



Prerequisite Waiver Request

Capital Community College
950 Main Street, Hartford, CT 06103
Advising Office: Room 208
CA-Advising@groups.ct.edu
Phone: 860-906-5040

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 can be e-mailed or submitted in-person.

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.

If you are unable to obtain an official college transcript, please submit an unofficial transcript to the Advising Office at CA-Advising@groups.ct.edu or drop it off in Room 208. An advisor will contact you at the end of business day.

Name: _____
Student/Banner ID#: _____
Phone #: _____
College Email Address: _____
Please select term for Registration: **Fall** **Spring** **Summer** **Winter**

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

Note: You MUST have a final letter grade of a C or better in the pre-req course(s) you are including with this form.

Do you have any **official transcripts** on file at Capital? **Yes** **No** **Unsure**
If **Yes**, please list schools:

Waivers will NOT be processed for courses that are still in progress at other institutions.

Please Note: Submission of this form does not guarantee the course will still be available when you attempt to register. Once pre-req waiver(s) have been processed, you are **required** to register for the course in myCommNet.

Advising Office Hours
Monday -Thursday: 9am – 5pm
Friday: 9am – 3pm