

# Special/Visiting Student Prerequisite Approval Form

**Registrar Fax # 252-233-6895 or email [srmos69@lenoircc.edu](mailto:srmos69@lenoircc.edu)**

Who needs to complete this form?

1. Special/visiting students who provide **unofficial transcripts from college where prerequisite was completed.**
2. Students who are currently enrolled in a prerequisite course at another institution (send copy of schedule). Make sure College name or web address with student name is visible.

**Yes, please register me for the following course(s) now.**

**No, please do not register me at this time.**

Name:	LCC Student ID (if known):
DOB:	Phone:
Email:	Term in which you plan to register (ex: Fall 2011):

**What course(s) are you requesting to take at Lenoir Community College (you only have to list courses with prerequisites)? Please list course prefixes and numbers below:**

Course Prefix (ex: ENG)	Course Number (ex: 111)	Section (ex) IN)

**Where were your pre-requisites completed? These prerequisites must be supported by submission of unofficial transcripts or a current schedule. \*Please submit your transcripts or schedule with this form.**

**\* (Students who submit a current schedule with this form are also required to submit an unofficial transcript upon completion of the prerequisite course but before the LCC course begins.)**

Institution (ex: NCSU)	Course Name (ex: English Composition 1)	Course Number (ex: ENG 1110)	Grade Earned (ex: A)

You will be notified via email when your pre-requisite approval request has been processed. Please allow up to four business days for your request to be processed.

I understand by completing this form and submitting transcripts or current schedule that I am not guaranteed the class in which I wish to enroll will be available. I also understand that it is my sole responsibility to verify with my home institution (or any other receiving college or university to which I plan to transfer Lenoir Community College credit) whether or not the courses I complete at Lenoir Community College will transfer and meet requirements at the receiving institution. Additionally, I understand that if I provide a current schedule as proof of prerequisites, it is my responsibility to provide unofficial transcripts by the start of the course at LCC verifying that I successfully completed the prerequisite course at my home institution.

*If you have read and understand the statement above, please enter your name below as you would sign an official signature\**

Student signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:** Date XPOV created: \_\_\_\_\_ Initials: \_\_\_\_\_