

PLA by CE to Credit Articulation: Process for Students, Advisors, and Faculty

Steps	Responsible Parties	Task
1	Student Services Advisor or CE Workforce Advisor	<p>Review student's record to determine when course was taken and follow below:</p> <p><u>Fall 2010 forward:</u></p> <ul style="list-style-type: none"> • Campus PLA Liaisons will have access to screens in iStar that show linked courses. Go to the PLA manual for instructions on verifying linked courses in iStar, • http://www.lonestar.edu/departments/curriculuminstruction/PLA_Advisor_Manual.pdf • Verify prerequisites were met at the time the course was completed and the student completed the CE course satisfactorily. <p><u>2005 to Summer 2010, Auto-LINKED not in iStar</u></p> <ul style="list-style-type: none"> • Contact Priscilla Strawbridge to determine if courses were linked • Verify prerequisites were met at the time the course was completed and the student completed the CE course satisfactorily. • Exception courses -prereqs met before application, http://www.lonestar.edu/prerequisite-ce-students.htm <p><u>Before 2005, Course must be listed online to apply for credit</u></p> <ul style="list-style-type: none"> • Go to, http://www.lonestar.edu/ce-credit-articulation-chart.htm • Verify prerequisites were met at the time the course was completed and the student completed the CE course satisfactorily.
2	Student Services Advisor or CE Workforce Advisor	<p>Print PLA application from website, http://www.lonestar.edu/departments/curriculuminstruction/pla_ce_to_credit_form.pdf</p> <ol style="list-style-type: none"> 1. Verify general PLA eligibility guidelines indicated on the application. 2. There is no fee for this process.
3	Student	<ol style="list-style-type: none"> 1. Student completes contact information at the top of the form. <ol style="list-style-type: none"> a. Name should be clearly written b. Include accurate email for credit notification
4	Student Services Advisor or CE Workforce Advisor	<ol style="list-style-type: none"> 1. Sign application legibly. 2. Make a copy for you and the student, if desired. 3. Forward to CE Administrator or designee for signature.
5	CE	<ol style="list-style-type: none"> 1. Verify student completed course satisfactorily and is eligible for credit.

	Administrator or Designee	<ol style="list-style-type: none"> 2. Sign the form. 3. Forward to instructional dean. If not on same campus, locate correct campus and forward.
6	Instructional Dean	<ol style="list-style-type: none"> 1. Provide final review. 2. Sign application in approval. 3. Forward to advisor or PLA Liaison for campus.
7	Advisor / PLA Liaison	<ol style="list-style-type: none"> 1. Make a copy of the application for your records and for the student, if desired. 2. Forward to Student Information Services for final processing. 3. Place a Service Indicator (SI) in iStar explaining that the form has been sent for processing. The SI code is S21 – PLA Tracking. This SI can be used for all comments related to PLA approvals and processing.
8	Student Information Services	<ol style="list-style-type: none"> 1. Posts credit to student's record in CR format. 2. Notifies student via email.

- ❖ Do not send denied PLA applications to SIS. Place a Service Indicator (SI) in iStar explaining why application was denied. The SI code is S21 – PLA Tracking and should be used for all PLA comments. Please then return the documents to the student, file, or shred.