

Evening MBA Foundation Modules: *Instructions for Applicants*

Welcome to UCF's Evening MBA Foundation online assessments and modules in accounting, economics, finance, and business statistics. These are offered through McGraw-Hill's *Connect* online learning management system and are designed to help you build the foundational knowledge needed to succeed in your Evening MBA program at UCF.

All Evening MBA Applicants are required to take the initial assessments and upload scores to the application regardless of undergraduate major or work experience.

TAKING THE INITIAL ASSESSMENTS.

Take each of the four free Initial Assessments in accounting, economics, finance, and business statistics. These assessments may only be taken once and they are timed, so be sure to complete each one during the time allotted.

- a. Go to <http://connect.mheducation.com/class/ucf-mba-initial>
- b. Click on REGISTER NOW to create your account.
- c. Once your account is created, you will be taken automatically to the Initial Assessments assignment list. Work through each assessment in the order that they are presented.
- d. Take a single screenshot of all 4 initial assessment scores and upload them to your application through the online application portal here, <https://applynow.graduate.ucf.edu/apply/status>. You can only upload the screenshot after your application has been submitted. The screenshot must display your first and last name and list each subject and the associated assessment score. Below your application portal checklist, you can select to upload the screenshot to "initial assessments". Be sure to complete the remainder of your missing checklist items and your application will then be reviewed.

This next section is only required for applicants who receive an admissions offer.

If you scored **70% or above** on any Initial Assessment, you do not need to proceed further into the content modules for that specific subject. If you scored 70% or above on all of the Initial Assessments then nothing additional is needed for this requirement.

If you scored **below 70%** on any one or more of the Initial Assessments, you will need to purchase access to the online module(s) associated with the specific discipline(s) in which you scored below 70%, complete the Foundation Module and Final Assessment and submit your scores.

STEP 1: PURCHASING AND USING THE ONLINE FOUNDATION MODULES.

To purchase a Foundation Module, go to the web link below and click on REGISTER NOW. Enter the same username/password that you did for the Initial Assessments. Click BUY ONLINE to purchase. The cost for each module includes the entire e-book and all learning resources.

Financial Accounting (\$125.00 with the E-book; \$85.00 without the E-book):

<http://connect.mheducation.com/class/a-mba-accounting---start-here>

You may use the 2 week free trial to review the E-book option before making a final purchase

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Economics (\$100.00): <http://connect.mheducation.com/class/a-mba-economics---start-here>

Finance (\$100.00): <http://connect.mheducation.com/class/a-mba-finance---start-here>

Business Statistics (\$100.00): <http://connect.mheducation.com/class/a-mba-001-1>.

The online Foundation Modules consist of the following:

- a. EBOOK (optional for Financial Accounting)
- b. LEARNING PRESENTATIONS – video tutorials (Accounting & Finance Modules)
- c. LEARNSMART - interactive study tool that adaptively assesses student's skill and knowledge level to track which topics students have mastered and which require further instruction and practice. You can select between Preview, Read, Practice, or Recharge in the upper left hand corner of the screen.
 - i. PREVIEW – access to full e-book chapter.
 - ii. READ – important sections of the chapter are selected and highlighted.
 - iii. PRACTICE – asks you questions about the materials covered in the chapter.
 - iv. RECHARGE – asks you questions about the chapter and directs to portions of the e-book if you need additional assistance.
- d. PRACTICE PROBLEMS – problems delivered in a format similar to the *Initial Assessments*, but provides hints and problem solutions. These problems can be attempted an unlimited number of times.

STEP 2: TAKE THE PRACTICE FINAL ASSESSMENT.

Delivered in a format similar to the Final Assessment (no hints or problem solutions) to allow you to test yourself to see if you are ready for the Final Assessment. The Practice Final Assessment can be attempted an unlimited number of times.

STEP 3: TAKE THE FINAL ASSESSMENT.

You may take the Final Assessment only **ONCE**.

STEP 4: SUBMITTING FINAL ASSESSMENT SCORES.

Take a single screenshot of each Final Assessment score required and submit them to cbagrad@ucf.edu by the deadline required in your restricted admissions letter.

The screenshot must display your first and last name and list each subject and the associated Final Assessment score.

Technical Support and Help

For technical support or questions, go to: <http://www.connectstudentsuccess.com/> or call 1-800-331-5094. When contacting Connect for assistance, please reference the following UCF e-mail address (AdminMBA@ucf.edu), which will allow Connect to locate the correct UCF MBA foundation courses. You will be assigned a case number for your issue, which you should refer to whenever contacting Technical Support.