



# Saddleback College Prerequisite Evaluation Form

Revised 12-19-11

**This form is used to clear courses that have a math or English prerequisite only and must have all sections completed for acceptance.**

Please Fax to 949-582-4789 or e-mail: [scmatric@saddleback.edu](mailto:scmatric@saddleback.edu) or drop off at SSC-225B

Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Other Names on Transcripts: \_\_\_\_\_ Date of Birth or Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(If married or changed name)*

Please follow these instructions to ensure your documents are accepted for evaluation;

- You must complete all applicable sections in full. Do NOT write in the GRAY areas marked "Office/Evaluator Use Only"
- Given the large amount of prerequisite evaluations, please allow a minimum of **5 working days** for this evaluation to be processed.
- It is the responsibility of the student to provide proof of course completion: transcripts from an accredited college, AP scores (*must provide original College Board scores*) or matriculation test scores from another community college. (*Matriculation test results must list raw scores, placements, test type, your name, and the school name.*)
- To avoid delays you should provide course descriptions for all college courses being evaluated.
- How to check your evaluation results in MySite: Go to My Information > Matriculation > Placement Info. (*Evaluation results CANNOT be given out over the phone or e-mail*)

I am attaching the following documents to be used for this evaluation:

- Official transcripts on file with the Admissions and Records Office. (*No attachment required*)
- Unofficial or Official College transcripts, AP scores, or Matriculation test scores are attached. (*Your name and the school name must be PRINTED on all documents to be evaluated.*)

Student's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

	What course do you wish to take at Saddleback College?	What course (name & #) from your <b>other</b> college will clear this prerequisite?	What College/University was the prerequisite course or exam taken at?	What state was your College/University in?	What year was this course or exam taken?	Office/Evaluator Use Only	
						Approved Preq Code	Denial Code *
	ENGLISH						
	<input type="checkbox"/> HIGHEST PLACEMENT	<input type="checkbox"/> PLACEMENT EXAM					
	MATH						
	<input type="checkbox"/> HIGHEST PLACEMENT	<input type="checkbox"/> PLACEMENT EXAM					
AP Exams	English:	AP Lang/Comp <input type="checkbox"/> Lit/Comp <input type="checkbox"/>	AP Exam Score:				
	Math:	AP Calculus AB <input type="checkbox"/> BC <input type="checkbox"/>	AP Exam Score:				

Office/Evaluator Use Only

1. Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

2. Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\* Denial Codes:

- 1 - No Transcript on File
- 2 - Substandard Grade(s)
- 3 - Course Not Equivalent
- 4 - Other (see comments)