



## Prerequisite Waiver Request

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 students need to be admitted to Capital Community College through the Admissions Office. Submission of this form does not guarantee that the course will still be available when you attempt to register.

Complete and fax or e-mail this form along with an unofficial college transcript. Please allow 48 hours for processing.

Name:

Student/Banner ID#:

Phone #:

College Email Address:

Registration Term (Fall, Spring, Summer, Winter):

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 processed. We will not input a waiver for courses that are still in progress at other institutions***(Example: If you are trying to register for Bio 212 - A&P II, you must have completed Bio 211 - A&P I with the minimum grade required. Pre-Req requirements can be found in our college catalog on our college website).*

A counselor will review this form and transcript(s) and if approved will enter a waiver into the system. At that time, you will receive an email informing you that you are permitted to register for the course on myCommNet.

Should you have any questions, please contact the Counseling Office at 860-906-5040.