

REGISTRATION

Prerequisite Verification

The College has mandatory prerequisite verification. If a prerequisite course was completed at another institution, the Prerequisite Verification form, with required documentation, must be completed and submitted to the Counseling Department in the Student Services Building. If a prerequisite course is in progress at another institution, it cannot be used for prerequisite verification until a final grade is earned. If the prerequisite course was completed at MPC before Fall 1995, complete the Prerequisite Verification form and submit it to the Counseling Department who will check your MPC record. If the prerequisite course was completed at MPC in Fall 1995 or after, verification is not required. For more information, please visit the Student Services - Counseling/ Academic Advising website or call (831) 646-4020.

Prerequisite and Corequisite Challenges

Some courses require students to meet certain conditions in order to register. A 'prerequisite' is a requirement that must be met before registering for a course. A 'corequisite' is a requirement that a student must enroll in simultaneously with another course.

A student may challenge a prerequisite by following the Prerequisite/ Corequisite Challenge Procedures described below. **Note:** Challenge paperwork must be filed by the last day of regular late registration.

1. Pick up a Prerequisite Challenge Form from the Division Office responsible for the course you wish to challenge.
2. Complete the form by identifying one or more of the following reasons for seeking a challenge:
 - a. The prerequisite or corequisite is not reasonably available;
 - b. The student believes the prerequisite was established in violation of regulations or in violation of the District-approved processes;
 - c. The student believes the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - d. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite or corequisite.
(**Note:** Attach documentation to the prerequisite form for the department to review.)
3. File the completed Prerequisite Challenge form with the Division.
4. Take the Counseling Copy of the Challenge form to the Counseling Department in the Student Services Building for prerequisite clearance.
5. Enroll in the course which required the prerequisite challenge.
6. Department review shall take no longer than five working days. Check with department's schedule for review of challenges.
7. A copy of the Prerequisite Challenge Form will be forwarded by the Department/Division to the Dean of Student Services office indicating that the challenge was approved or denied. If the challenge is denied, the student will be dropped from the course.