

ENGLISH PREREQUISITE CLEARANCE FORM

STEP 1: Is the college and prerequisite course on the approved LRCCD External Equivalencies List?

NO? STOP! **You cannot use this form.** You must complete the **Prerequisite Challenge Form** and submit it directly to the English Dept. located in the PAC Dean Suite (Harris Center on the FLC main campus).

YES? Complete **STEP 2** below and submit to the Admissions & Records Office with verification.

STEP 2: Complete the information in the box below. Allow **3 business days** for processing. *You will be notified by email when your prerequisite has been cleared for enrollment or if there is a problem with the prerequisite.*

Student Name: _____ Student ID Number: _____

➔ You will be notified via your **LOS RIOS GMAIL** when your prerequisite has been cleared ➔

I WANT TO ENROLL IN THE FOLLOWING FLC COURSE? (check one)

- ENGCW 400 ENGCW 410 ENGCW 420 ENGCW 430 ENGED 305
 ENGWR 300 ENGWR 301 ENGWR 302

THE FLC PREREQUISITE FOR THIS COURSE IS (see reverse for list): _____

◆ **I have completed a comparable prerequisite course from the approved LRCCD External Equivalencies List** (refer to list):

College/University: _____ Semester/Year Taken: _____ Grade: _____

Course Name/Number (Ex: ENGL 1A) _____ Effective Semester(s) from list: _____

◆ **I have received a qualifying score on an AP Exam** (see reverse for scores): _____

Name of Exam _____ Score _____

I AM ATTACHING THE FOLLOWING: College/University transcript AP test scores (see reverse for information)

I declare under penalty of perjury that the statements and information submitted on this form are true and correct. I also understand that falsification and withholding pertinent data will result in immediate withdrawal from a course and further disciplinary actions.

Student Signature: _____ Date: _____

STAFF/COUNSELOR VERIFICATION:

Official/unofficial college transcript with course on approved list with grade of "C" or better Verified in OnBase Attached

NOTE: Please be certain comparable course was taken during effective semester(s).

Official/unofficial AP Scores (Score 3, 4 or 5): English Language/Comp or English Literature/Comp Verified in OnBase Attached

Other (explain): _____

Example: no placement or expired placement, indirect prerequisite, letter from HS, approved course sub, etc. **(attach documentation)**

Staff/Counselor: PRINT NAME: _____ **DATE:** _____ **LOCATION:** FLC / EDC / RCC

EVALUATIONS USE ONLY: **TRANSCRIPT:** Official Unofficial **AP SCORES:** Official Unofficial

Transfer Credit/Milestone Posted by: _____ Date: _____ Student Emailed: _____

NOTES:

USING AP EXAM SCORES:

IMPORTANT: Unofficial score reports may be downloaded from the College Board’s website and submitted for a prerequisite, but **must include** your first/last name, AP number, and high school. **Do not just print a screen shot without your name.**

HIGH SCHOOL SENIORS: The following is for fall enrollment only! If you are a senior in high school and have not yet taken the AP Exam or your scores are not yet available, you may submit your high school transcript listing the appropriate AP Course **and** a letter from your high school OR a copy of the AP Exam Registration form verifying you have or will be taking the appropriate AP Exam. A high school transcript without a verification letter will not be accepted. You must provide AP Scores no later than two weeks prior to the start of the fall semester. If you fail to provide scores, you will be dropped from your course. **Summer/Spring enrollment is not permissible for this option. You must provide scores.**

English Language & Composition Exam:

A score of 3, 4 or 5 is equivalent to ENGWR 300

A score of 3, 4 or 5 would meet the prerequisite for ENGWR 301, ENGWR 302, ENGED 305

English Literature & Composition Exam:

A score of 3, 4, or 5 is equivalent to ENGWR 300

A score of 3, 4, or 5 would meet the prerequisite for ENGWR 301, ENGWR 302, ENGED 305

Course Prerequisites	
ENG CW 400: ENGWR 101 with “C” or better	ENGWR 300: ENGWR 101 with “C” or better
ENG CW 410: ENGWR 101 with “C” or better	ENGWR 301: ENGWR 300 with “C” or better
ENG CW 420: ENGWR 101 with “C” or better	ENGWR 302: ENGWR 300 with “C” or better
ENG CW 430: ENGWR 101 with “C” or better	
ENGE D 305: ENGWR 300 with “C” or better	
ENGE D 320: ENGRD 110 with “C” or better	

When do I need to submit a Prerequisite Challenge Form to the English Department?

- When your college, course and/or year taken are not on the approved LRCCD External Equivalencies list. Submitting the Prerequisite Clearance Form to the Admissions & Records Office for a course not on the approved list will significantly delay your enrollment.

Additional questions? Call Admissions and Records at (916) 608-6500.

Forms and supporting documents can be scanned and emailed to: Evaluations@flc.losrios.edu