PREREQUISITE APPROVAL

The registration system will block you from enrolling in a class if the required prerequisite course(s) are not in the computer database. If you have completed a prerequisite course you need to see a Harbor College counselor to update your academic record database. For example, if you took an English 28 equivalent course at Any Town College, you will need to bring an official/unofficial transcript or report card to a Harbor College counselor showing a grade of “C” or better in that class, so that you can enroll in our English 101. Please refer to the course descriptions in the current schedule of classes and the college catalog.

PREREQUISITE SWEEP PROCESS
Please note that it is the student’s responsibility to make sure he/she meets the prerequisite for a class. If a student illegally enrolls in a class without meeting the prerequisite, he/she will be administratively dropped within the last two weeks of the last day to add a class.

COURSE PREREQUISITE POLICY
Prerequisite means the preparation or previous course work considered necessary for success in the course. The college REQUIRES students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required.) Prerequisites which are listed in the College Catalog include:
1. Courses for which specific prerequisites have been validated,
2. Sequential course work in a degree-applicable program, and/or
3. Sequential course work in certificate programs and,
4. Courses in which a prerequisite is necessary for transfer to a four-year college or university.
Questions about prerequisites are best directed to a counselor prior to the first day of class.

PREREQUISITE CHALLENGE PROCEDURES
A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A Requisite Challenge Petition form, which is used to file a prerequisite challenge, can be obtained from the office of the Vice President of Student Services in SSA 203, Mathematics Division Chair Office in NEA 293, and English Division Chair Office in NEA 297. Reasons for seeking a prerequisite challenge may include one or more of the following:
1. A prerequisite is not reasonably available;
2. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
3. The student believes the prerequisite was established in violation of regulation or in violation of the District approved processes;
4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.
The prerequisite challenge must be completed two weeks prior to the beginning of the semester in which the student plans to enroll. Upon filing the prerequisite challenge, the student may enroll into the desired class if space is available. If this challenge is not upheld the student will be dropped from the class.

Note: Students must have official transcripts on file in the Admissions & Records Office for all prerequisites completed at other institutions.