



Fresno City College

Prerequisite Clearance Form

1101 E. University Ave.

Fresno, CA 93741

559-442-8226

To avoid delay in your request, please make sure that Steps 1-4 are fully completed. Unofficial or official transcripts/records are acceptable. All requests must be sent from your SCCC email. Students will receive notification of approval or denial of prerequisite clearance or a request for more information via email.

This process may take 3-5 business days.

STEP 1: Student Information

Student Name (Last, First): _____ Student ID #: _____

Major: _____

SCCCD Email: _____ Phone Number: _____

STEP 2: Course Review

Course(s) I would like to enroll at FCC: <i>Ex: I would like to enroll in BIOL 20.</i>	I have taken the pre-requisite at: <i>Ex: I have taken the pre-requisite at Fresno State.</i>
1.	
2.	
3.	

STEP 3: Transcripts

Indicate all the transcripts that you are attaching to this form (official or unofficial):

- Copy of transcript (High School / College), AP, SAT/ACT score reports
- Coursework completed out-of-state or private institution - attach appropriate course description
- Official transcripts sent from _____ institution on _____ date (mm/dd/yy)

**Please allow 2-4 weeks from date above to process official transcripts before completing this form.*

STEP 4: Submit for Review

Submit form via email:

Email: prerequisite-clearance@fresnocitycollege.edu

Notice

This process is used for class registration purposes only and is not an official evaluation of a student's external coursework. A student will not receive course credit unless he or she completes the official evaluation process with the FCC Admissions and Records Office.

<p style="text-align: center;">Office Use Only:</p> <p>Counselor Name _____</p> <p>Approved/ Denied/ Need More Information _____</p> <p>Date (mm/dd/yy) _____</p> <p>Entered in Datatel? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>(TSUM/XCSM)</p> <p>Student Notified? Y <input type="checkbox"/> N <input type="checkbox"/></p>	<p style="text-align: center;">Office Use Only:</p> <p>Comments/Course Placement:</p>
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