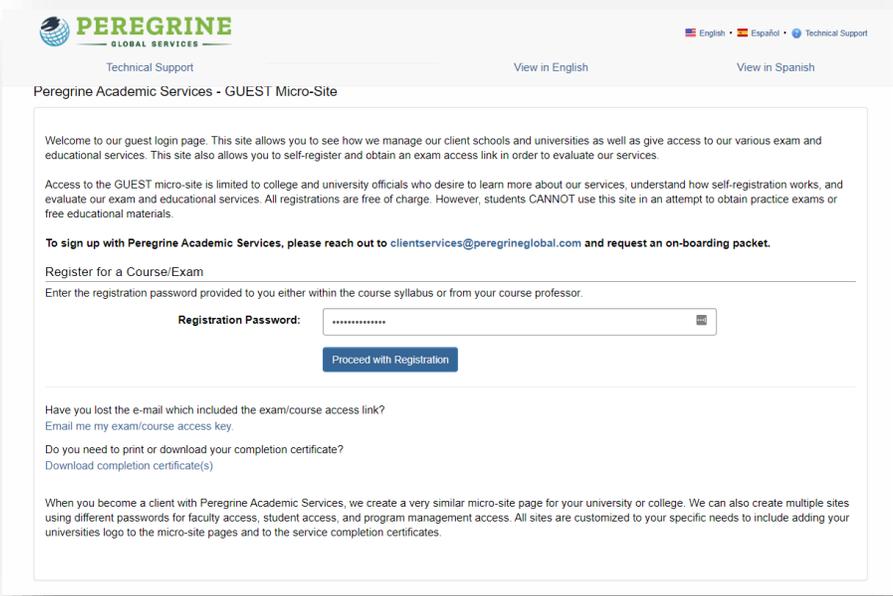


Academic Leveling Modules provide foundational knowledge and skills in a broad range of business education topic areas. If you are required to complete one or more academic leveling modules by your school or institution, this document will guide you through the registration process and answer some frequently asked questions.

### Student Registration with a Link & Password

- Follow the Student Registration Link that should have been provided to you by your course professor or within your course syllabus. Please note that the registration instructions contained within this document apply to an external microsite registration only.
- Enter your registration password and click **“Proceed with Registration.”**



The screenshot shows the 'Peregrine Academic Services - GUEST Micro-Site' registration page. At the top, there is a header with the Peregrine logo, 'GLOBAL SERVICES', and navigation links for 'English', 'Español', and 'Technical Support'. Below the header, the page title is 'Peregrine Academic Services - GUEST Micro-Site'. The main content area contains a welcome message, a disclaimer about access to the GUEST micro-site, and instructions to sign up with Peregrine Academic Services by reaching out to [clientservices@peregrineglobal.com](mailto:clientservices@peregrineglobal.com) and requesting an on-boarding packet. There is a section titled 'Register for a Course/Exam' with a text input field for the 'Registration Password' and a 'Proceed with Registration' button. Below this, there are links for '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?', and 'Download completion certificate(s)'. At the bottom, there is a paragraph explaining that a similar micro-site page is created for each university or college, customized to specific needs.

- **Select your required module(s) and click “Review your Selection(s) and proceed with Registration.”**
- Review your selection, remove any unneeded items, and click **“Continue with Registration.”**
- Enter your Name and Email, Confirm Email, check the acknowledgment box, and then click **“Review Registration.”**
- Review your registration information and, if it is correct, click **“Complete Registration.”**
- Your registration is now complete! The access link will be sent to the email address you used to register. You may begin immediately by clicking the blue hyperlink for the module(s).
- Please click **“Confirm”** to start.

Foundations of Accounting

Welcome to your Academic Leveling Course module. Each module includes a 20-question pre-test, an interactive educational session with review questions, and a 20-question post-test.

To begin a module, you must first complete the pre-test. Then, you can navigate anywhere within the module to review sections and complete the interactive review questions. You cannot complete a module post-test until all sections have been completed, as indicated by a green check mark.

The following modules are included:

Accounting

**First Name:\***  required

**Last Name:\***  required

Your course/exam will not be started yet.

[Your Institution Logo Here](#)

- Launch the module by clicking "**Please click here to launch your course/exam in a new window.**" You will read through a series of acknowledgment screens and check each box once you have read the information. You will then be ready to begin the module.

