Step 1: Student meets with Academic Advisor to discuss PLA and other Pima aspects, such as careers, degree plan, etc.

Step 2: Student submits official ACE recommendation to the Registrar's Office for evaluation.

PLA process stops if student does not submit official document.

PLA process stops if there are no Pima courses that align with student POS.

Step 3: Student works with Academic Advisor to review business or corporate training taken and alignment to POS.

Step 4: Student works with Academic Advisor to initiate PLA Electronic Workflow for identified classes.

ACE Business or Corporate Training

Step 1: Student meets with Academic Advisor regarding career interests, including PLA and other Pima aspects

Step 2: Student submits official ACE recommendation to the Registrar's Office for review

Step 3: Student works with Academic Advisor to review business or corporate training taken and alignment to POS

Step 4: Student works with Academic Advisor to initiate PLA Electronic Workflow for identified classes.

Step 5: Registrar's Office reviews the student Program of Study (POS) and records PLA credit on the Student Record.