

PREREQUISITE FORM

Name:	ID#
Address:	Email Address:
	Telephone#
Term and Year:	

IF YOU NEED TO CLEAR A PREREQUISITE REQUIREMENT: Submit this form along with documentation that you have satisfied the prerequisite at another institution or submit this form only if you completed the prerequisite course work at DVC prior to summer 1999. (Please note: CCC and LMC coursework completed after 1977 need not be documented.) Prerequisite coursework must be completed with a “C” grade or better.

Documentation may take the form of

- an official or unofficial transcript
- a report card
- a letter from instructor/school on official letterhead stating the course was completed and grade.

These documents must include your name or social security number and the name of the school. Even if you have already submitted official transcripts from another institution you must still attach a new copy to this form. **Without documentation attached, this form will not be processed.**

IF YOU HAVE IN-PROGRESS COURSEWORK: In-progress coursework cannot be used unless you are taking the course at CCC, DVC or LMC. (Exception: If the course prerequisite is a math course you may be eligible to submit the “Math Prerequisite In-Progress at Another School” Form. Go to www.dvc.edu/admissionsforms for the guidelines and form.)

HOW CAN I GET THIS INFORMATION TO THE ADMISSIONS AND RECORDS OFFICE? You may mail, fax (925-609-8085) or hand-carry in this form with your documentation before your registration-appointment time or hand-carry it in at the time of your registration appointment.

HOW WILL I KNOW IF MY PREREQUISITE IS APPROVED? If approved, your prerequisite will be cleared in 2-3 business days. The registration block will be removed. If denied, you will be notified by e-mail (or via other contact information provided above).

Please note: If the prerequisite is approved, it is for the purpose of clearing a prerequisite only.

I have satisfied the prerequisite for the following course(s):

DVC (course to enroll in)	Prerequisite Course (from other College/HS)	Grade	College or HS Where Taken	Semester & Year Taken	Office Use Only: Action

Student’s Signature: _____ **Date:** _____

For Department Use Only:	
Signature:	Date:
If equivalency is denied, state reason:	