



# In Progress (IP) Prerequisite Clearance Form

Semester/Year: Fall 2023 Email: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

It is imperative that students, who are currently attending another college/university and wish to enroll in a course at Hartnell College that has a prerequisite associated with it, must meet the following conditions:

1. Submit a Hartnell Application for Admission.
2. Submit verification of enrollment such as a registration receipt which must contain the student's name and the name of the college/university on it along with this form to a Hartnell College Counselor for approval. The counselor will review the documents to ensure that the stated prerequisite course is the equivalent Hartnell course.
3. Upon approval from the Hartnell College Counselor, the student submits this approved form along with their proof of registration (as outlined in #2 above) to the Admissions & Records for processing. In Progress Clearances may take up to 2 working days to process.
4. Once the In Progress Clearance has been posted, the A&R staff will manually enroll the student in the section that is indicated below as long as space is still available at the time of registration. If there is no space available, the student will be contacted by email.

Course #: \_\_\_\_\_ @College: \_\_\_\_\_ = Course # \_\_\_\_\_ @ Hartnell

Course #: \_\_\_\_\_ @College: \_\_\_\_\_ = Course # \_\_\_\_\_ @ Hartnell

I wish to enroll in: Course Name: \_\_\_\_\_ Section # \_\_\_\_\_ or Course Name: \_\_\_\_\_ Section # \_\_\_\_\_.

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT RESPONSIBILITY: Students

who are requesting an In Progress (IP) grade for **Fall 2023**, are being allowed to enroll in a Hartnell course at the time this form is submitted. However, the process is not complete until the following is met:

The student must submit ONE of the following documents showing a grade of "C" or better no later than **FRIDAY, August 18, 2023 at 1:00pm.**

- a. a FINAL grade report
- b. an early FINAL grade form on official college/university letterhead
- c. an unofficial transcript
- d. official transcript

If one of the above documents is not submitted by the stated deadline date shown above or the student does not meet the minimum prerequisite requirement which is "C" grade or better the student will be dropped from the Hartnell course. The student will be notified by letter of being dropped from the course.

I understand by signing this form, that it is my responsibility to provide one of the above mentioned documents and I must pass the prerequisite course with a final grade of "C" or better to ensure my final registration in the course listed above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_