

# PELA Registration Form



*Before this process is officially begun with the student, the Program Chair or Program Director meets with the appropriate Dean to discuss the request.*

Student Name \_\_\_\_\_ Student ID: 0000\_\_\_\_\_

Program of Study \_\_\_\_\_

Course Equivalency: Course Number \_\_\_\_ Credits \_\_\_\_ Year/Term/Session \_\_\_\_\_

Course name \_\_\_\_\_

How many credits have you previously earned through Credit by Examination, Portfolio Assessment, or transfer credit: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** The Portfolio must be completed and submitted within 60 calendar days of approval.

Faculty Evaluator \_\_\_\_\_

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Final Papers to be filed with Program Chair/Program Director: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Fee: \$350.00 per course nonrefundable.

**\*\*A copy of this form must be sent to the appropriate Dean, who signs and sends to the Registrar.\*\***

REG Input \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_