

	<p><b>Prerequisite Waiver Request</b>                  CT State Community College Capital                  950 Main Street, Hartford, CT 06103                  Academic Advising Department: <b>Suite 316</b>  <b>CA-Advising@capitalcc.edu</b>                  Phone: 860-906-5040</p>
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This form is for students who encounter a “Pre-requisite or Test Score Error” when attempting to register for courses on myCTState. **The use of this form is not a substitution for academic advising** and **must** be completed and returned. This form can be e-mailed or submitted in-person.

An **official** college transcript in a sealed envelope must be mailed or delivered in person, if not already on file. An **official** electronic transcript may also be submitted. This request will only be processed if students are admitted by the **CT State** admissions office.

If you are unable to obtain an official college transcript, please submit an unofficial transcript to the Advising Office at **CA-Advising@capitalcc.edu** or drop it off in **Suite 316**. An advisor will contact you at the end of business day.

Name: \_\_\_\_\_

Student/Banner ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_

College Email Address: \_\_\_\_\_

Please select term for Registration:    **Fall**                    **Spring**                    **Summer**                    **Winter**

Course Name(s) & Number(s) that you want to register for:

**Note: You MUST have a final letter grade of a C or better in the pre-req course(s) you are including with this form.**


Do you have any **official transcripts** on file at CT State?    **Yes**                    **No**                    **Unsure**

If **Yes**, please list schools:


**Waivers will NOT be processed for courses that are still in progress at other institutions.**

**Please Note:** Submission of this form does not guarantee the course will still be available when you attempt to register. Once pre-req waiver(s) have been processed, you are **required** to register for the course in myCTState.

Hours  
**Monday -Thursday: 9am – 5pm**  
**Friday: 9am – 3pm**