



West Los Angeles College Admissions

PREREQUISITE & ASSESSMENT COMPLETION

This form should be used when a student believes a course or assessment taken at another college/university meets the prerequisite for a West Los Angeles College course in which he/she wishes to enroll. You may also opt to waive the assessment placement exam.

Instructions:

1. Complete this form and attach appropriate documentation (transcripts, assessment placement, test scores).
2. Email to wlac-cnseidsk@laccd.edu **at least 5 business days before the start of the semester or session.**
3. An email notification will be sent to your LACCD email within seven business days.

FIRST NAME:		LAST NAME:		STUDENT ID:																																																				
DATE OF BIRTH:		TELEPHONE:		SEMESTER & YEAR:																																																				
LACCD EMAIL (ONLY):				DATE:																																																				
Clearance: Course(s) I want to Enroll in: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2"></th> <th colspan="3" style="text-align: center;">Office Use Only</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;">A</th> <th style="text-align: center;">D</th> <th style="text-align: center;">N</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2"></th> <th colspan="3" style="text-align: center;">Office Use Only</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center;">A</th> <th style="text-align: center;">D</th> <th style="text-align: center;">N</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">5.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">6.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>									Office Use Only					A	D	N	1.					2.					3.							Office Use Only					A	D	N	4.					5.					6.				
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ASSESSMENT/ENGLISH & MATH COMPLETION: ☐ I have completed an English and Math Assessment placement with in the last two years. ☐ I have completed an English and a Math course from an institution that is accredited by a regional Institutional accrediting organization. Grades lower than a "C" will not be considered.																																																								
<u>I HAVE ATTACHED THE FOLLOWING:</u> TRANSCRIPTS FROM CALIFORNIA SCHOOL (NAME OF SCHOOL): _____ Unofficial transcripts from regionally accredited institutions can be used for prerequisite petitions, but will not be used for academic or graduation purposes. Grades lower than "C" will not be considered. Out-Of-State transcript must include course description.																																																								
ASSESSMENT PLACEMENT RESULTS FROM (NAME OF SCHOOL): _____ Appropriate placement by a California State approved and validated assessment process. Attach official advisement placement documents. Test scores are valid for two years only.																																																								
TRANSCRIPTS FROM OUTSIDE OF THE U.S or OUTSIDE CALIFORNIA (NAME OF SCHOOL) : _____ Attach course descriptions. Foreign transcripts must be evaluated by an approved agency.																																																								
TEST SCORES FROM (e.g. AP, IB, CLEP, EAP): _____ A copy of the test scores must be attached. _____																																																								

Office Use Only	WLAC Evaluator:	Reviewed & Emailed:
COMMENTS:		