

Template for prerequisite clearance request

If you are unable to register through the online registration system, it may be because the system does not have access to your educational history and cannot determine that you are qualified to enroll in the course. You may need to email the departmental advisor/instructor in order to demonstrate that you met the course prerequisites and request permission to enroll.

Here is a template to help you provide the information needed for your request. (Cut and paste this text into your message.)

SUBJECT: EAP Undergraduate Reciprocity Student Request for Prerequisite Clearance

To: (Advisor or instructors' Email)

Department:

UC Identification number:

From: (Your name)

Home University:

Email:

Quarter Year (example: Fall 200X, Winter 200X, Spring 200X):

I would like to register for the following course:

Department Name:

Course Title:

Course Number (and enrollment code, if available):

Section Number (if applicable):

However, I have been blocked in the registration system due to the following prerequisite(s):

Department Name:

Prerequisite Course Title:

Course Number:

I have taken this course/these courses at my home university and believe it satisfies the prerequisite requirement:

Home University Course Number:

Home University Course Title: (Add URL to the course description if available)

Is it possible to be cleared for participation in the above course?

Thank you for your assistance.