

# **Berkeley City College Prerequisite/Co-requisite Clearance Request Form**

*(Please allow 3 business days for the counselor to process this form)*

Date Submitted: \_\_\_\_\_

Name (Print) \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone # (\_\_\_\_) \_\_\_\_\_

1. Desired BCC course that you wish to enroll in (please indicate the course number and title as indicated in the class schedule, i.e., ENGL 1A – Composition & Reading).

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2. What are the prerequisites/co-requisites for that course (please indicate the course number and title)?

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3. How will you clear this prerequisite? Submit documentation for **ONE** of the following:

Course taken at another U.S. college (indicate the course number, title and college).

*(Attach a transcript (official/unofficial) showing a grade of C or better in the course with course descriptions of the college.)*

AP test score of 3 or higher.

*(Attach a copy of the AP test score.)*

Course taken at a college outside the U.S. (**Requires** BCC counselor approval)

*(Attach an evaluated foreign transcript with course descriptions.)*

Math/English/ESL Assessment from other colleges  
*(Attach a score description document from the college. **Requires** BCC counselor approval)*

\_\_\_\_\_ *Test Name*

\_\_\_\_\_ *Score*

\_\_\_\_\_ *College where taken*

\_\_\_\_\_ *Date when taken*

Approve  Deny By: \_\_\_\_\_  
*BCC Counselor Signature*

\_\_\_\_\_ *Approved Date*

Comment: \_\_\_\_\_

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Please send this form with any **required** support documentation(s) to the BCC Counseling Department via email to [counselingbcc@peralta.edu](mailto:counselingbcc@peralta.edu). You will **ONLY** be contacted if we are unable to process your request.  
*(For privacy reasons we do not recommend that you email any form that includes personal information such as your Social Security Number.)*

Berkeley City College  
Counseling Department  
2050 Center Street,  
Berkeley, CA 94704