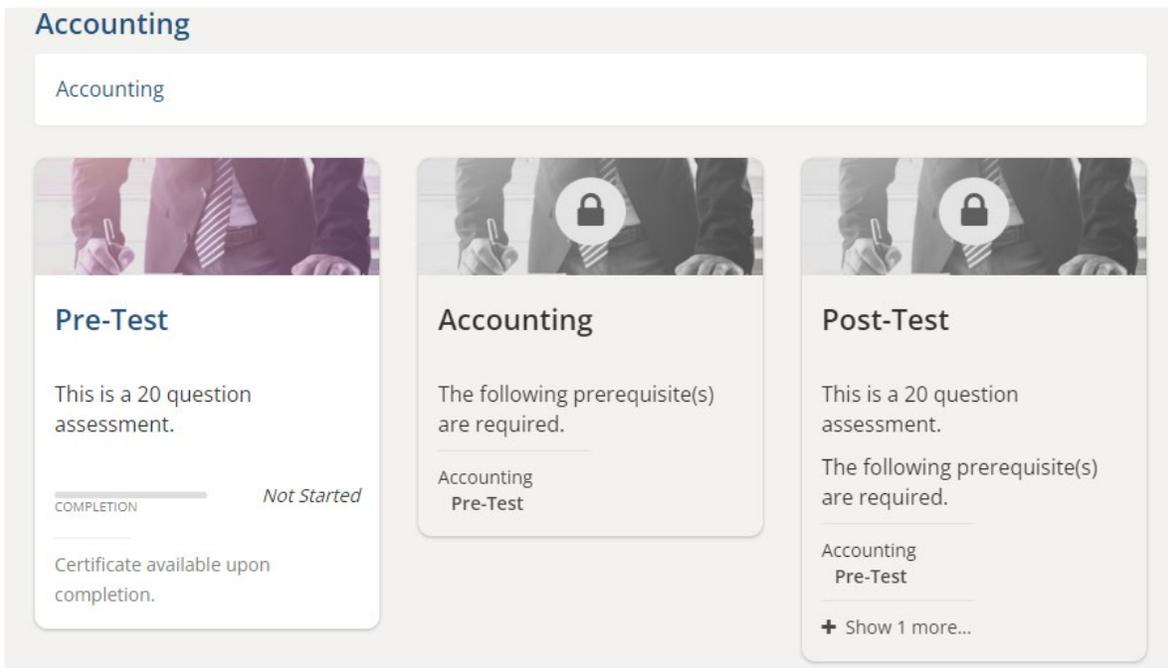
### What are the overall structure and time constraints of the Academic Leveling Modules?

There are 16 total academic leveling modules:

- Accounting
- Business Communications
- Business Ethics
- Business Finance
- Business Integration & Strategic Management
- Business Leadership
- Global Dimensions of Business
- Human Resource Management
- Information Management Systems
- Legal Environment of Business
- Marketing
- Macroeconomics
- Microeconomics
- Operations/Production Management
- Organizational Behavior
- Quantitative Research Techniques & Statistics

Depending on the school or institution, learners may or may not be required to complete all 16 modules.

- Each module provides an estimated 4-8 hours of instructional content.
- Each module starts with a twenty-question pre-test that must be completed before starting the instructional material. The pre-test is designed to capture your baseline knowledge and does not require any preparation. To start the pre-test, simply click “pre-test.” You will receive one question at a time, and the questions are timed.
- The instructional content will contain multiple sections.
- All sections will conclude with a set of interactive questions that review the content covered within the sections.
- After you have completed all the sections within each module, you will be able to proceed to a 20-question post-test. If you are not satisfied with your original score or do not meet the minimum score threshold set by your school, you may elect to retake the post-test. In the event of a retake, your *highest score* will be recorded.



The screenshot displays the 'Accounting' module interface. At the top, the word 'Accounting' is written in a blue font. Below this, there are three main sections:

- Pre-Test:** This section contains a 20-question assessment. A progress bar shows 0% completion, with the text 'Not Started' to its right. Below the bar, it states 'Certificate available upon completion.'
- Accounting:** This section indicates that prerequisites are required. The listed prerequisite is 'Accounting Pre-Test'.
- Post-Test:** This section also contains a 20-question assessment and lists 'Accounting Pre-Test' as a prerequisite. A '+ Show 1 more...' link is visible at the bottom of this section.

**Do not click outside the exam window or use your keyboard while taking your exam!**

Navigating away from the exam window (e.g., clicking outside the window or switching applications, and using keyboard shortcuts such as print screen) will be tracked as exam integrity events and learners will receive the following messages:

**First Warning – Please Return to Exam.**

**Second and Final Warning – Exam Lockout Next.**

**Exam Locked - The exam is locked, and the exam is forfeited.**

***Exams locked due to integrity events will not be reopened unless explicitly requested by an administrator or program director.***

**Peregrine Exam Integrity Rules**

For technical support, go to [www.PeregrineGlobal.com/students/](http://www.PeregrineGlobal.com/students/)

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### Where can I find my access link?

After completing the registration process, you should receive an email containing the access link to your module. Should you not start your module directly after the registration process or need to come back to a module that is in progress, please use the access link that was sent to your email. If you did not receive, or cannot locate your access link, please click [Get Your Access Link](#) under the Students & Learners tab on our website.

### Will I receive a completion certificate?

At the completion of the module, you will receive a “**Download your Completion Certificate**” link to save as a PDF and/or print. You will also receive an email with a link to download your certificate. If you do not receive the email, please click [Request Completion Certificate](#) under the Students & Learners tab on our website.

The **Completion Certificate** contains:

- Module Pre/Post Test Comparison
- Score Analysis for each topic

### Where can I find Technical Support and Frequently Asked Questions?

For additional Technical Support, Frequently Asked Questions, and other Step-by-Step Registration Guides, please visit our Resources for Students & Learners at <https://www.peregrineglobal.com/student-support>.