

## Prerequisite Override Request

Students may request prerequisite overrides for up to three courses per form. The Enrollment Center requires a copy of the student's unofficial or official transcripts in order to review the prerequisite override request. Unofficial transcripts will not be saved for future requests. **The Enrollment Center cannot waive prerequisites for English 101 or math courses.** A prerequisite may be overridden based on a review of the appropriate transcript documentation submitted. Requests will be evaluated and approved within two business days from the date it is received. Students will only be contacted if any errors occur during processing. Submit this form with transcript documentation in person, by mail, fax, or email to *enrollmentcenter@oakton.edu*.

Please print all information.

Date of request: \_\_\_\_\_

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_  
LAST FIRST M.I. MAIDEN (or Social Security No.)

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Address \_\_\_\_\_  
STREET CITY STATE/ZIP CODE

### Contact Information

Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
HOME WORK

Semester of course(s):  Fall (August-December)  Spring (January-May)  Summer (May-August) Year: 20\_\_\_\_

Oakton Course No. (example: CHM 101): \_\_\_\_\_

Class to fulfill prerequisite: \_\_\_\_\_

School Name on Transcript: \_\_\_\_\_

Oakton Course No. (example: CHM 101): \_\_\_\_\_

Class to fulfill prerequisite: \_\_\_\_\_

School Name on Transcript: \_\_\_\_\_

Oakton Course No. (example: CHM 101): \_\_\_\_\_

Class to fulfill prerequisite: \_\_\_\_\_

School Name on Transcript: \_\_\_\_\_

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

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE