



# Fresno City College

## Prerequisite Clearance Form

Counseling Department

1101 E. University Ave.

Fresno, CA 93741

559-442-8226

Please complete this form and indicate in which course(s) you are seeking clearance. Unofficial or official transcripts/records are acceptable. **This process may take 3-5 business days.** Results may be reviewed in WebAdvisor under Academic Profile: Test Summary link. If you are not deemed eligible for Math or English with this clearance process, you will take the Placement test at the FCC Assessment Center located in LI-146, [www.fresnocitycollege.edu/assessmentcenter](http://www.fresnocitycollege.edu/assessmentcenter).

### STEP 1: Student Information

Student Name (Last, First): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major: \_\_\_\_\_

SCCSD Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### STEP 2: Course(s) to be Evaluated for Prerequisite (Put in the form of: SUBJECT-NUMBER Example: ENGL-1A)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### STEP 3: Documentation

Indicate all the documentation that you are attaching to this form (official or unofficial):

- ☐ Coursework completed out-of-state or private institution - attach course description
- ☐ Copy of transcript
- ☐ Other college assessment report (*must contain raw scores from MDTP, CTEP, or Accuplacer tests provided directly by the administering institution*)
- ☐ Copy of CAASPP, AP, SAT/ACT score reports
- ☐ Official transcripts sent from \_\_\_\_\_ institution on \_\_\_\_\_ date (mm/dd/yy)

You will need to meet one of the following criteria to be exempt from taking the English or Math Placement Test:

- C grade or better in completed coursework from another college/university
- AP scores of 3 or higher
- High school overall GPA of 2.8 for English and 2.0 for Math exemptions
- See [www.fresnocitycollege.edu/assessmentcenter](http://www.fresnocitycollege.edu/assessmentcenter) for a full list of English or math test exemptions

### STEP 4: Submit for Review

Submit form via email or in person:

Email: [prerequisite-clearance@fresnocitycollege.edu](mailto:prerequisite-clearance@fresnocitycollege.edu)

Counseling Department

Student Services Building (Bldg #10 on Campus Map)

2nd Floor

This process is not an official evaluation of a student's external coursework. A student will not receive course credit unless he or she completes the official evaluation process with the FCC Records Office.

#### Office Use Only:

Counselor Name \_\_\_\_\_

Approved/Denied

Date (mm/dd/yy) \_\_\_\_\_

Entered in Datatel? Y N

Student Notified? Y N

#### Office Use Only:

Comments/Course Placement: