



PREREQUISITE CLEARANCE - FORM A

To request prerequisite clearance for course(s) completed at another school.

This request facilitates evaluation of external coursework for the purpose of prerequisite clearance for registration. Clearance is not immediate. Students are advised to plan accordingly by processing timelines below.

1. **Submit official transcripts and/or AP scores to Cuesta Records Office.**
2. **Obtain approval on Form A by a Cuesta academic counselor.**
3. **Check status of prerequisite clearance request in myCuesta, Student Tab - Check Registration Status.**

PROCESSING TIMES	
Official transcripts and AP test scores. ⇒ Official = transcripts in sealed envelope by institution or delivered electronically to Cuesta from other institution. Copies, faxes, email attachments, portal printouts, grade report are not official and will not be accepted. ⇒ A final grade of C or higher is required for the prerequisite course completed.	⇒ Allow at least 10 business days to process transcripts delivered via mail, including express delivery. ⇒ Allow at least 5 business days to process electronically delivered transcripts.
Form A: For courses completed at California public school, college/university	5 business days for processing
Form A: For courses completed at Private or out-of-state institution. Attach a copy of either catalog course description, syllabus, or course outline with Form A for private or out-of-state institutions for evaluation by counselor.	10 business days for processing

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CUESTA STUDENT ID NUMBER									LAST NAME	FIRST NAME	M.I.		

Are you currently enrolled at Cuesta? Yes No **Term Registered:** Fall Spring Summer YEAR: 20_____

Preferred way to contact you if questions: myCuesta student email Phone Number: (_____)_____

Cuesta course you want to enroll:	Term you plan to enroll:	Cuesta's prerequisite course	Name of institution prerequisite completed	Previous institution's Course Title//Number and description OR AP Test Type	*Grade or AP score	Term/date course completed	Approved OR Denied
MATH 242	Spring 2009	MATH 127	Ventura College	MATH V03 Intermediate Algebra	A	Fall 2006	EXAMPLE

*A final grade of C or higher and/or AP score of 3 or higher meets Cuesta's prerequisite requirements.

I acknowledge the following:

- This request is for the purpose of prerequisite clearance only and does not meet academic credit nor transfer requirements. Other institutions are not obligated to accept Cuesta's evaluation of external coursework.
- An approved clearance request does not guarantee a seat in a course and I may not register or waitlist until approved.
- I understand it will be 5 days processing time before I will be notified via myCuesta "Check Registration Status."

Student's Signature _____ **Date** _____

Approved **Denied** **Counselor Signature** _____ **Date:** _____

Comments: _____

OFFICE USE ONLY	Approved:	Denied:
	<input type="checkbox"/> SOATEST Test Code(s)	<input type="checkbox"/> SFASRPO: Type = DENIED + course
	<input type="checkbox"/> SVAMSTD (English and/or math)	<input type="checkbox"/> No official transcripts/AP score
	<input type="checkbox"/> SFASRPO: Type = FORMA + course	<input type="checkbox"/> Insufficient grade or AP score
Evaluator: _____	Date: _____	

PREREQUISITE CLEARANCE GUIDELINES

Prerequisites and co-requisites are intended to enhance a student's chance of success in desired course. If a student has not met a prerequisite or co-requisite requirement, as noted in the course schedule, the student may not be allowed to enroll, waitlist, or remain enrolled in the course which requires the prerequisite.

Prerequisites and co-requisites apply to all students, including dual enrollment and personal enrichment students.

Successful completion of a prerequisite or co-requisite course is achieved by earning a final grade of "C" or better in the required prerequisite course.

FORMS AVAILABLE	DESCRIPTION	APPROVAL BY
FORM A: Prerequisite Clearance	All courses, except PHYSICS, completed at another institution.	Cuesta counselor
FORM B: Prerequisite/Co-requisite Challenge	All courses, based on other circumstances, with supporting documentation.	Designated Administrator noted on Form B
FORM C: Physics Prerequisite Clearance	PHYSICS only, completed at another institution.	Physics, Division Chair

1) Submit the following as it applies to how you have met the prerequisite requirement.

- Official high school transcripts by mail:
 - ◊ MATH 229: Completed one year of high school Geometry with a grade of C or higher.
 - ◊ CHEM 201A or CHEM 201P: Completed one year of high school Chemistry with a grade of C or higher.
Note: In addition to Chemistry, both courses have a math prerequisite, which requires math assessment or completion of equivalent college/university math course.
 - ◊ BIO 202: Completed one year of high school AP biology course with a grade of C or higher.
- Official college/university transcripts:
 - ◊ Completed equivalent prerequisite course with a grade of C or higher.
- Official AP scores from www.collegboard.org:
 - ◊ AP English Language or Literature Composition Exam with a score of 3 or higher.
 - ◊ AP Calculus AB exam or AP Statistics exam with a score of 3 or higher.

Mailing Address*	Electronic Transcripts
Cuesta College Records Office PO Box 8106 San Luis Obispo CA 93403-8106	Cuesta accepts official electronic transcripts sent directly to Cuesta Records Office from the other college or university.

**USPS regular or priority mail recommended. FedEx, DHL, or UPS express mail goes to Cuesta shipping, not directly to Records Office which delays delivery.*

2) Submit Prerequisite Clearance Forms to be reviewed by a Cuesta counselor.

Note: Official (sealed school envelope) transcripts or AP scores (sealed envelope from collegeboard.org) may be submitted with Prerequisite Clearance Form but does not expedite processing times.

- In-person to an academic counselor during Walk-in Counseling at either the San Luis Obispo or North County Campus in Paso Robles.
- By mail: Cuesta College Evaluations Office, PO Box 8106, San Luis Obispo, CA 93403-8106
- By fax: (805) 546-3113
- By email attachment: prerequisites@cuesta.edu