

# Steps to Credit for Lived Experience



*Follow the CLASS Advising process from consultation to transcript credit*

-  **1 Meet with the CLASS Advisor** | Schedule a one-on-one consultation to discuss your goals and the credit for prior learning process
-  **2 Identify relevant learning experiences** | Identify college-level learning gained through work, life, volunteer, or military service
-  **3 Prepare learning portfolio** | Organize evidence that demonstrates your learning and how it aligns with the outcomes
-  **4 Submit supporting documentation** | Submit your portfolio and any required supporting materials to the CLASS office
-  **5 Faculty review and evaluation** | Faculty with subject-matter expertise review your portfolio and evaluate your learning
-  **6 Dean approval** | The dean reviews the faculty recommendation and grants final approval
-  **7 Credit posted to transcript** | Approved credit is posted to your official academic transcript