



**Prerequisite Waiver Request– Winter Intersession 2017**

Capital Community College  
950 Main Street, Hartford, CT 06103  
Counseling Office Room 208  
CA-Counseling@capitalcc.edu  
Phone: 860-906-5040 Fax: 860-906-5049

**\*\*The last day to submit this form is Thursday, December 21 to allow time for processing.**

This form is for students who encounter a “Pre-requisite or test Score Error” when attempting to register for courses on myCommNet. The use of this form is not a substitution for **academic advising** and **must** be completed and returned. This form may either be faxed or e-mailed. 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 **Capital Community College** Admissions Office.

Name: \_\_\_\_\_  
Student/Banner ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
College Email Address: \_\_\_\_\_

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


***Note, you must have a final letter grade in the pre-req courses you are including with this form in order for the waiver to be inputted.***

(Example: If you are trying to register for Bio 211 A+P 1, you must have completed with the minimum grade required in both Bio 105 AND Chem. 111). Pre-Req requirements can be found in our college catalog on our college website.
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**We will not input a waiver for courses that are still in progress at other institutions.**

If students are not able to obtain an official college transcript, he or she **must** come to Capital Community College and print an unofficial copy of the transcript. A Counselor will review the transcript(s), put a waiver into the system and students will be permitted to register for the course on myCommNet.

Submission of this form does not guarantee that the course will still be available when you attempt to register. Please submit this form and transcripts in a timely manner as a minimum of **72 hours** is required for processing. Should you have any questions, please contact the Counseling Office at 860-906-5040.