



# Student Guide to PLA

PLA Website for links and more information – [www.lonestar.edu/learning-assessment.htm](http://www.lonestar.edu/learning-assessment.htm)

1. **Determine the PLA option that applies to you.**
2. **Meet with an advisor to determine your eligibility.** *Students must have an active program status to apply for PLA credit. Eligibility should be confirmed prior to any examination.*
  - a. Complete the PLA application from the PLA website and provide to your advisor.
  - b. Provide supporting documents such as transcripts, license, test scores, etc.
  - c. Veterans should meet with a Veteran’s Affairs Advisor. If meeting an Advisor for the first time, bring an official DD214.
  - d. For portfolio option, the advisor will contact a faculty member to assist with the development of the portfolio.
  - e. For testing, your advisor will provide additional information as needed.
3. **Complete any remaining steps for the PLA application process.**
  - a. Portfolio - Work with your faculty contact to develop the portfolio. Submit the portfolio to your advisor along with a receipt for payment of the portfolio fee. *The fee is non-refundable, even if credit is not approved.* Review of the portfolio may take up to 30 days to complete.
  - b. Testing - Complete the required examination at any LSC testing center.
4. **Monitor your LSC Student Account in MyLonestar.**
  - a. **Test Scores** - Credit will be automatically posted to your transcript for test scores. If the course is not posted to your student account within 15 days, contact your advisor.
  - b. **Portfolio** – Evaluation of a portfolio may take several weeks depending on the semester schedule and the availability of faculty. Your advisor will contact you when the review is completed.

**The PLA Advisor listed below is your source for information and will assist you through the process. You may also email [SO-PLA@Lonestar.edu](mailto:SO-PLA@Lonestar.edu) for assistance on how to get started.**

*NOTE: Other academic institutions are not obligated to accept credits awarded through PLA. It is the student’s responsibility to check with the transfer institution before applying for PLA.*

**If you are not located at one of these campuses, ask any advisor for assistance.**

LSC-CyFair	Latina King	<a href="mailto:Latina.King@LoneStar.edu">Latina.King@LoneStar.edu</a>	281.290.3209
LSC-Kingwood	Sagan McClure	<a href="mailto:Sagan.McClure@LoneStar.edu">Sagan.McClure@LoneStar.edu</a>	281.312.1659
LSC-Montgomery	Kasey Martinez	<a href="mailto:Kasey.L.Martinez@lonestar.edu">Kasey.L.Martinez@lonestar.edu</a>	936.273.7242
LSC-North Harris	Gina Espitia	<a href="mailto:Gina.E.Espitia@LoneStar.edu">Gina.E.Espitia@LoneStar.edu</a>	281.765.7863
LSC-Tomball	Natalie Starks	<a href="mailto:Natalie.P.Starks@LoneStar.edu">Natalie.P.Starks@LoneStar.edu</a>	281.357.3771
LSC-University Park	Nathan Lynn	<a href="mailto:Nathan.R.Lynn@LoneStar.edu">Nathan.R.Lynn@LoneStar.edu</a>	281.290.2740