PREREQUISITE CLEARANCE REQUEST FORM A

This form is for pre/corequisite clearance requests using equivalent coursework completed at external institutions.
For requests without transcripts or based on other criteria, complete Prerequisite Verification Form B.

STEP 1: Review Instructions and Deadlines Before Completing This Form: sbcc.edu/teo/prerequisiteinstructionsforms.php

STEP 2: Enter Your Student Information (Use black ink and print)

Student Name: _____ SBCC ID Number: K_____

Today's Date: _____/_____/_____ Phone: (_____) _____-_____

SBCC Pipeline Email address: _____ @pipeline.sbcc.edu

STEP 3: Check at least one of the following and enter in the date SBCC received your official transcripts.
Submit your official transcripts to Admissions BEFORE you submit this form. Your form will not be processed if your official transcripts are not on file. Instructions to submit you transcripts: http://www.sbcc.edu/transcripts/incomingtranscripts.php
Verify your transcripts have been received: http://sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf

☐ High school transcript(s) (**OFFICIAL ONLY**).   Date received: _____/_____/_____

☐ College transcript(s) (**OFFICIAL ONLY**).   Date received: _____/_____/_____

STEP 4: Enter course information below. If all parts of this section are not complete your request will not be processed.
College-level coursework must be completed with a grade of C, Pass or Credit (where Pass and Credit are a C/2.0 or above).

SBCC Course	SBCC course pre/corequisite	Term you want to enroll in SBCC course	External institution where pre/corequisite was taken, AP score, or health tech credentials	External course subject & number	Term external course was completed	Is this a late start course?

STEP 5: Sign and Submit:
With my signature I acknowledge the following:
- I have read and understand the deadline and instruction information linked in Step 1 above.
- I understand that I must check my SBCC Pipeline email account for notifications regarding my request.
- I understand all transcripts for prerequisite clearance requests must be official, SBCC must have my transcripts on file before the submission of this request, and that all external coursework used for prerequisite clearance must be completed prior to enrolling in desired course(s) at SBCC or my request will not be processed.
- I understand that my external coursework is only evaluated and applied toward SBCC subject and/or unit credit and/or for satisfaction of pre/corequisites. Other institutions are not obligated to accept SBCC subject or unit evaluations of external coursework.

Signature: _____ Date: _____

How to submit Your Request Form:
Online (recommended): Upload your documents to Sharefile (PDF or photo preferred. *DO NOT submit transcripts to this address. See instructions under STEP 3).*
In person: Admissions & Records Office - Student Services Building
Building hours: Mon & Thurs: 8am-4pm, Tues & Wed: 8am-6:00pm, Fri: 8-1pm
By mail: SBCC Transcript Evaluation Office, 721 Cliff Drive, Santa Barbara, CA 93109
Decisions: Notifications and decisions are emailed to your SBCC Pipeline Email account.