



## Getting Prerequisite Overrides

If the LCC course you want requires that another course be taken first and you have done so at another college or university, you may be able to get a prerequisite override either from the department offering the course [academics](#) or from the Waiver Team.

In dealing with the Waiver Team, simply submit a completed **waiver request form** *along with any necessary documents* in person to Advising at Gannon Building-StarZone, by fax to 517.483.1970, or via e-mail to [waiver\\_requests@lcc.edu](mailto:waiver_requests@lcc.edu). Our Waiver Team will evaluate requests within one to three business days and attempt to inform each student when done. Look for an e-mail with a subject line like "Placement Levels at LCC" or "Spring 09 at LCC," etc.

Please remember, however, that if your prerequisite class is still in progress at another school and is *not yet completed*, then for a prerequisite override you **MUST** contact the department offering the course(s) you want to take: [academics](#) programs. See **FAQ #16** Below.

**I am currently in-progress on a prerequisite class - Will I be able to register for the next class for next semester.**

- a)** If you are currently taking the prerequisite at LCC and if you meet all other **prerequisites (including placement levels)**, then you should be able to register without an override.
- b)** If you are taking the prerequisite at LCC with a waiver because you lack part of the prerequisite, (i.e., taking BIOL201 without a Math level and trying to register for BIOL202, taking ECON201 without a Math Level and trying to register for ECON202, etc.), then you will need to request an override.
- c)** If you are taking the prerequisite at LCC but lack part of the prerequisite for the next class (i.e., MATH050 needs Reading level 3, but MATH107 needs Reading Level 5; etc), then you will not be able to register until you satisfy the prerequisite.
- d)** If you are currently taking the prerequisite at another school, then you must request your override directly from the academic department offering the course, as discussed in FAQ#16 below.

**I want to take a course that requires a math level, but my last math class was more than two years ago - can I get an override?**

a) To take a class that is *not* MATH, very possibly. The answer depends upon what Math Level is supposed to be required, what the desired course is, and what your highest math course was. On your waiver request form, check the box labeled "I need an *override* to register," specify which course(s) you want, and remember to circle which semester. We will evaluate your request and will attempt to e-mail you with the result.

In addition, remember that if you request your previous school to send the official transcript to LCC's Registrar's Office, once that appropriate credit transfers, our Banner software then reads that credit as the necessary prerequisite, even if you do not have a Math Level per se. For example, if you receive credit for STAT 170, you will be able to register for a non-MATH class needing Math Level 5 or lower; transfer credit for MATH 112 would allow you to register for a non-MATH class needing Math Level 6 or lower; transfer credit for MATH 151 would allow you to register for a non-MATH class needing Math Level 9 or lower; etc.

Information on transferring credits is

here: [http://www.lcc.edu/catalog/policies\\_procedures/studentrecords.aspx#transfer](http://www.lcc.edu/catalog/policies_procedures/studentrecords.aspx#transfer) .

b) To take a class in MATH, no. The Math Department is very firm on the two-year rule, because they want their students to be adequately prepared. If you want a class in MATH but have not taken the necessary math prerequisite within the previous two years, then you *must* take the appropriate [LCC math placement test](#).

**Can I get a prerequisite override from a course at my school that isn't yet completed?**

a) First, an in-progress override may be possible *only* from one sequential, non-developmental/remedial class to another: from Comp I to LCC's WRIT122 or ENGL122, from Intermediate Algebra to MATH120 or MATH121, from Intro Psyc to PSYC205, etc.

For this you must request your override directly from, and provide your documentation directly to, the academic department offering the course: [academics](#). The authorities there will evaluate your



documentation and give any prerequisite overrides they deem appropriate. Later, when your in-progress prerequisite course is completed and the grade is posted, you will need to submit the updated documentation to the LCC academic department.

If the prerequisite class has been passed with the necessary grade, you will be able to stay registered for the LCC class for which you received the override. If you have not passed successfully, however, then the department will remove your override, and you would be dropped from the LCC class.

**b)** In any event, remember that an in-progress override *cannot* be given based on any other school's developmental/remedial class (anything below WRIT121 or MATH112), nor can it be done in non-sequential classes.

For example, if you currently are in-progress at Comp I at another school, you are *not* eligible for an in-progress override to take, say ARTS102, HIST211, SOCL120, etc.

In such a case either you would need to seek levels based on the criteria you can view the  [waiver chart](#) or you would need to take the placement tests at the [Placement Testing Center](#).

**I just drove in from several hours away - can I get my prerequisite override right now?**

No. Out of fairness to students, we do all requests in the order they were received. You may, however, wish to contact the academic department directly [academics](#), as they sometimes might be able to serve you more quickly.

**Can the person at the front desk give me my prerequisite override?**

No. In the interests of consistency and quality control, only the Waiver Team advisors may grant prerequisite overrides. Still, 76% of waiver requests are processed within the same business day, and 20% the next.

**If I received a prerequisite override for one class and now want to take a different class which needs the same prerequisite, will I need to turn in another waiver form?**



Because the Waiver Team provides a *one-time-only* service, after that you will need to request official transcripts to be sent from your previous school(s) to LCC's Registrar's Office. For any registration issues that are not solved by credit transfer, you would need to contact the academic department(s) offering your desired course(s): <http://www.lcc.edu/academics/programs/> .

**If I received a prerequisite override for a class last semester but want to take the class this semester instead, will I need to turn in another waiver form?**

Because the Waiver Team provides a *one-time-only* service, after that you will need to request official transcripts to be sent from your previous school(s) to LCC's Registrar's Office. For any registration issues that are not solved by credit transfer, you would need to contact the academic department(s) offering your desired course(s): <http://www.lcc.edu/academics/programs/> .

**I received my prerequisite override, but now I can't register because the class is full - is there anything you can do?**

No. We cannot add students to full classes, so you would have to keep checking the web in the hope that a seat may open up.