

PCE CREDIT VALIDATION APPLICATION GUIDE

IMPORTANT NOTE

Students need to have transfer credit submitted, evaluated, and approved before the end of the first course offered in their first semester. Any requests for transfer credit after the first course will not be permitted.

STEP ONE

Using the link your Program Coordinator gave you, create an account by selecting the "*I am a New User*" option and entering your email. Then select "*Start Application*."

**Please note that your USD login does not work for this site.*

Log In or Create an Account

Please select one of the following options

I have an account already

Log in using your existing account information.

[Forgot User Name](#)

User Name (case insensitive)

USD-

(User name must begin with "USD-")

[Forgot Password](#)

Password (case sensitive)

START APPLICATION

I am a new user

If you took courses with us in the past and do not have access to your account, **please do not create a new account**. Instead, please contact our [team](#) for assistance with recovering your account.

Email

aconstant@sandiego.edu

1

Retype Email Address

aconstant@sandiego.edu

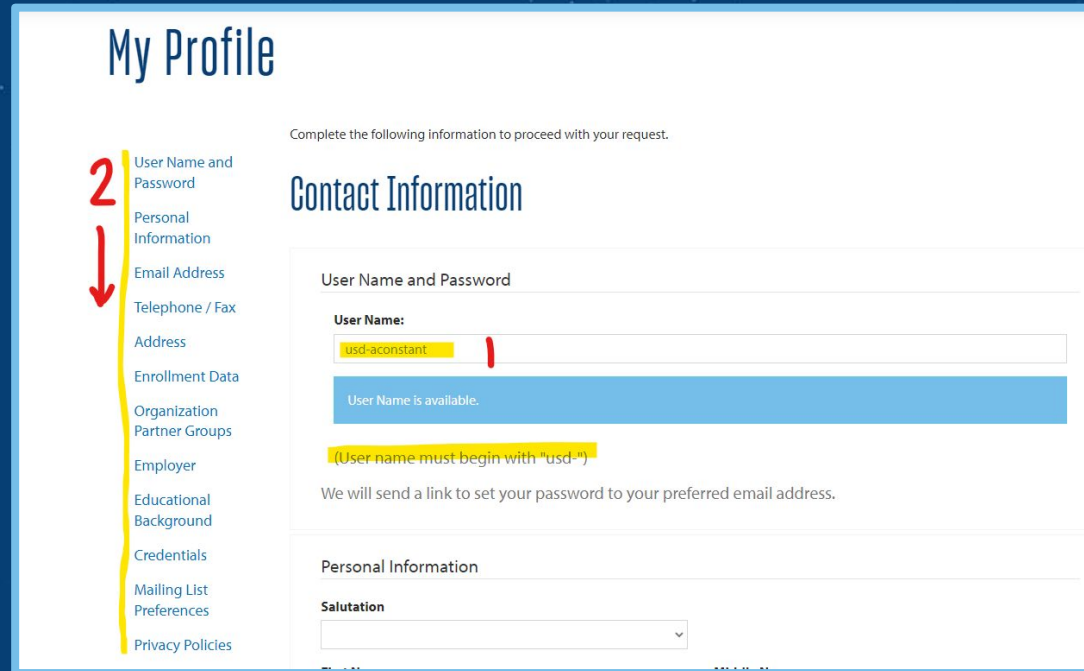
2

START APPLICATION

3

STEP TWO

1. Once logged in, create a username.
**Please note that it must start with "usd-"*
2. Fill out the appropriate application sections.



My Profile

Complete the following information to proceed with your request.

Contact Information

User Name and Password

User Name:

usd-aconstant

User Name is available.

(User name must begin with "usd-")

We will send a link to set your password to your preferred email address.

Personal Information

Salutation

Navigation Menu:

- User Name and Password
- Personal Information
- Email Address
- Telephone / Fax
- Address
- Enrollment Data
- Organization Partner Groups
- Employer
- Educational Background
- Credentials
- Mailing List Preferences
- Privacy Policies

STEP THREE

1. At the end of the application, initial that you understand the application disclaimer.
2. Click “*Continue Checkout.*”

The screenshot shows a web application interface with a left sidebar containing links: Educational Background, Credentials, Mailing List Preferences, and Privacy Policies. The main content area has a form with a text input field containing 'AC', a disclaimer paragraph, and a 'CONTINUE CHECKOUT' button. Handwritten red annotations include a '1' next to the input field, a '2' next to the button, and an asterisk next to the disclaimer text.

