



Prerequisite Waiver Request– Spring 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

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 #: _____
Email Address: _____
Semester: _____

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

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, as a minimum of **72 hours** is required for processing. Should you have any questions, please contact the Counseling Office at 860-906-5040.

Note: New student registration for spring begins November 14, 2016. The last day to use this form is Monday, January 16, 2017. After that date only in-person requests will be accommodated.