

IMPERIAL VALLEY COLLEGE

PREREQUISITE VERIFICATION REQUEST

Based On Courses Taken At Other Institutions

READ THIS BOX CAREFULLY BEFORE COMPLETING FORM

Instructions: This form is provided so we can quickly serve students attempting to register for the current semester. Complete this form in full and submit it to the Admissions and Records Office on main campus in the Administration Building, or fax it to (760) 355-2663, "ATTN: Evaluator.

Processing Time: If your request is approved, prerequisite permits will be entered into the computer within two working days. You should then be able to register for IVC courses requiring those prerequisites. To verify if the courses are in the computer, access your IVC transcript on WebSTAR.

An official, total evaluation of all college-level units completed at other institutions will be completed within 90 days of when the official transcript is received.

Unofficial transcript: Received from the student or another source other than the institution at which the courses were completed; not contained in a sealed, official envelope from the institution.

Official transcript: Received by mail in a sealed envelope directly from the institution at which the courses were completed, or delivered by hand by the student in the sealed envelope of the institution.

Printed Name Last, First, MI 'Uwf gpv'K%'I 22aaa

Birthdate / / Daytime Phone #'( ) Cell Phone #'( ) a

Other names that may appear on your transcripts from other institutions"

E-mail Address Semester registering for

IVC class you are trying to take & for which you need the prerequisite verified" Example: BIOL 220

Names of accredited colleges or universities at which you have completed the course(s) you think will meet the prerequisite for an IVC course. Note: a grade of C or higher is required to fulfill prerequisites.

1. Check 1: Unofficial transcript attached Official copy on file already Class you took at the above institution list course & number AT THAT INSTITUTION (ex. Math 115)

2. Check 1: Unofficial transcript attached Official copy on file already Class you took at the above institution list course & number AT THAT INSTITUTION (ex. RWS 200)

Approximate date(s) official transcripts should have been received

Attach additional sheet if requesting review of more than two transcripts.

Admissions & Records Office Use Only: Date received By

Approved Input in SFASRPO Denied-If denied, reason

By Date Rev. 5/16