



# SIERRA COLLEGE

## Prerequisite Clearance Request

Rocklin Assessment (916) 660-7430

NCC (530) 274-5303

Truckee (530) 550-2225

Unofficial and official transcripts may be submitted to the Assessment Office for clearance. Please complete this form and indicate which course(s) you are seeking clearance. **This process may take 3-5 business days.** Students will receive an email via mySierra from the Assessment Center informing them of the outcome of the request.

### STEP 1: Student Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First MI

### STEP 2: Documentation:

Indicate the documentation that you are attaching to this form (official or unofficial):

- Coursework completed out-of-state or private institution, attach course description
- Copy of transcript
- Other college assessment report (must contain raw scores)
- Official transcripts sent to Sierra College on \_\_\_\_\_ (date)
- Not sure? Please fill out the grid below with your highest English, Reading, and Math coursework only

### STEP 3: Course(s) to be evaluated for Prerequisite Clearance:

Course(s) I want to take at Sierra College	What is the Sierra College prerequisite?	Name of institution where prerequisite was completed	Course name/number or test completed to meet prerequisite	Grade/Scores	Determination (Office Use Only)
					<input type="checkbox"/> Met <input type="checkbox"/> Not Met
					<input type="checkbox"/> Met <input type="checkbox"/> Not Met
					<input type="checkbox"/> Met <input type="checkbox"/> Not Met
					<input type="checkbox"/> Met <input type="checkbox"/> Not Met

### STEP 4: Submit for Review:

Submit form via email, fax, or in person at the following Sierra College locations:

Email: [assessment@sierracollege.edu](mailto:assessment@sierracollege.edu)

**Rocklin Campus:** 5100 Sierra College Boulevard, Rocklin, CA 95677, Fax: (916) 630-4513

**Nevada County Campus:** 250 Sierra College Drive, Grass Valley, CA 95945, Fax: (530) 274-5307

**Tahoe-Truckee Campus:** 11001 College Trail, Truckee, CA 96161, Fax: (530) 550-2229

By completing this form, I acknowledge this is not an official evaluation of my external coursework; I understand I will not receive course credit. This form is for the purpose of meeting a prerequisite to a class I plan to take at Sierra College, as identified on this form. I have read the course description and believe the course work from the external institution meets the prerequisite.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only:</b> Counselor Initials _____ Prereq Specialist Initials _____ Date _____ Entered in SOATEST?    Y    N	<b>Comments:</b>
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