

**Ursuline College
Portfolio-Based Assessment
Registration Form**

Name _____

Student I.D. _____ Major _____

Are you a _____ traditional student _____ UCAP student

Number of semester hours transferred in towards your degree at Ursuline _____

Number of semester hours completed at Ursuline _____

Total number of transferred & completed semester hours _____

Projected Graduation Date (month/year): _____

Have you received credit for any other alternative credit options at Ursuline College (CLEP, ACE, another portfolio, workplace training, test-out)? Yes _____ No _____

Have you met with your academic advisor to confirm that IF credit is awarded, you will still meet residency requirements? Yes _____ No _____

If applicable, are you seeking general education elective(s)? Yes _____ No _____

If applicable, are you seeking course equivalent(s)? Yes _____ No _____

Department(s) in which credit is sought? _____

Required Signatures

Student Date _____

PBA Coordinator Date _____

Academic Advisor Date _____

Evaluator Date _____

(See reverse for next steps)

NEXT STEPS:

Step 1:

Complete the Portfolio-based Assessment (PBA) questionnaire (Am I a Good Candidate . . .?) online to see if this credit option might be a good fit for you.

Step 2:

Schedule a meeting with the PBA Coordinator to discuss prior learning. A non-refundable registration fee of \$ 100.00 will be charged to your account. If credit is awarded, the registration fee will be applied towards the amount due.

Step 3:

Upon meeting with the PBA Coordinator, an evaluator will be assigned to work with you through the process. It is your responsibility to schedule an appointment with the evaluator. S/he will be able to answer questions, clarify information, and help you navigate the process.

Step 4:

Begin to work on your portfolio(s) using the template provided to you by the PBA Coordinator. Make sure the portfolio is comprehensive enough to show that the life experience correlates with the credit you are seeking.

Submit your portfolio(s) to the PBA Coordinator. UCAP students are encouraged to submit their portfolio to their academic advisor. Upon receipt, these portfolios will be submitted to the evaluator.

Your portfolio(s) should be reviewed by the evaluator(s) within 30 days of submission.

Step 5:

Regardless of the outcome of the submission(s), the PBA Coordinator will notify you of the decision. If credit is awarded, the charge of \$100.00 per credit hour will be applied to your account. ***Please note that financial aid does not cover the charge incurred by earning credit in this way.***