Military Credit/Joint Services Transcript (JST)

**Step 1:** Student meets with Academic Advisor and/or Veteran's Advisor to discuss PLA and other Pima aspects, such as careers, degree plan, etc.

**Step 2:** Student submits official Joint Services Transcript (JST) to the Registrar's Office for evaluation

- Yes
  - PLA process stops if student does not submit official JST

- No
  - PLA process stops if there are no military courses or occupations that align with student POS

**Step 3:** Student works with Academic Advisor and/or Veteran's Advisor to review military courses and occupations taken and alignment to POS

- Yes
  - PLA process stops if there are no military courses or occupations that align with student POS

- No
  - Student works with Academic Advisor and/or Veteran's Advisor to initiate PLA Electronic Workflow for identified classes

**Step 4:** Student works with Academic Advisor and/or Veteran's 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 Student Record

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**Military Credit/Joint Services Transcript (JST)**

**Step 1:** Student meets with Academic Advisor and/or Veteran's Advisor regarding career interests, including PLA and other Pima aspects

**Step 2:** Student submits official Joint Services Transcript (JST) to the Registrar's Office for review

**Step 3:** Student works with Academic Advisor and/or Veteran's Advisor to review military courses and occupations taken and alignment to POS

**Step 4:** Student works with Academic Advisor and/or Veteran's Advisor to initiate PLA Electronic Workflow for identified classes.

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