CT STATE COMMUNITY COLLEGE
QUINEBAUG VALLEY

Prerequisite Verification & Waiver Form

Current CT State students may use this form to request assistance with prerequisite errors/course waiver requests only. ***Please note: This is NOT a Course Registration Form and is NOT a request for hold removal.*** Please fill out all sections of this form.

1. First and Last Name

2. Student ID# (8 digit number):

3. Phone #:

4. CT State Email Address:

5. For which semester(s) are you submitting the Course Assistance Form?

   Winter ☐ Spring ☐

   Summer ☐ Fall ☐

6. List the course(s) you intend to register for but are receiving a registration error/need a course waiver processed. Please list course name, subject, and number. *Ex. BIO 2350 Microbiology.*
   Note: Do NOT list all of the courses you wish to register for; ONLY list the courses for which you are seeking a prerequisite waiver. Please confirm you have met course prerequisites. You can view course prerequisites and course descriptions on the Course Descriptions section of the CT State catalog.

7. I have read the course description and prerequisite of the class(es) I intend to register for and meet the eligibility requirement to register. I understand that I need to show proof of having successfully completed a prerequisite. ***An unofficial transcript from an accredited institution is considered an acceptable document. The document must show your full name, the name of the institution, the name of the course, and the grade earned.***
   YES ☐ NO ☐

8. I understand that I need to email a) this completed form along with b) any unofficial transcripts with proof of successfully completed prerequisites to **advising@qvcc.edu** for review. I acknowledge that if my form is incomplete, I do not submit transcripts showing that prerequisites are met, or I do not meet the prerequisites (including prerequisite grade requirements), a prerequisite waiver will not be granted. If I am granted a prerequisite waiver, I understand that I am not registered for the course until I either register on my.CTState.edu or submit a registration form.
   YES ☐ NO ☐

When this form has been processed, an advising staff member from the QV Advising Office will contact you. If you have any questions about this form, please contact the QV Advising Office - Email: ***advising@qvcc.edu*** *Phone: 860.932.4008.*

To register for courses, please visit myCTState or fill out a Registration Form. If you need assistance with registration, please visit our register for classes or contact QV One Stop at Email: ***QV-OneStop@ct.edu*** *Phone: 860.932.4020.*