

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
CREDIT FOR EXPERIENTIAL LEARNING
CEL PROGRAM PROCEDURE**

STEP 1 – FORM COMPLETION

Student	- completes top portion of CEL Form
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STEP 2 – PROGRAM DIRECTOR/MANAGER MEETING***

Student	- meet with Program Director/Manager and supply required information
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STEP 3 – PROGRAM DIRECTOR/MANAGER FORM COMPLETION***

Program Director/Manager	- complete Assessment section of CEL Form, review documentation, initials and signs CEL Form to approve credit - complete cashier's section for fees - send a copy of student documentation to the Career and Technical Education Office, LWR Campus
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STEP 4 – CASHIER'S OFFICE/FEE PAYMENT

Student	- bring CEL Form to the Cashier's Office with required payments for application and credit hour fees
Cashier's Office	- to sign CEL Form once payment is made

STEP 4 – EDUCATIONAL RECORDS OFFICE

Student	- bring CEL Form to the Educational Records Office with all supporting documentation to complete the CEL Program Process
Educational Records Office	- to sign CEL Form and enter onto student's official transcript - provide a copy of all documentation to the student - send a copy of the completed CEL Form to the Career and Technical Education Office, LWR Campus

*****NOTE: Student may be required to complete one or all of the following:**

- Testing/evaluation as indicated by Program Manager/Director
- Completion of ENC 1101
- Math requirements in accordance with SCF catalog