



**PEREGRINE**  
GLOBAL SERVICES

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## ACADEMIC SERVICES

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**Student Registration Instructions for:**

**MONTREAT COLLEGE**

To begin the registration process, please follow the on-screen instructions found at the following URL.

<https://micro.peregrineacademics.com/site/montreat/login.php>

Your password is:

**MTC-1001**

The registration process should take no more than 5 minutes to complete. Upon completion of your registration you will receive a confirmation email with your exam/course link for taking the exam, at the email address you provide to us.

If you have any problems with the registration process, please visit our [technical support page](http://www.peregrineacademics.com/home/technical-support) at:  
[www.peregrineacademics.com/home/technical-support](http://www.peregrineacademics.com/home/technical-support).



# PEREGRINE

— ACADEMIC SERVICES —

Academic Leveling Course Student User Guide

Your school is investing in your education!

[www.peregrineacademics.com](http://www.peregrineacademics.com)

## Micro-site Student Registration Process

1. 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 herein apply only to micro-site registration.
2. Locate and select your school. Enter your registration password.

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Peregrine Leadership Institute

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.

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

Registration Password:

Proceed with Registration

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/course access link retrieval form to resend your e-mail.

Enter your Registration Password

*Enter the registration password provided by your college or university. Please note that the password is case sensitive.*

3. Select your required course(s).

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Montreat College / Course List

The following is a listing of courses where our online testing services are included as a requirement in the course. Please select the course/exam that corresponds to your current class and then proceed with registration.

Completion of the assessment is required for your course. Please do your best in order to provide your institution with the best possible information to guide academic decision-making. Please refer to your course syllabus for the grading requirements of this assessment.

MONTREAT COLLEGE  
ADULT AND GRADUATE STUDIES

Graduate Degree Programs

Select your course

- Accounting Fundamentals
- Business Finance Fundamentals
- Macroeconomics
- Microeconomics
- Quantitative Research Techniques and Statistics

Review your Selection(s) and proceed with Registration

Select your required course(s)

*Select the course(s) you need. If you are unsure of the course(s) you need, please contact your course professor. After your selection is made, click "Review your selections(s) and proceed with registration."*

#### 4. Review your selection and remove any unneeded items.

Course/Exam	Quantity	Unit Price
<a href="#">Remove</a> Business Finance Fundamentals	1	\$ 49.00 USD
<a href="#">Remove</a> Macroeconomics	1	\$ 49.00 USD
<b>Total:</b>		<b>\$ 98.00 USD</b>

[View Course/Exam List](#) [Update Cart](#) | [Continue with Registration](#)

Confirm your selected courses

*This screen will allow you to confirm your selected courses. You can also remove any items that may have been inadvertently selected in course selection page.*

#### 5. Enter your Name, Montreat Email, Student ID, Billing Info and Payment.

**Registration Information**

University:\* Montreat College

First Name:\* required

Last Name:\* required

Student Id:\* required

Email:\* required

Confirm Email:\* required

**Billing Information**

Street Address:\* required

Street Address (cont):

City:\* required

Country:\* United States required

State/Province:\* required

Postal Code:\* required

Phone:\* required

**Credit Card Information**

Name on Card:\* required

Credit Card:\* required

Exp. Date:\* MM / YYYY required

CVV:\* 123 required

I agree to the privacy policy and terms of conditions.  
You can find our Privacy Policy and our Terms & Conditions on the Peregrine Global Services website.

[Edit Your Registration Selection\(s\)](#) | [View Course/Exam List](#) [Review Registration](#)

Enter your registration information

*You will need to enter your Name, Student ID, and school issued email address. Please note, if you have previously registered for any Peregrine items, you will need to use the same email address you used to register the first time.*

6. Review your registration information and complete your registration.

The screenshot shows the 'Review and Confirm Registration Information' page. At the top, there is a navigation bar with the Peregrine Academic Services logo and language options for English and Español. Below the navigation bar, the page title is 'Peregrine Academic Services - DEMO Micro-Site / Review and Confirm Registration Information'. A message at the top of the main content area reads: 'Please review your registration information. If the information is not correct, use the buttons at the bottom of the screen to edit the registration information. If the information is correct, then click "Complete the Registration".' The main content area is divided into two sections: 'Registration Information' and 'Course/Exam'. The 'Registration Information' section contains a table with the following details:

Registration Information		Edit Information
University	Peregrine Academic Services - DEMO Micro-Site	
Name	Student Tester	
Student Id	Peregrine Academic Services	
Email	student@someuniversity.edu	

Below the 'Registration Information' section is the 'Course/Exam' section, which lists four course options: 'Foundations of Business Finance', 'Foundations of Accounting', 'Foundations of Business Ethics', and 'Foundations of Business Integration and Strategic Management'. At the bottom of the page, there are two buttons: 'Edit Registration Information' and 'Complete Registration'. An arrow points from the 'Complete Registration' button to the text on the right.

