIAN-1001

The registration process should take no more than five minutes to complete. Upon completion of your registration you will receive a confirmation email with your exam/course link for completing the modules, at the email address you provide to Peregrine Academics.

When you complete a module post-test with a score of 80% or higher get your certificate. Forward a copy of your certificate to your advisor so you can be credited with completing the Business Competency requirement.

Online Support

By going to the Support page at <http://www.peregrineacademics.com/support>, you can access all the frequently asked questions and guides, request your exam or course access link, or retrieve your completion certificate. If, for some reason, you are still having difficulty solving the problem, you will be directed to complete a Support Request Form. This will allow you to search for additional answers or submit the form to one of the technical support representatives.

ALC Technical Support Page <http://www.peregrineacademics.com/support>

2. Take a Class at Moravian

Moravian College offers undergraduate classes in the evening throughout the year, including courses that meet Business Competency requirements. You can access each semester's list of offered courses in [AMOS](#) to determine the courses offered in that semester. You will find the course number and name as it is listed in the first column of Table 1. Courses are offered to graduate students at the current undergraduate tuition rate. Undergraduate tuition for the current year is \$1,456 per course. Not all Business Competency courses are offered each semester. You will be automatically credited as completing the Business Competency requirement once your final grade is submitted by the professor. You must earn a grade of C, not C-, or better to have the Business Competency requirement waived.

3. Take a CLEP Test

College-level Examination Program (CLEP) tests allows a student to test out of a Business Competency requirement without having to sit in a classroom. The CLEP tests available to meet Business Competency requirements are shown in Table 2. You must earn a 50 or higher in each CLEP test for the Business Competency requirement to be waived.

Table 2: Cross Reference of Business Competency Requirements to CLEP Tests

If this Business Competency Requirement Course has an X	Take this CLEP Test(s)
ECON 157 Principles of Economic	Principles of Microeconomics and Principles of Macroeconomics (take both)
ACCT 157 Financial Accounting	Financial Accounting
MGMT 216 Information Systems for Managing	Management Information Systems
MGMT 251 Principles of Marketing	Principles of Marketing

Go online to the [CLEP website](#) to register for and schedule your exam. Designate Moravian College to receive your results; they will be forwarded to Moravian College by The College Board. Each CLEP exam will cost you \$80 at current rates.

4. Take Courses at Another College

You may take a Business Competency course at another college, including a community college, if the course is accepted in transfer by Moravian College. You can find guides for transferring classes from a community college to Moravian College on the [College's web site](#). You can also ask your advisor if a particular course will meet the College's standards. You should check the transfer guides on the web site or with your advisor prior to registering for and taking a class at another college to ensure the course is acceptable. When you complete the course and your grade is filed, request the Registrar of the college to forward an official

Completing Your Business Competency Requirements

transcript to your Moravian College advisor so you can be credited with completing the Business Competency requirement. You must earn a grade of C, not C-, or better to have the Business Competency requirement waived.