

## ENGLISH PREREQUISITE CLEARANCE FORM

**STEP 1:** Is the college and prerequisite course on the ENGLISH PREREQUISITE CLEARANCE LIST?

**NO? STOP! You cannot use this form.** You must complete the [Prerequisite Challenge Form](#) and email it to [FLC-EnglishPrereq@flc.losrios.edu](mailto:FLC-EnglishPrereq@flc.losrios.edu).

**YES? Complete STEP 2** below and email to [Placement@flc.losrios.edu](mailto:Placement@flc.losrios.edu) with attached documentation if needed.

**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: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

**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   
  ENGWR 480   
  ENGWR 481   
  ENGWR 482

**THE FLC PREREQUISITE FOR THIS COURSE IS** (see reverse for list): \_\_\_\_\_

◆ **I have completed a comparable prerequisite course from the English Prerequisite Clearance 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) on Equivalency List.**

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

Other (explain): \_\_\_\_\_

Example: indirect prerequisite, verification from high school re: AP exam, approved course sub, etc. (attach documentation)

**NOTE: Do not use this form for expired placements. Student must submit high school transcript to Placement or complete self-guided placement.**

Staff/Counselor: PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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 AP 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	ENGWR 480: ENGWR 101 with “C” or better
ENGE D 305: ENGWR 300 with “C” or better	ENGWR 481: ENGWR 300 or 480 with “C” or better
ENGE D 320: ENGRD 110 with “C” or better	ENGWR 482: ENGWR 300 or 480 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) 608-6501.**

Forms and supporting documents can be scanned and emailed to: [Placement@flc.losrios.edu](mailto:Placement@flc.losrios.edu)