



PREREQUISITE VERIFICATION FORM

INSTRUCTIONS: Complete steps 1-4. Use one request form per course. Be certain to include proper documentation with college name, final grade and course description.

DATE SUBMITTED: \_\_\_\_\_

STEP 1 STUDENT INFORMATION

EVC Student ID:

Last Name: First Name: Middle Initial:

Phone Number: Email:

STEP 2 EVERGREEN VALLEY COLLEGE COURSE INFORMATION

Fill in EVC course you are requesting to take below

Example EVC DEPT: Math Example EVC COURSE #: 071 Example TITLE: Calculus I

DEPT: COURSE #: TITLE:

STEP 3 PROOF OF PREREQUISITE COURSEWORK COMPLETED

Table with 2 columns: List EVC Prerequisite(s) Needed, List Course(s) taken at another college that meets the Prerequisites

Check appropriate box of the document(s) you are summiting.

[ ] Official or unofficial college transcript with final grade and course.

[ ] Other \_\_\_\_\_

STEP 4 SUBMIT FOR REVIEW

Attach appropriate document(s) and course description(s) along with this form and email to mycounselor@evc.edu with the subject line Prerequisite Verification Form.

Be sure email includes the following attachments:

- Completed electronic copy of this form
Transcript(s) showing prerequisite coursework completed
Course description(s)

REQUEST CANNOT BE PROCESSED UNTIL ALL DOCUMENTS ARE RECEIVED. YOU WILL BE NOTIFIED BY EMAIL WITHIN 3 to 5 days.

FOR OFFICE USE ONLY:

Date received by email: APPROVED DENIED COUNSELOR'S NAME:

DATE ENTERED IN WebUI (NCWS): Date Student Notified:

COMMENTS: \_\_\_\_\_