

To: January Class of 2017
From: Lindsay Mayrose
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Re: Online Tutorials and Mathematics Proficiency Exam

Your core course faculty will assume that you are proficient in mathematics. However, many of you may not have even glanced at a math problem in years. To help you prepare, you will have access to two math tutorials: one in Algebra and one in Calculus. These tutorials were designed to prepare you for the rigorous curriculum in your core courses, as well as for the Mathematics Proficiency Exam, which must be completed by **December 8, 2014**.

Online Tutorials

To access the online tutorials, please follow the directions below:

1. Go to <https://cb.hbsp.harvard.edu/cbmp/access/30221641>
2. Click on "Register Now"
3. After creating an account, click on the course link
4. Log in to the course and select the "Run the Course Sections" icon on the right
5. Allow a minute for the course to launch

Mathematics Proficiency Exam

You must complete the Math Proficiency Exam by **December 8, 2014**. This is an online, multiple choice, open book test. You must achieve a score of 80% and may take it a maximum of three times. It is important, however, that you do it without personal assistance. This is your opportunity to assess your needs. Consider the Exam a diagnosis of need, not a measure of success or failure. If you need to improve your math skills, we will provide a series of early morning sessions during your class days at Stern. For those scoring under 80% after three attempts, attendance at these sessions is mandatory.

To access the Proficiency Exam, please follow the directions below:

1. Go to <http://almaris.com/assess/member/>
2. Fill in the Registration Form with the following information:
 - a. Your full email address
 - b. Your first name
 - c. Your last name
 - d. Type EMBA as the Group Name
3. Click "Register" and follow the directions on the screen to begin the exam