



Saddleback College Prerequisite Evaluation Request

All applicable sections **MUST** be completed to avoid processing delays.

Please Fax to 949-582-4789, drop off at the Matriculation Office in Village 8-5 or submit to the appropriate Division Office.

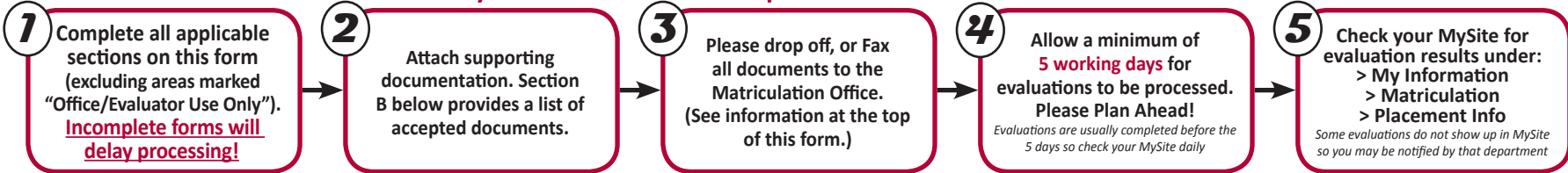
Name: _____ Contact Phone #: _____ Student ID #: _____

Other Names on Transcripts: _____ Date of Birth : ____/____/____
(If married or changed name)

Semester/Yr. Attending: _____ Student's Signature: _____ Today's Date: _____

By signing this form you acknowledge the following: It's the student's responsibility to provide proof of course completion that meets the Saddleback College requirements. **Incomplete or In-Progress course work and grades of C- or lower are not accepted.** All courses taken outside of California require course descriptions to be included. Evaluations can take a 3 to 5 business days to give placement and **APCs (Add Codes) do not override a prerequisite.**

A. Please follow these instructions to **ensure your documents are accepted** for evaluation:



B. I am attaching the following documents to be used for this evaluation: *(Check all that apply)*

- OFFICIAL transcripts or AP scores are on file with Admissions and Records (No attachment required)
- Attaching Unofficial or Official College transcripts (Your name and the school name must be PRINTED on transcripts to be evaluated.)
- Attaching Unofficial or Official High School transcripts (Your name and the school name must be PRINTED on transcripts to be evaluated.)
- Attaching College Board AP Exam Score Report (Only original College Board score reports that include your name can be used.)

What course(s) do you wish to take at Saddleback College:	What course(s) or College Board AP Exam will clear this prerequisite:	What school was the prerequisite course was taken at:	What state is your <u>other</u> school in?:	Semester this course/ exam was taken in:	Office/Evaluator Use Only	
					Approval	Denial Code*
Example: <i>English 1B</i>	<i>Writing 39 A&B</i>	<i>UCI</i>	<i>CA</i>	<i>FALL 2015</i>		

Office/Evaluator Use Only

1. Evaluated By: _____ Date: _____ Entered By: _____ Date: _____

2. Evaluated By: _____ Date: _____ Entered By: _____ Date: _____

3. Evaluated By: _____ Date: _____ Entered By: _____ Date: _____

Comments: _____

* Denial Codes:

1 - No Transcript on File

2 - Substandard Grade(s)

3 - Course Not an Equivalent Prerequisite

4 - HS coursework is not equivalent

5 - Incomplete Course Work

6 - Other (see comments)