Review and complete your registration

*You can now complete your registration. You will receive an email with your course access link. You may also start the course by using the course link provided directly after you complete your registration.*

## What is the overall structure and time constraints of the Academic Leveling Courses?

- ❖ There are 15 total Academic Leveling Courses. Depending on the school, students may or may not be required to take all 15 courses.
- ❖ Each course provides about 4-6 hours of instructional content.
- ❖ Each course starts with a twenty-question pre-test which must be completed prior to starting the instructional material.
- ❖ The instructional content will contain multiple sections.
- ❖ All sections will conclude with a set of interactive questions as a review of the content covered within the sections.
- ❖ Courses then conclude with a twenty-question post-test. The post-test does offer a retake option, however only the most recent score is recorded.

The screenshot displays the Peregrine Academic Services interface. At the top left is the logo for Peregrine Academic Services. The top right contains links for Help, Additional Resources, and Save & Exit. The main content area is titled "Section: Business Leadership / Pre-Test". On the left, a navigation pane shows a tree structure: Academic Leveling Course, Business Leadership, Pre-Test, The Foundations of Business Le..., Section 1, Section 2, Section 3, Section 4, Section 5, and Post-Test. The main content area is titled "Business Leadership Pre-Test" and contains the following text: "You are about to take a 20-question exam over the topical area(s) of: Business Leadership. All questions are timed and there is a countdown timer displayed for each question. You must select 'Record Answer' to proceed to the next question. DO NOT let the time limit advance automatically to the next question because your response will not be recorded. You cannot go back and review previously answered questions." Below this text is a "Begin Exam" button and a "PLEASE NOTE: If you log off and restart, the exam will restart at the NEXT question from where you were at, not on the current question. These measures are in place to protect the integrity of the exam." At the bottom left, a progress bar shows "Percent Complete: 0%".

### Structure of Academic Leveling course

*All ALC's are structured the same with the following elements:*

- ❖ 20 Question Pre-test
- ❖ 4-6 hours of instructional content
- ❖ 20 Question Post-test

**The Pre-Test must be completed before advancing to the instructional**

- ❖ The navigation bar on the left side of the module will allow you to navigate your sections as needed. Please note that your package may show additional courses, based on the needs of the school.

## Pre-test

The ALC's all start with a 20-question pre-test. The pre-test is intended only to get a baseline measurement of your knowledge going into the course.

**Business Leadership Pre-Test**

Business Leadership - Traits, Motives, and Characteristics of Leaders

An important strength of the trait approach to leadership is that it

- A  can help with leadership selection and development.
- B  specifies how much of a given trait is important for leadership.
- C  specifies which traits are needed for leadership in a given situation.
- D  helps in analyzing the situational demands.

**Record Answer**

You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.

### Pre-test Structure

- ❖ Questions are timed at five minutes per question
- ❖ Questions are all Multiple Choice
- ❖ Questions will only cover content presented within the module.

**Exam Summary**

Exam	Question(s)	Completion Time	Score
Business Leadership Pre-Test	20	20.8 minutes	20%

  

Subject Matter Assessed	Frequency Correct
Business Leadership	17%
Leadership Development and Succession	33%
Traits, Motives, and Characteristics of Leaders	0%

**Proceed to the next section**

Percent Complete: 8%

### Completion of the Pre-test

Upon completion of the pre-test, you will be provided with an exam summary. The exam summary will provide your total score, as well as the subject scores. You will also have an opportunity to download your completion certificate.

- ❖ Download Completion Certificate
- ❖ Total Score
- ❖ Subject Scores
- ❖ Proceed to instructional content

## Instructional Content of the Academic Leveling Courses

Once the pre-test has been completed, you are free to start the instructional portion of the Academic Leveling course. Each ALC course will contain approximately 4 – 6 hours of instructional content and interactive questions. All sections must be completed before advancing to the post-test.

