

MENDOCINO COLLEGE PREREQUISITE COURSE EQUIVALENCY FORM

Name:	Colleague ID or Last Four Digits of SSN:
Mailing Address:	Email Address:
City, State, Zip:	Telephone #:

This form is used when a student believes a course or placement test completed at another college or high school meets the pre/co-requisite for a Mendocino College course in which s/he wishes to enroll. This partial evaluation is for pre/co-requisite completion *only*. If you wish to have the proposed substitute course applied as credit to your Mendocino College transcript, you must also submit the Request for Transfer Work Evaluation form and official transcripts. If you wish to challenge the pre/co-requisite on other grounds as identified in the college catalog, please submit a Prerequisite Challenge form.

Step 1: Submit this completed form along with legible documentation that indicates you have satisfied the prerequisite at another institution. Documentation may take the form of:

- an official or unofficial transcript
- a report card
- placement scores/course recommendations (CPT, MDTP, or LOEP completed within the last 4 years)

These documents must include identifying information (ex. student's name, date of birth, last four digits of ssn, mailing address, etc.) and the name of the school. **THIS FORM WILL NOT BE PROCESSED WITHOUT DOCUMENTATION.**

Step 2: Submit the completed form and documentation to Admissions & Records (transcript/report card) or the Learning Center (placement scores).

Submissions to Admissions & Records can be made by mail, fax (707-468-3430), or hand-carried to the Ukiah Campus, Lakeport Center or Willits Center.

Submissions to the Learning Center can be made by fax (707-467-1046), or hand-carried to the Ukiah Campus, Room 770. **Please note you will also need to complete several background questions, located on the back of this form, so that required multiple measures can be determined.** Please contact the Learning Center directly (707-468-3046) for more information.

Step 3: Complete packets will be processed within 3 business days. Incomplete packets will be returned to the student.

Form submitted for: Fall Spring Summer 20__

I have satisfied the prerequisite(s) for the following course(s):

MC Course (to enroll in)	Prerequisite/Co- Requisite Course Name & Number	College/HS Where Prerequisite Course Completed	Prerequisite Course (from other College/HS)	Semester & Year Completed	Final Grade Received

Student Signature

Date

For Department Use Only:

Transcript Reflects 'C' or better grade:	Catalog Description Verified:	Pre/Co-requisite Satisfied:	Denied:	Evaluator Initials:	Date:
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BACKGROUND QUESTIONS

What is your approximate high school grade point average?

- A I did not attend high school
- B 0.0-0.9
- C 1.0-1.4
- D 1.5-1.9
- E 2.0-2.4
- F 2.5-2.9
- G 3.0-3.4
- H 3.5-4.0

What was your last Math class?

- A None
- B Basic Algebra
- C Algebra I
- D Algebra II
- E Geometry
- F Trigonometry
- G College Algebra/Pre-Calculus
- H Calculus

How long ago did you complete your last Math class?

- A Less than one year
- B One to two years
- C Three years or more
- D Unsure

How long have you been out of high school?

- A I did not attend high school
- B 0-1 year
- C 2-5 years
- D more than 5 years