



Prerequisite Waiver Request

Capital Community College
Counseling Office, Room 208
Phone: 860-906-5040
Fax: 860-906-5049

Use this form if you encounter a “Pre-requisite or Test Score Error” when attempting to register online through myCommNet. Return this form along with an **unofficial** copy of your academic transcript or grade report from another college indicating that you have met the required prerequisite(s) for the course(s) you want to register for. Also, be sure you have been admitted to the college by the CCC Admissions Office and are eligible to register before submitting this form.

Name: _____

Student/Banner ID#: _____

Phone #: _____

Email Address: _____

Semester: _____

Course Name(s) & Number(s) that you want to register for:

Please note that use of this form does not take the place of academic advising.

Fax or e-mail the completed form and unofficial transcript(s) to the Counseling Office at 860-906-5049 or CA-Counseling@ccc.commnet.edu and a Counselor will review the transcript(s). If you meet the prerequisite, a waiver will be entered and you can then register online through myCommNet for the course. Please allow at least **48 hours** for processing. **There is no guarantee that your course will still be available when this form is processed.** If you have any questions, please call the Counseling Office at 860-906-5040. **** Please note during the weeks around the beginning of the semester this form may take longer to process.****