The screenshot displays the 'General Personality Traits of Effective Leaders' section. The main content area features a diagram with a central circle labeled 'LEADERSHIP EFFECTIVENESS IN MANY SITUATIONS' surrounded by nine blue boxes containing the following traits: Self-confidence, Humility, Trustworthiness, Sense of humor, Authenticity, Enthusiasm, Optimism, and Warmth, Assertiveness, and Extraversion. The text above the diagram states: 'Possessing certain characteristics contributes to leadership effectiveness in many situations as long as the leader's style fits the situation reasonably well. downsizing due to global consolidation. Understanding global business may help graduates to minimize or avoid such downside aspects of globalization.' The interface also includes a navigation menu on the left, a progress bar at the bottom showing 'Percent Complete: 15%', and a 'Download Completion Certificate(s)' button in the top right.

**FIGURE 2-1** General Personality Traits of Effective Leaders.

### Instructional Content

- ❖ Save & Exit module
- ❖ Navigational arrows to proceed through the module content
- ❖ Each ALC will contain 4-6 hours of instructional content and interactive questions
- ❖ Percent Complete Indicator

The screenshot displays an 'Interactive Q&A' section. The main content area shows a question: 'Self-confidence is an important leadership characteristic'. Below the question are four multiple-choice options: A. primarily among executives. (selected), B. primarily among supervisors., C. in almost every leadership setting., and D. for male leaders more than for female leaders. The interface also includes a navigation menu on the left, a 'Record Answer' button, and a progress bar at the bottom showing 'Percent Complete: 23%'. A yellow banner at the top indicates an 'Incorrect Answer' with the message: 'You chose: primarily among executives. Incorrect, please review General Personality Traits of Effective Leaders.'

### Interactive questions

- ❖ Each instructional section will conclude with an Interactive Question and Answer Section.
- ❖ Interactive questions must be answered correctly before proceeding to the next question. If the question is not answered correctly, please review the recommended subject.

## Post-test

A post-test will conclude all Academic Leveling Courses. The difference in score from the pre-test to the post-test is the direct measure of knowledge gained throughout the ALC.

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Help | Additional Resources | Save & Exit | Download Completion Certificate(s)

Section: Business Leadership / Post-Test

Academic Leveling Course

- Business Leadership
  - Pre-Test
  - The Foundations of Business Le...
    - Section 1
      - Traits, Motives, and Character...
      - Interactive Q&A
    - Section 2
      - Leadership Development and Suc...
      - Interactive Q&A
    - Section 3
      - Charismatic and Transformation...
      - Interactive Q&A
    - Section 4
      - Leadership Behaviors, Attitude...
      - Interactive Q&A
    - Section 5
      - Contingency and Situational Le...
      - Interactive Q&A
    - Post-Test

**Business Leadership Post-Test**

You are about to take a 20-question exam over the topical area(s) of:

Business Leadership

All questions are timed and there is a countdown timer displayed for each question. You must select "Record Answer" to proceed to the next question. DO NOT let the time limit advance automatically to the next question because your response will not be recorded.

You cannot go back and review previously answered questions.

**Begin Exam**

PLEASE NOTE: If you log off and restart, the exam will restart at the NEXT question from where you were at, not on the current question. These measures are in place to protect the integrity of the exam.

Percent Complete: 92%

### Starting the post-test

- ❖ All sections must be completed prior to starting the post-test.
- ❖ The Post-test will include 20 total questions.

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Your Institution Log In Here

Question 2 of 20 | 4:57 Time

**Business Leadership Post-Test**

Business Leadership - Business Leadership

A pronounced characteristic of an entrepreneurial leader is

- A  a reliance on others to take the big risks.
- B  a preference for taking huge risks.
- C  a cautious attitude toward taking risks.
- D  sensible risk taking.

**Record Answer**

You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.

### Post-test

- ❖ Questions are timed at five minutes per question
- ❖ Questions are all Multiple Choice
- ❖ Questions will only cover content presented within the module.

Section: Business Leadership / Post-Test

Academic Leveling Course

- Business Leadership
  - Pre-Test
  - The Foundations of Business Le...
    - Section 1
      - Traits, Motives, and Character...
      - Interactive Q&A
    - Section 2
      - Leadership Development and Suc...
      - Interactive Q&A
    - Section 3
      - Charismatic and Transformation...
      - Interactive Q&A
    - Section 4
      - Leadership Behaviors, Attitude...
      - Interactive Q&A
    - Section 5
      - Contingency and Situational Le...
      - Interactive Q&A
    - Post-Test

Congratulations! You have completed:

**Business Leadership Post-Test**

### Exam Summary

Exam	Question(s)	Completion Time	Score
Business Leadership Post-Test	20	1.2 minutes	5%

If you are unsatisfied with your score you may retake this exam **1 more time**. The outcome of your final score will be used, regardless if the score is lower than your first attempt. [Retake](#)

Subject Matter Assessed	Frequency Correct
Business Leadership	7%
Leadership Development and Succession	0%
Traits, Motives, and Characteristics of Leaders	0%

In order to preserve the integrity of our online exams and training courses and because of proprietary rights, we cannot provide questions/answers upon complete of an exam or training course test.

