

## STEP 1 Please First Read The Following

- (a) Final grades of **"C" or higher** (or **Pass**) only; If currently enrolled in the prerequisite show proof of enrollment in prerequisite course; No **"C-**" or below grades may be used.
- (b) Advanced Placement (AP) scores of **"3"** or higher may be used
- (c) Lower-division courses completed at U.S. accredited schools only
- (d) If your classes were completed at a Private College or Out of State school a catalog course description is required.
- (e) For English & Math courses from Private or Out of State schools a course syllabus is required.
- (f) **High school courses** cannot be used to clear prerequisites (exception for CHEM 110, 120 – see catalog course description)

## STEP 2 Your Student Information

Date \_\_\_\_\_  Fall  Winter  Spring  Summer Academic Year \_\_\_\_\_

GCC ID ID# \_\_\_\_\_ STUDENT NAME (First & Last): \_\_\_\_\_

Contact Phone # \_\_\_\_\_ GCC Email: \_\_\_\_\_

## STEP 3 Course Information If the course has two prerequisites, use two rows.

The course I want to take: <i>Example: "Biology 101"</i>	Name of school where I took the prerequisite course <i>Example: "Pasadena City College"</i>	Course number & title of prerequisite completed and the term taken <i>Example: CHEM 1A, Fall 17</i>	Office Use Only Approval:
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

\*\* or AP exam taken (AP scores of "3" or higher are accepted).

Note: AP courses listed on high school transcripts will not be considered, only scores from the College Board.

## STEP 4 Proof of Prerequisite Coursework (check at least one; documentation will not be returned)

- (A) I am attaching my **complete** unofficial transcript.
  - i. must be a single document displaying your full name and the school's name
  - ii. the school issuing the transcript must be the school where the prerequisite course was completed
- (B) I am attaching my unofficial College Board AP Score Report (*report must display your full name*).

## STEP 5 Submit for Review NOTE: Requests with missing information will not be processed.

Please make sure you have completed **all steps** above and provided all relevant documents.

Request will be reviewed as soon as possible, but allow up to 7 business days for review.

<p><b>Preferred:</b> <b>E-mail</b> this form with attached document file(s) to <a href="mailto:counseling@glendale.edu">counseling@glendale.edu</a></p> <p><b>Reminder:</b> be sure this form's fields are not blank in your saved copy before sending the PDF file</p>	<p><b>Faxed to</b> (818) 551-5100</p> <p><b>Mail to</b> Glendale College Attn: Academic Counseling 1500 N. Verdugo Rd. Glendale, CA 91208</p>	<p><b>Office Use Only Notes:</b></p> <p><b>How has the student been informed?</b>  <input type="checkbox"/> GCC email <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Other Peoplesoft: _____</p>
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