1

AC

*My initials here, indicate that I understand that University of San Diego Professional & Continuing Ed abides by FERPA regulations and will not release my student information unless I expressly give University of San Diego Professional & Continuing Ed permission to do so.

For additional information or assistance, please contact the school at [619-260-4585](tel:619-260-4585) or continuinged@sandiego.edu.

[Privacy Policy](#)

CONTINUE CHECKOUT

2

Required fields are indicated by *.

STEP FOUR

After filling out the general application, you will be directed to your home page.

1. Go to “*My Applications*.”
2. Click “*Start*” for the program application that you wish to receive credit for.

Student Home

My Profile

My Courses

My Applications

My Certificates and Bundles

My Account History

My Saved Items

My Files

Transcript Request

Forms and Policies

My Applications

alexTEST alexTEST

usr-aconstant — X348617

Here are the applications that you have started or submitted. Click the buttons to finish in progress applications or review your application status.

🕒 Need to do 🚫 Incomplete ✅ Complete

AP0016 - Command College Credit Validation Application **START** 2

Status: In Progress

Not Started

Not Submitted

Status of Items Needed

[VIEW MORE AVAILABLE APPLICATIONS](#)

STEP FIVE

Fill out the application requirements for program that you wish to receive credit for.

[Student Home](#)
[My Profile](#)
[My Courses](#)
[My Applications](#)
[My Certificates and Bundles](#)
[My Account History](#)
[My Saved Items](#)
[My Files](#)
[Transcript Request](#)
[Forms and Policies](#)

Command College Credit Validation Application

alexTEST alexTEST

usd-aconstant — X348617

Pages: To Do

➔ 1. Application Requirements - Incomplete

Application Requirements

Student Information

First Name:

Last Name:

Job Title:

STEP SIX

1. Once you have filled out the entire application, click “*Submit Application.*”
2. After submitting, make sure you email pce-cv@sandiego.edu your program’s specific additional materials.

Please select one:

I am currently enrolled in the MS-LEPSL program

IMPORTANT: FINAL STEP!

Email the following documentation to pce-cv@sandiego.edu (Important! Do not do this until you have completed your application)


- A ZIP file of your Futures Portfolio
- A picture of your Command College certificate of completion

Your coursework will be evaluated within a week of submission, and a complimentary transcript will be mailed to the address you provided within 2 weeks. If you also purchased the optional certificate, you should receive that in the mail within two weeks.

If you have any questions, please contact pce-cv@sandiego.edu.

SAVE THIS PAGE

SAVE AND FINISH LATER

SUBMIT APPLICATION 

Required fields are indicated by *.

STEP SEVEN

After submitting your program's application, you will be directed to your home page.

1. Go to “*My Applications*.”
2. Make sure your status is “*Submitted*” and your application is “*Completed*” ✓.

The screenshot displays the 'My Applications' section of a user interface. On the left, a sidebar lists navigation options: 'My Courses', 'My Applications' (highlighted), 'My Certificates and Bundles', 'My Account History', 'My Saved Items', 'My Files', 'Transcript Request', and 'Forms and Policies'. The main content area is titled 'Validation Application' and features a status filter bar with 'Need to do', 'Incomplete', and 'Complete' (selected). Below this, the application details for 'Program of courses' are shown. A yellow oval highlights the 'Status: Submitted' and 'Pages: Completed' sections. The 'Status: Submitted' section includes 'Started Mar 6, 2024' and 'Submitted Mar 6, 2024'. The 'Pages: Completed' section shows '1. Application Requirements - Complete' with a green checkmark icon. At the bottom, there are 'BACK TO MY APPLICATIONS' and 'VIEW' buttons. The footer text reads 'Turn Your DQOT Demand College Experience into Products'.

