

## PREREQUISITE VERIFICATION FORM

**Instructions:** Complete steps 1-4. Use one request form per course. Only proper documentation with college name, final grade and catalog course description will be accepted.

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

List EVC course you are requesting to take.

<b>Example</b> DEPT: <b>Math</b>	<b>Example</b> COURSE #: <b>71</b>	<b>Example</b> TITLE: <b>Calculus I</b>
DEPT:	COURSE #:	TITLE:

### STEP 3 PROOF OF PREREQUISITE COURSEWORK COMPLETED

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 submitting.

**Official or unofficial college transcript with final grade and catalog course description**

**Other**

### STEP 4 SUBMIT FOR REVIEW

Attach appropriate document(s) and course description(s) to this form by email.

<p><b>A. IN PERSON:</b></p> <p style="text-align: center; font-size: 1.2em;">Not currently available</p>	<p><b>B. EMAIL</b></p> <p>Send an electronic copy of this form (PDF), along with transcript and course description to: <a href="mailto:mycounselor@evc.edu">mycounselor@evc.edu</a> with subject line <b>Prerequisite Verification Form</b></p>
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**REQUEST CANNOT BE PROCESSED UNTIL ALL DOCUMENTS ARE RECEIVED.  
YOU WILL BE NOTIFIED BY EMAIL WITHIN 5 BUSINESS DAYS**

FOR OFFICE USE ONLY:			
Date received by email:	APPROVED	DENIED	COUNSELOR'S NAME:
DATE ENTERED IN WebUI (NCWS):	Date Student Notified:		
COMMENTS:			
(CK/RW;4/8/20)			