



STUDENT'S LAST NAME: _____
 _____ APPROVED _____ DENIED _____ OVERRIDE

Prerequisite Form A – 06/01/10

Prerequisite Clearance Request - **FORM A** (page 1 of 2)

For Prerequisite Coursework Completed at Other Institutions

For requests without transcripts or based on other criteria, use Prerequisite Challenge Form B.

PLEASE READ PAGES 1 & 2 BEFORE COMPLETING THIS FORM

For detailed prerequisite information please see Cuesta's Prerequisite Webpage
<http://academic.cuesta.edu/matric/prereqs/>

Student must:

1. Submit official transcripts **AND**
2. Complete and submit this form
3. Attach proof of successful course completion (transcript showing a final course grade of "C" or better).
4. For coursework completed at an out-of-state or private institution, attach supporting documentation such as course description, syllabus, or course outline.

COMPLETE AND SUBMIT THIS FORM TO THE PREREQUISITE OFFICE OR COUNSELING DEPT. OR FAX IT TO (805)546-3113

Student information:
 Name: _____ Birth date: ____/____/____
 Cuesta ID number: 9 _____
 Primary contact phone number: (____) _____ - _____
Cuesta Email address: _____ **@my.cuesta.edu** (your Cuesta login)

Please check the boxes below to indicate the documents you have attached:

- | | |
|--|--|
| <input type="checkbox"/> Copy of transcript
<input type="checkbox"/> AP test report
<input type="checkbox"/> Catalog course description, syllabus or course outline for private or out-of state institution | <p style="text-align: center;">OR</p> <input type="checkbox"/> Official Transcripts were sent to Cuesta College's Records Office on _____ (date) |
|--|--|

In order for transcripts to be official they must be received in an official sealed envelope. Transcripts do not need to be attached to this form if they were already received by our Records Office. Allow at least 6 weeks for official transcripts to be received and processed by Cuesta's Records office.

I acknowledge that completing this form will facilitate the evaluation of my external coursework for Cuesta College prerequisite purposes only and NOT for unit credit nor transfer purposes. Other institutions are not obligated to accept Cuesta College's evaluation of external coursework.

Student Signature: _____ **Date:** _____

Class I want to take at Cuesta	Term I want to take the class at Cuesta	Cuesta's required prerequisite course	Name of institution where prerequisite was completed	Course Title and Code/Number Completed at previous institution	Grade or score earned	Term/date course was completed	Approved or Denied
MATH 242	Spring 2009	MATH 127	Ventura College	MATH V03 Intermediate Algebra	A	Fall 2006	<i>EXAMPLE</i>

Counseling Department: Date Form Received: _____ Form Complete Transcripts Attached Received by: _____
Prerequisite Specialists: Banner Entry Date _____ Prereq Specialist _____ Letter sent: Approved Denied Additional information needed

Prerequisite/Corequisite Clearance Request - Form A (page 2 of 2) **For Coursework Completed at Other Institutions**

For requests without transcripts or based on other criteria, use Prerequisite Challenge Form B.

A completed request can be submitted in one of the following ways:

- **By hand delivering it** to the Academic Counseling Department in the Student Services building (SLO or NCC) or to the Prerequisite Office (SLO campus, Bldg. 3400 – High Tech Center, 2nd floor, Room 3419).
 - **By mailing it** to Cuesta College, Counseling Department (attention: Prerequisites), P.O. box 8106, Cuesta College, San Luis Obispo, CA 93403-8106.
 - **By faxing it** to Prerequisite Specialists at (805) 546-3113.
- **Prerequisite clearance is NOT IMMEDIATE. Students will not be permitted to enroll in courses requiring prerequisites until their clearance has been approved. In order to ensure registration priority, it is essential to plan accordingly.**
- **5 day processing time, upon submission of this form, IF** a copy of your transcript/test score is attached **or** if your official transcripts were submitted to Cuesta's Admissions and Records office at least 6 weeks prior to this request.
NOTE: Students submitting requests based on coursework completed at a **Private or Out-of-State** institution must provide supporting documentation including a course catalog description, and course outline or syllabus in order to receive the guarantee of a 5 day processing time.
- Processing time is only guaranteed for requests that have required documents attached.
- **An approved clearance request does not guarantee a space in any course.**
- **Clearance of a prerequisite/corequisite course will be applied towards prerequisite approval for Cuesta College courses only and NOT for unit credit nor transfer purposes. Other institutions are not obligated to accept Cuesta College's evaluation of external coursework.**
- **Decisions will be sent to your Cuesta College Gmail account**

For additional prerequisite information, please visit Cuesta's Prerequisite Webpage (<http://academic.cuesta.edu/matric/prereqs/>) or contact a prerequisite specialist at (805) 546-3100 ext. 2655