My Courses

My Applications

My Certificates and Bundles

My Account History

My Saved Items

My Files

Transcript Request

Forms and Policies

Validation Application

➔ Need to do ❗ Incomplete ✓ Complete

Application For

Program of courses

Status: Submitted

Pages: Completed

Started Mar 6, 2024

Submitted Mar 6, 2024

✓ 1. Application Requirements - Complete

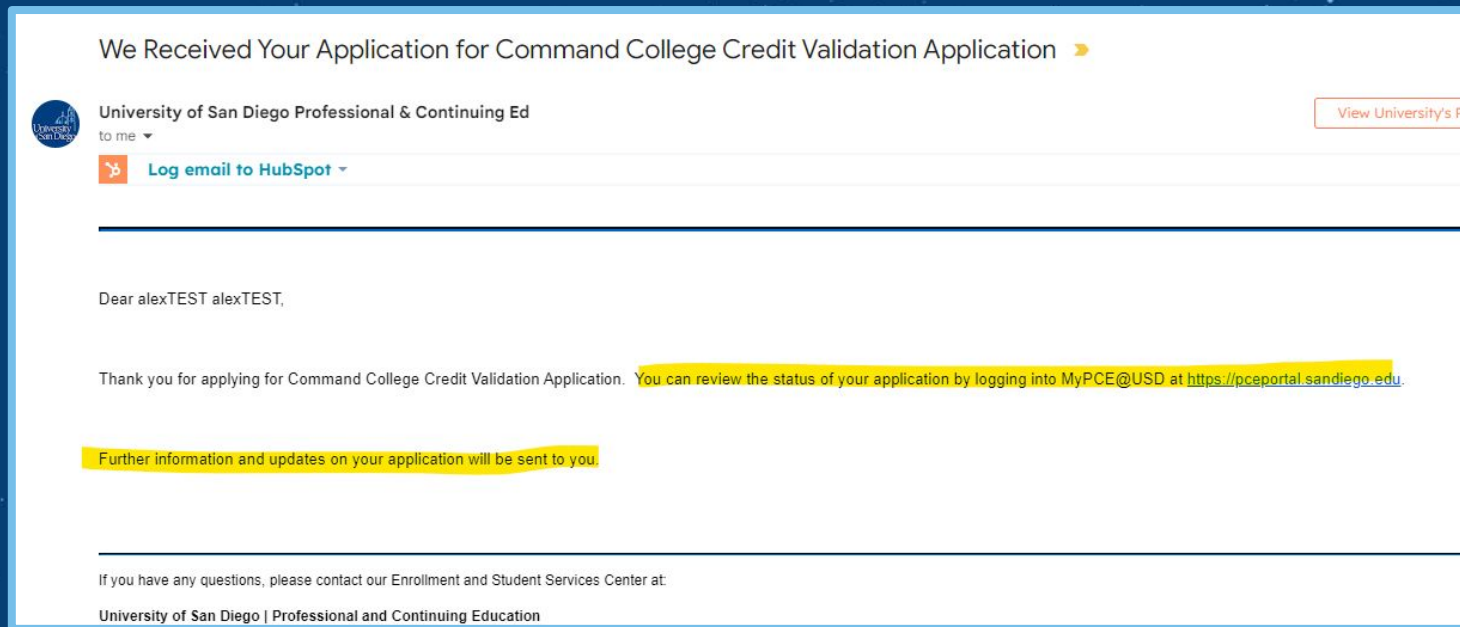
BACK TO MY APPLICATIONS

VIEW

Turn Your DQOT Demand College Experience into Products

STEP EIGHT


After submitting your program's application, check your email to make sure it was received. This is your official confirmation that your application was submitted. You will be able to check the status of your application with the link provided.





STEP NINE


You will also receive another email to create a password. When you first created an account, you only entered your email and created a username. You will need to set a password to get back into your account for next steps.

University of San Diego Professional & Continuing Ed New Account ➤

 University of San Diego Professional & Continuing Ed
to me ▼

 Log email to HubSpot ▼

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CONTINUING EDUCATION**

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**PROFESSIONAL AND
CONTINUING EDUCATION**

Set your password

You have created a new account with user name usd-aconstant. [Click here](#) to choose a password.

If you received this email in error, contact University of San Diego Professional & Continuing Ed at continuinged@sandiego.edu.

If you have any questions, please contact our Enrollment and Student Services Center at:

University of San Diego | Professional and Continuing Education
5998 Alcalá Park | San Diego, CA 92110
Phone: (619) 260-4585 | Toll Free: (888) 321-6658 | Fax: (619) 260-2961
Email: continuinged@sandiego.edu

**If you have trouble setting your password, contact continuinged@sandiego.edu*

STEP TEN

Verify you have completed the following steps:

1. Completed the general credit validation application
2. Completed your specific program application
3. Set your account password
4. Emailed pce-cv@sandiego.edu your program's specific additional materials

Then, your application and materials will be evaluated and given a letter grade. Once this happens, you will be emailed from pce-cv@sandiego.edu with the next steps to pay for your credit.

STEP ELEVEN

After paying, your Program Coordinator will send you a DocuSign. Once the DocuSign is signed by all relevant parties, you will receive the completed document, and the credits will be applied to your transcript.

Finally, your Program Coordinator will email you to let you know your credit validation has been approved and completed.

QUESTIONS?

Email pce-cv@sandiego.edu or your Program Coordinator.