Prerequisite Waiver Request Form

Any student attempting to enroll in a class that requires a specific prerequisite course may request a waiver of that requirement if the equivalent course has been completed with a grade of 2.0/C or better. Submit this form to the Student Success Center for review by a counselor. If the equivalent course was completed at another college or university, you must attach your transcript (unofficial transcripts are accepted).

Name: __________________________________________________________________

Valley Number: ___________________________________________________________

Phone Number: __________________________

E-Mail Address: ___________________________

Semester you are registering for: Fall _____ Winter _____ Summer _____

<table>
<thead>
<tr>
<th>Course you are trying to register for (example BIO 110)</th>
<th>Course that fulfills prerequisite</th>
<th>Academic institution where course was completed</th>
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If you have met the prerequisite, a counselor will issue the waiver and you will be able to register. You will not be contacted and should try to register 48 hours after submitting this form.

Students who submit a request for a waiver but do not meet the appropriate prerequisites, will be blocked from registering and contacted by a counselor, within 48 hours, to discuss other course options.

If, after 48 hours, you are still unable to register and have not been contacted by a counselor, please call the Student Success Center at 269.488.4040.

Return completed form, along with your transcript (if necessary), to counseling@kvcc.edu, fax to 269.488.4151 or mail to Kalamazoo Valley Community College, PO Box 4070, Kalamazoo, MI 49003-4070

Attention: Counseling

______________________________________________________________________________________________

Office Use Only

Counselor Action Taken

Approved _______

Not Approved _______

Reason______________________________________________________