



REQUEST FOR PRE-REQUISITE OVERRIDE

Purpose:

To request an override of a pre-requisite, allowing the student to enroll in a course without first satisfying the pre-requisite. Pre-requisite overrides will only be approved if the student is currently enrolled in the pre-requisite at RPCC or enrolled in a course that is the equivalency of the pre-requisite at another college (if enrolled at another college, an unofficial transcript showing enrollment in a course that is the equivalency of the pre-requisite is required).

Student's Name: _____	Lola Number: _____
Email Address: _____	Phone Number: _____

Please list the course you are requesting the override for and the course you are currently taking that satisfies the pre-requisite:

CRN# of course you are requesting to take	Subject	Course Number	Section	# of Credits	Name and number of course you are currently taking that satisfies the pre-req	College where you are taking the course	# of credits

*NOTE: If the course that satisfies the pre-requisite is being taken at another college, an unofficial transcript must be attached to this request

Routing Instructions

Completed forms can be either:

1. Delivered to the Student Services Office at the Gonzales, Reserve or Westside Campus; or
2. Emailed to studentservices@rpcc.edu

For Office Use:

This form must be given to the Registrar's Office

Approved Denied

Reviewed/processed by: _____ Reviewed/processed date: _____

Date Student Notified: _____