

# Instructions for Opening and Using the Undergraduate Prior Learning Assessment CD

## To use this disk, you will need the following software:

1. Microsoft Word
2. Adobe Acrobat Reader – *You may download a free version of this software at [www.adobe.com](http://www.adobe.com). Click on the button marked “Get Adobe Reader.”*

## To Open the CD

1. Insert disk into your computer's CD drive.  
*Your computer may open the CD automatically. If it does not, go to your computer's “Start” menu and click on “My Computer.”*
2. Double click on the CD-RW icon.

You will see a list of Files Currently on the CD:

- a. Application-Forms
- b. Student Handbook
- c. GeneralTips.pdf
- d. Info.pdf
- e. submission-deadlines.pdf

The Application-Forms folder contains:

- a. Your Prior Learning Assessment Application for Undergraduate Credit  
*Print out this 26 page document. This contains instructions, a portfolio checklist, and a reference copy of the application form.*
- b. 2-12378 (fillable).doc  
*This is a fillable version of Parts I, II, III, and VII of the application. A fillable form allows you to type in your information on your computer and then print it out for submission.*
- c. 3-sec4 (fillable).doc  
*This is a fillable version of Part IV of the application.*
- d. 4-sec5 (fillable).doc  
*This is a fillable version of Part V of the application.*
- e. 5-sec6 (fillable).doc  
*This is a fillable version of Part VI of the application.*

The Student Handbook folder contains:

- a. UG-StudentHandbk.pdf  
*This is the complete 82-page Prior Learning Assessment Handbook and includes instructions, Frequently Asked Questions, and samples.*
- b. 1-UG Work Experience (fillable).doc  
*This is a duplicate of 3-sec4 (fillable).doc in the Application-Forms folder. You may use either one.*
- c. 2-UG Training Experience (fillable).doc  
*This is a duplicate of 4-sec5 (fillable).doc in the Application-Forms folder. You may use either one.*

- d. 3-UG Life Experience (fillable).doc  
*This is a duplicate of 5-sec6 (fillable).doc in the Application-Forms folder. You may use either one.*

The General Tips.pdf file contains general information on how to use the fillable forms.

The Info.pdf file contains a general overview of what's on the CD and how to use it.

The submission-deadlines.pdf file contains a quick reference of the latest date you may submit your portfolio before your graduation.

If you have any problems accessing this CD,  
please call the Prior Learning Coordinator toll-free at  
(800) 950-1144, ext. 7126  
Monday through Friday between 8 a.m. and 5 p.m.  
or e-mail [prior1rn@cmich.edu](mailto:prior1rn@cmich.edu).