

Prerequisite Override Request

Important note: This form cannot be used for math or English placement, to waive prerequisites for EGL 101 (Composition I), or prerequisites for any math courses. If this clearance is needed, please complete the following steps:

- **English or Math Placement:** Visit www.oakton.edu > *Admission* > *Placement* for more information.
- **Math Prerequisite:** Submit the “Math Prerequisite Override Request” form located at www.oakton.edu > *Admission* > *Forms*.

Note: Receiving a prerequisite override does not grant you official credit for the prerequisite course taken. To receive credit towards your degree for any prior coursework, you must submit official transcripts along with an Evaluation of Credits Request form.

Directions: For all prerequisite override requests, complete this form and submit with transcript documentation in person or email to enrollmentcenter@oakton.edu. **A complete transcript is required that shows all coursework completed (including in-progress coursework), your name, and school name.** Coursework listed as “transfer credit” on a transcript will not be accepted by Oakton, unless accompanied by a transcript from the institution where the credit was originally earned.

Approval/Denial: Requests are evaluated within two business days from the date received. Students will only be contacted if any errors occur during processing or if denied. To check if your override has been approved, go to: my.oakton.edu > *Student Profile* > *Registration* > *Prepare for Registration*.

Name _____
LAST FIRST MAIDEN (if applicable)

Oakton ID No. **B** _____ Phone _____ Email _____

- Unofficial transcript attached. Official transcript previously submitted.

Semester you wish to register for (overrides are approved for one semester only):

- Fall (August-December) Spring (January-May) Summer (May-August) Year: 20____

List Oakton course(s) you want to register for Example: PSY 120 Human Development	List the course(s) that meet the prerequisite and the school at which the course was taken Example: PSCH 100 Introduction to Psychology (UIC)

I authorize the review of my transcript(s) for prerequisite evaluation:

STUDENT SIGNATURE

DATE