

PREREQUISITE/COREQUISITE INFORMATION

Questions & Answers

Q. What is a prerequisite, a corequisite or an advisory?

A. A prerequisite, corequisite, or departmental advisory is a limitation on enrollment in a particular class. A *prerequisite* is a requirement that **must** be met before a course is taken, while a *corequisite* is a course that must be taken at the same time as another course. A *departmental advisory* is a recommendation that **should** be met before taking a course, but is not required. If a course has a prerequisite/corequisite, the prerequisite course must be taken prior to enrolling in the desired course; the corequisite course must be taken concurrently with the desired course.

Q. What grade must I receive in a prerequisite course to show that I have met the requirement?

A. To satisfy a prerequisite, you must have received a grade of "C" or better in the course.

Q. If I have not met the prerequisite, is there any possibility that I can take the course?

A. If you have not met a prerequisite, *it is possible to challenge the prerequisite.*

Q. What is a prerequisite challenge?

A. A prerequisite challenge is a process that allows students to demonstrate that they can succeed in a course even though they have not met the prerequisite. According to Title 5 of the California Code of Regulations (55201), a student may challenge a prerequisite on one or more of the following grounds:

- The student can demonstrate that he/she has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite requirements.
- The student will be subject to an undue delay in attaining his/her educational goal as outlined in his/her Student Educational Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner.
- The prerequisite or corequisite has not been established in accordance with the district's approved process for establishing prerequisites or corequisites or was established in violation of Title V.

A challenge consists of documentation that the student provides to show his/her ability to succeed in the course. It is the student's responsibility to provide information to support a challenge.

Q. What is the process for challenging a prerequisite?

A. A student should proceed as follows:

- Prior to the beginning of the semester or session, the student should go to the appropriate Academic Division Office to challenge a prerequisite or corequisite. The Academic Division Office will provide consultation for the challenge process.
- The college is required to respond to a challenge within five working days. If the college does not give a decision within five working days, the student may stay in the class.
- The assessment process may be used to satisfy a prerequisite if the course placement recommended is equivalent to having completed the prerequisite course.
- If the prerequisite course has been successfully completed (with a "C" or better) at another college or university, the student must take an official copy of the college transcript to the Records Office (AD/SS Building). A records clerk will verify that the course taken meets the prerequisite and will have this information entered into the system to remove the computer prerequisite block. An unofficial copy of the transcript may help before the official copy arrives; nevertheless, the official copy of the transcript must be in the SBVC Records Office no later than the Friday of the second week after the term starts.
- If a student successfully challenges a prerequisite, no college credit is given. Students who have sufficient knowledge and experience may be able to earn credit for a course through "Credit by Examination." (For more information on this topic, see the College Catalog or come to the Records Office.)
- A student MAY appeal a challenge decision by contacting the appropriate Academic Division Dean or the Dean of Student Support, AD/SS Building, 103E.

PRIORITY REGISTRATION

STUDENTS: If you experience any difficulty registering by phone or web and need assistance, please contact the Admissions & Records Office by email at admissions@valleycollege.edu or by fax at (909) 889-4988. Admissions & Records is located in the Administration/Student Services Building, Room 100. During the Summer Session, the office hours are 8:00 a.m. to 6:00 p.m., Monday through Thursday.

Log on to www.valleycollege.edu or call (909) 888-1996 to **confirm** your registration category beginning **May 1, 2006**. Web/Telephone registration **begins** on **May 11, 2006**.

****DSPS and EOPS registration is May 11, 2006.****

Categories of Registration

To determine your priority registration date and time, you need to know your category level (A, B, C, D, E, or F) based on your student status. To confirm your category, log on to www.valleycollege.edu or call (909) 888-1996 beginning **May 1, 2006**. **Be sure to calculate both the number of units completed at SBVC and the number of units you are currently taking.**

Once you have determined your category level, you will be assigned a date to register. If you do not register by telephone or web on the published date, you may register on any date up until the deadlines posted at the top of page 7.

