



# Prerequisite Clearance Request

**EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED.** Submit completed form by email to [mjcevaluations@mjc.edu](mailto:mjcevaluations@mjc.edu), fax, mail, or in-person to the Evaluations Office.

**To have your transcript evaluated for the purpose of a Prerequisite Clearance, student must:**

1. Have official transcripts on file showing a final course grade of "C" or better.
2. Complete and submit this form successfully.
3. For coursework completed at an out of state college, private institution, or for coursework that is older than 10 years, please attach supporting documentation such as: course description, syllabus, and course outline. Failure to supply supporting documentation may delay the evaluation process.

**Prerequisite Clearance is NOT immediate.** Students will not be permitted to enroll in courses requiring prerequisites until their clearance has been approved. There is a 48 hour (2 business days) processing time, upon submission of this form.

An approved clearance request does not guarantee space in any course. Clearance of prerequisites does not guarantee fulfillment for graduation requirements, certificate, skill recognition awards, or transfer units.

**Please Note: The outcome of the request will be sent via your college student email account.**

**Student ID:** w \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student Information (Please list your legal name):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Previous Name(s) Used on Academic Records (if any): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_@student.yosemite.edu

**CHECK HERE ONLY IF YOU NEED MATH AND ENGLISH POSTED FOR PRIORITY REGISTRATION.**

MJC Class	Term	MJC's Prerequisite	Name of Institution prerequisite was completed	Prerequisite course name and section #	Grade or score earned	Term/date course was completed	FOR OFFICE USE ONLY	
							Approved	Denied
English 103	Spring 2012	English 101	Merced College	ENG 1A	A	Fall 2006		

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
Evaluator: _____	Date Processed: _____	Notified Student via Email: _____
Notes: _____		