

## **EXCEL: Experiential Portfolio Development at UMUC**

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### **The EXCEL Process Checklist**

Use this checklist to keep track of all steps and requirements for participation in the EXCEL program. Remember that thousands of students like you have completed the program with great success – you can, too!

Print the checklist for easy reference.

#### **BECOME a UMUC Student**

- ✓ Complete the [admission](#) process.
- ✓ Investigate [financial aid](#) opportunities, including employer reimbursement.
- ✓ Review the requirements for your major using a [Degree Planning Worksheet](#).

#### **GET Advising**

- ✓ Obtain an [official evaluation](#) from your advisor.
- ✓ Work with your advisor to determine whether you are a good candidate for EXCEL.

#### **PREPARE for EXCL 301**

- ✓ Review the eligibility requirements and current policies
- ✓ Complete the Prior Learning Online orientation to confirm that the program is right for you. [[http://www.umuc.edu/priorlearning/orientation/01\\_welcome.html](http://www.umuc.edu/priorlearning/orientation/01_welcome.html)]
- ✓ Complete the Record of Attendance form at the end of the orientation to receive credit for completion.
- ✓ [Apply](#) to the EXCEL program.
- ✓ Register for EXCL 301 as soon as you have been cleared by phone or e-mail.  
**Courses may not be available if registration is delayed!**
- ✓ Purchase the EXCL 301 textbook.
- ✓ Review the EXCL 301 syllabus.
- ✓ Begin thinking about courses to target.

#### **ATTEND EXCL 301**

- ✓ Communicate with the instructor. Direct any questions regarding the portfolio, scheduling and requirements in a timely and professional manner.

- ✓ Manage time wisely. EXCL 301 is an intensive course requiring regular attention to progress. Complete the portfolio project by the end of the semester.
- ✓ Limit registration in other courses. We strongly suggest that you register for no more than one additional course while enrolled in EXCL 301.
- ✓ Focus on the task. The portfolio process is demanding and writing-intensive, as well as rewarding.
- ✓ Commit to completion by the end of the semester. Because portfolio evaluation can earn as much as 30 credits, you can save time and money and achieve educational goals more quickly by completing by the due date.
- ✓ Use the My UMUC portal to target courses for evaluation. Courses must be targeted for evaluators to “see” them.
- ✓ Have your portfolio approved by the EXCL 301 instructor.
- ✓ Submit the portfolio to the Prior Learning office.
- ✓ Remit the evaluation fee, due when the portfolio is submitted.

**AFTER EXCL 301 completion and submission of the portfolio**

- ✓ Register for courses that are *not* targeted in the portfolio.
- ✓ Be patient. The evaluation process can take up to four months. EXCEL staff and evaluators will work as quickly and efficiently as possible to complete evaluations.
- ✓ View evaluation results in the My UMUC portal as they become available.
- ✓ Continue completing degree requirements.
- ✓ Graduate!