Prerequisite Approval Request

Directions: Fill out form and save the file to your computer in PDF format. All fields must be completed in order for the request to be processed. Attach the completed form and your unofficial transcripts to an email and send to accessecc@elgin.edu. If faxing, send both documents to 847-931-4899. **PLEASE** read the information below to ensure your request is processed timely.

Name: _____

ECC ID: _____

(seven-digit number provided in ECC welcome email and letter)

E-mail address and contact phone #:

_____

ECC courses you wish to take:

(ECC course numbers required)

1. _____

2. _____

3. _____

4. _____

School where prerequisites were completed:

_____

Things you need to know:

1. If you are currently enrolled in the prerequisite at your institution, a current transcript is required. You will also need to follow up with a final grade as soon as you receive it. **Final grades must be received no less than one week prior to the start of the term to avoid being dropped from the course.** If your grades will not arrive one week prior to semester start please contact accessecc@elgin.edu

2. Unofficial transcripts must contain the name of the school, the name of the student, course numbers, and final grade received in courses. **PDF format is REQUIRED.** Transcripts copied into a Word document will not be accepted.

3. If the request is submitted via email, we will reply directly to the email address the form was received from. Be sure you have access to the email provided.

4. Requests will be processed in the order they are received.

5. All fields on the form must be completed before the request will be processed. Allow 2-3 business days for processing.