You have completed all the training modules.

Percent Complete: **100%**

**Completing the post-test**

Upon completion of the post-test, you will be provided with an exam summary. The exam summary will provide your total score, as well as the subject scores. You will also have an opportunity to download your completion certificate.

- ❖ Download Completion Certificate
- ❖ Total Score
- ❖ One Retake Option\*
- ❖ Subject Scores

\*If you decide to utilize the Retake option, your original score will **not** be retrievable.



# 324053-694673-170216

**Certificate of Completion**

This is to certify that Student Learner  
has completed the course/exam  
Business Leadership Pre-Test/Post-Test  
on 16th February 2017  
with Peregrine Academic Services - Purchase Site

**Completion Certificate**

The completion certificate will include:

- ❖ Total Score for the pre-test and post-test
- ❖ Post-test Difference
- ❖ Subject Level Analysis

Topics	# Correct	Pre-Test	# Correct	Post-Test	Difference
Business Leadership	4 correct out of 20	20%	1 correct out of 20	5%	(-15%)

Subject Level Analysis

	Pre-Test	Post-Test
<b>Business Leadership</b>		
Business Leadership	2/12 = 16.67	1/15 = 6.67
Leadership Development and Succession	2/6 = 33.33	0/2 = 0.00
Traits, Motives, and Characteristics of Leaders	0/2 = 0.00	0/3 = 0.00
Average:	20.00%	5.00%

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

For additional **Technical Support** and **Frequently Asked Questions**, you may visit our website at [www.PeregrineAcademics.com](http://www.PeregrineAcademics.com). Under the **Support** tab, you will find various options to assist you with your technical support needs.



### Technical Support

*Additional Technical Support can be found on our website. Click the **Support** tab to access various technical support options.*

### Additional Student Support Links:

- ❖ Frequently Asked Questions: [www.peregrineacademics.com/home/frequently-asked-questions](http://www.peregrineacademics.com/home/frequently-asked-questions)
- ❖ Exam Access Link Retrieval: [www.peregrineacademics.com/home/exam-access-key-retrieval](http://www.peregrineacademics.com/home/exam-access-key-retrieval)
- ❖ Certificate Retrieval: [www.peregrineacademics.com/home/certificate-retrieval](http://www.peregrineacademics.com/home/certificate-retrieval)
- ❖ Correct Email Address: [www.peregrineacademics.com/home/correct-email-address](http://www.peregrineacademics.com/home/correct-email-address)
- ❖ If you experience further issues or your issue is not related to the above listed areas, please contact us at **877.260.1555** or complete a **Support Request Form**: <http://peregrineacademics.freshdesk.com/support/home>

**Peregrine Global Services Academic Leveling Modules**  
**Frequently Asked Questions Guide**

Question	Response
<i>Why am I taking these Academic Leveling Modules?</i>	The purpose of Academic Leveling Modules is to help develop your foundational business knowledge so that you will be more successful with your degree program.
<i>How should I prepare for the Academic Leveling Module exams?</i>	The Academic Leveling Modules are self-contained. No other resources or materials are necessary to complete the Academic Leveling Modules. You do not need to prepare for the pre-tests because they are meant to show you your baseline knowledge level and to help you focus your subsequent learning for weaker areas. Your completion of the module will prepare you for the post-test.
<i>Does this affect my final grade?</i>	Refer to your course syllabus or course instructor for information on how the module will be graded.
<i>What do I need to access the Academic Leveling Modules?</i>	You will need a computer with internet access and a strong internet connection. Our services will work with all major internet browsers; however, we find Edge and Chrome work best. No other plug-ins are required.
<i>How do I register for the Academic Leveling Modules?</i>	Follow the instructions from your course instructor or the information provided in your course syllabus.
<i>How do I start the Academic Leveling Module once I am registered?</i>	At the conclusion of the self-registration process, a hyperlinked module name will be displayed. When you click the hyperlink, your web browser will open to the modules. If you do not begin the Academic Leveling Modules at the end of the self-registration process, you can access the module(s) by using the e-mail sent to you upon completion of the self-registration process. This e-mail contains a hyperlinked module name to take you to the Academic Leveling Module(s).
<i>I know I am registered, but I never received the email.</i>	Please check your SPAM or JUNKMAIL folder for the email from Peregrine Global Services (Receipt@PeregrineAcademics.com). DO NOT REPLY to this email. You can request the email re-sent to you by visiting our <a href="#">Access Link Retrieval Page</a> . If you still do not see the email, please submit a <a href="#">support ticket</a> to Peregrine Global Services and we will send you the access link manually.
<i>I have the email, but how do I access the Academic Leveling Module?</i>	Click on the blue, underlined hyperlink content included with the title of the module you are enrolled in. The hyperlink directs your web browser to the appropriate site and auto-fills the registration information.
<i>Why am I allowed to take the post-test twice?</i>	The purpose of the post-test is to assess your knowledge and verify your understanding of the topic's concepts. However, the purpose of the module is for your educational benefit. Therefore, you are allowed to take the post-test twice, if needed. If after taking the post-test the first time and you are not satisfied with your score, you may go back to review those sections in the module where you missed questions. You may then take the post-test a second time. It is important to note that if you choose to take the post-test a second time, you agree to forfeit your first score and the score of the second post-test is recorded for the module.

