



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

Student ID:

Last Name:

First Name:

Middle Initial:

Phone Number:

Email:

STEP 2 EVERGREEN VALLEY COLLEGE COURSE INFORMATION

List EVC course you are requesting to take.

Example

DEPT: **Math**

Example

COURSE #: **71**

Example

TITLE: **Calculus I**

DEPT:

COURSE #:

TITLE:

STEP 3 PROOF OF PREREQUISITE COURSEWORK COMPLETED

List EVC Prerequisite(s) Needed	List Course(s) taken that meet Prerequisites

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

Official or unofficial college transcript with final grade and course

Placement test score with recommended course placement

Other _____

STEP 4 SUBMIT FOR REVIEW

Attach appropriate document(s) and course description(s) to this form, either in person or by mail.

A. IN PERSON:

Attach all documents together and give them to the front desk staff located in Student Services Center, SC-250 Counseling Department

B. BY EMAIL:

Send an electronic copy of this form (PDF), along with transcript and course description to: mycounselor@evc.edu with subject line

Prerequisite Verification Form

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

FOR OFFICE USE ONLY: APPROVED _____ DENIED _____ COUNSELOR'S NAME _____ DATE ENTERED IN ELLUCIAN COLLEAGUE UI (NCWS) _____ COMMENTS: DATE RECEIVED BY STUDENT SUCCESS CENTER: _____

Created 4.22.19. MH