Category A

- Students enrolled at SBVC during the Spring 2006 term who have completed 40 to 109 units at SBVC.

Category B

- Students enrolled at SBVC during the Spring 2006 term who have completed 30 to 39.9 units at SBVC.

Category C

- Students enrolled at SBVC during the Spring 2006 term who have completed 15 to 29.9 units at SBVC.

Category D

- Students enrolled at SBVC during the Spring 2006 term who have completed up to 14.9 units at SBVC.

Category E

- Students who attended SBVC previously but not in the Spring 2006 term who have reapplied for Summer 2006 admission.
- New students who have submitted an application for Summer 2006 admission **AND** who have completed Assessment.

Category F

- New students who have submitted an application for admission **BUT** have **NOT** completed Assessment.
- Students who have previously earned a Bachelor's degree or higher.
- Continuing students with 110 or more units.

WEB/TELEPHONE REGISTRATION SCHEDULE – SUMMER 2006

Web/Telephone Registration begins May 11, 2006. While the Web/Telephone Registration system is in operation, it is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. Incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. The deadline for students to register prior to the start of instruction using Web or Telephone Registration for the Summer Session is: June 18, 2006.

You may register on the day of your appointment or any day thereafter.

Thursday May 11	Friday May 12	Monday May 15	Tuesday May 16	Wednesday May 17	Thursday May 18
EOPS/CARE & DSPS only	EOPS/CARE & DSPS only	Category A Last Two Digits SSN 34-65	Category A Last Two Digits SSN 66-99	Category A Last Two Digits SSN 00-33	Category B Last Two Digits SSN 51-99
Friday May 19	Monday May 22	Tuesday May 23	Wednesday May 24	Thursday May 25	Friday May 26
Category B Last Two Digits SSN 00-50	Category C	Category D	Category E Last Two Digits SSN 00-50	Category E Last Two Digits SSN 51-99	Category F

May 27 – June 18: Open Web/Telephone Registration

Registration Fee Payment Coupon – Summer Session 2006

(Please return with payment)



Social Security No. _____ Student ID# _____ Birthdate _____ Day Telephone # _____
 Name _____
 Last _____ First _____ Initial _____
 Address _____
 No. & Street _____ Apt./Sp. # _____ City _____ State _____ Zip Code _____

REQUIRED FEES:

Enrollment Fee	\$26 per unit	_____
Non-resident/Citizens of U.S. (\$160/unit plus enrollment fee \$26/unit)	\$186 per unit	_____
Non-resident/Citizens of Foreign Countries (\$160/unit plus enrollment fee \$26/unit <u>plus</u> Capital Outlay Fee \$13)	\$186 per unit <u>plus</u> \$13	_____
Health & Accident Fee	\$11	_____
Student Center Fee	\$1 per unit; not to exceed \$10 annually	_____
Student Representation Fee	\$1	_____
<i>(This \$1 fee may be waived for moral, religious, political or financial reasons. Circle a reason if applicable, sign and drop in registration drop box in the Admissions and Records Office in the AD/SS Building.)</i>		
Signature _____		

OPTIONAL FEES:

Associated Students Discount Sticker	\$5	_____
Parking Fees	\$15	_____
I have Financial Aid: <input type="checkbox"/> BOGG and/or other _____ (Financial Aid/BOG Waiver recipients may still owe fees)		
Send check or money order made payable to SAN BERNARDINO VALLEY COLLEGE		TOTAL FEES \$ _____

Payment may be made by check/money order/credit card. **ABSOLUTELY DO NOT SEND CASH!** All fees must be paid within three (3) business days during the registration period or your classes may be cancelled. **YOU ARE RESPONSIBLE FOR ALL FEES INCURRED.** After the start of the semester, you must pay at the time of registration. **YOU WILL NOT BE BILLED!**

NAME: _____ SOC. SECURITY # _____ / _____ / _____

TOTAL AMOUNT
TO BE CHARGED



Print Name as shown on card _____

Card Number (Please be accurate) _____

Expiration Date



Signature of Card Holder _____