**Peregrine Global Services Academic Leveling Modules**  
**Frequently Asked Questions Guide**

Question	Response
<i>Can I submit my first post-test score if my second post-test score is lower than the first?</i>	If you choose to take the post-test a second time, you agree to forfeit your first score and the score of the second post-test is recorded for the module. The first score is purged from the system.
<i>Are the questions the same for both the pre-test and the post-test?</i>	No, every pre-test and post-test is unique, representing a random selection of questions from a large database.
<i>How much time is allowed to answer each question during the pre-test and post-test?</i>	You are generally allowed 3 minutes to answer each question, some universities customize this to allow more or less. You will see the time remaining on the screen for each question during the exam.
<i>Am I allowed to take breaks during the Academic Leveling Modules?</i>	You are allowed to take breaks during the learning modules as often as you would like. However, during the pre-test and post-test no breaks are offered.
<i>How many times can I access the pre-test or post-test?</i>	You will be able to access both the pre and post-test three times each. If you do not complete the pre-test or post-test within the three accesses allowed, a completion certificate will be generated assigning zero points to unanswered questions.
<i>What if I need to leave the learning module?</i>	You may leave and return to the learning modules at your discretion.
<i>Is there a time limit in which I must complete the pre-test and post-tests?</i>	You are given 3 access attempts and 48 hours from the time you begin each exam to complete it. Please be sure to check your course syllabus for any deadlines your instructor may impose.
<i>Due to extenuating circumstances or technical difficulties, I was unable to complete the pre-test or post-test with the three accesses.</i>	Please submit a <a href="#">support ticket</a> if you need the pre-test or post-test reset due to extenuating circumstances or technical difficulties.
<i>How many questions are on the pre-test and post-test?</i>	There are 20 questions in each pre-test and post-test.
<i>How long will I need to complete a learning module?</i>	The number of learner hours is stated in the introduction of each module. Read the introduction to the module to plan your time to complete the learning modules.
<i>Can I “back track” during the pre-test or post-test?</i>	No, you may not “back track” or go back to a previous question to answer or change your answer. All questions must be answered in the order and the allotted time given. Unanswered questions will be graded as zero points.
<i>Will I see my score at the end of the pre-test and post-test?</i>	After completing the post-test, you will be asked to view and save your completion certificate. The certificate will show the score you received on both the pre-test and the post-test.

**Peregrine Global Services Academic Leveling Modules**  
**Frequently Asked Questions Guide**

Question	Response
<i>How do I print or save my completion certificate?</i>	After completing the post-test, you will be asked to view and save your certificate. A link to download the completion certificate will also be automatically emailed to you. If you have forgotten to save your completion certificate, you may retrieve it by visiting our <a href="#">completion certificate retrieval</a> page.
<i>How should I submit the certificate to my instructor?</i>	Please refer to your course instructor or syllabus to determine how the completion certificate should be submitted.
<i>How can I find out which modules, pre-tests, and post-tests I've completed?</i>	A green check mark will indicate completion of modules, pre-tests, and post-tests.
<i>Will I be able to return to the modules later on and use the instructional material?</i>	Yes, the interactive instructional sections of the modules are available to the student for up to two years.
<i>If I still have questions, whom do I contact?</i>	For module and pre-test/post-test content/requirement related questions, please contact your course instructor. Peregrine Global Services does not control the pre-test and post-test scores are used by the institution. For technical questions or issues regarding the module site, please visit our <a href="#">technical support</a> page.