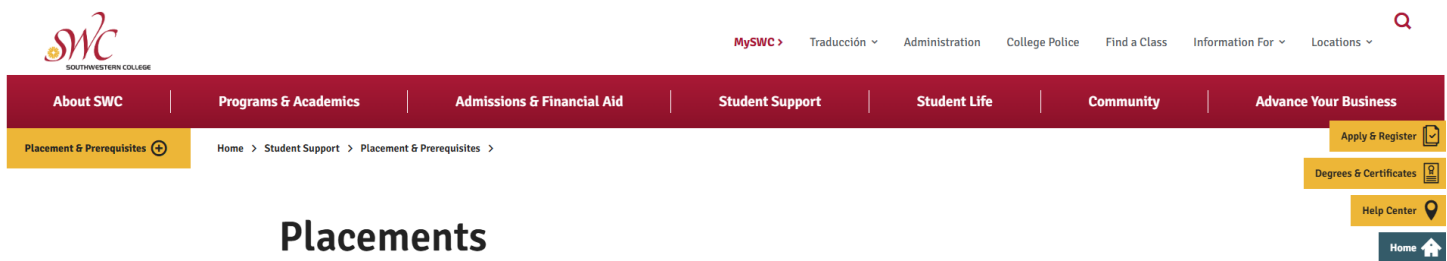




How to Complete the Placement Prerequisites Request Form

Step 1: Go to swccd.edu

Step 2: Click on “**Student Support**” and at the dropdown menu, click on “**Placement & Prerequisites**”



Step 3: Scroll down on the page to “Placement and Pre-requisites Petitions and Forms” and click on the box.

Placement and Prerequisites Petitions and Forms

Continue scrolling down the page until to see Program Enrollment Prerequisite Evaluation Request Form and then Click on “Program Enrollment Prerequisite Evaluation Request”

Program Enrollment Prerequisite Evaluation Request Form

The [Program Enrollment Prerequisite Evaluation Request](#) is used by students who are applying to Southwestern College's Nursing or Law Enforcement Academy programs and have completed the requirements for their program at another college or university. The completed form will be included in the student's application package to show that requirements have been met.

The following page will appear.

Step 4: Click on “Next” to begin the request process.



Program Enrollment Prerequisite Evaluation Request

Students use the Program Enrollment Prerequisite Evaluation Request form when they are **ready to apply** for admission to one of these **special programs**:

- [ADN - Associate Degree in Nursing](#)
- [Law Enforcement Training Academy](#)
- [Step-Up \(LVN to ADN\)](#)
- [ST - Surgical Technology](#)
- [VN - Vocational Nursing](#)

Complete this form if you completed prerequisite courses or your program at another college or university and need to include a completed form with your enrollment package. **All prerequisite fields are required on this form. Partially completed forms will not be processed.** If you complete coursework to satisfy the prerequisite at Southwestern College, enter Southwestern College in the “College/ University Where Prereq Was Completed” field. Prerequisite evaluations completed at other institutions are **not valid at SWC**.

Attach appropriate documentation. We accept transcripts (official or unofficial) and/or grade reports that contain the student's name in the same document. We accept a minimum grade of “C” or “Credit” on prerequisite courses. Grades of C- and lower are not accepted. We only accept completed courses with a final grade posted by the institution. **No in-progress coursework will be accepted or evaluated for program enrollment.**

Submit this form **at least one week prior** to your application deadline. Processing can take up to 5 business days during peak periods.

We notify students of completed forms and requests for revisions to your MySWC email address. Please be sure that you are checking your college email.

Save Progress

Next

Step 5: Complete all sections of the form.

11/22/24, 9:52 AM

Program Enrollment Prerequisite Evaluation Request | Dynamic Forms

Timer ⓘ Hide

45 minutes

* = required field

Some content may be updated based on selection



Program Enrollment Prerequisite Evaluation Request

First Name

Last Name

SWC ID Number

Phone Number

Email Address

*Special Program

Select the special program you already applied to.

* -- Choose --

Prerequisites

The following courses are required for the program:

External Course Information

Please completely fill-in the table below with information about each of the Prerequisite Course(s) listed above. Be sure to include where you completed the course(s) and the grade(s) you received.

Attach Documentation?

-- Choose --

(click to sign)

Signature

Date

Do Not Write in Box Below

Signature

Date

Comments

PR Codes Entered

Previous

Save Progress

Submit Form

https://dynamicforms.ngwebsolutions.com/Submit/Page?form=0667c094-8956-4a6b-9dc9-4dd6f741e880&page=283577§ion=319082&saved=Fal... 1/1

Step 6: Under “**Special Program**” select “Law Enforcement Training Academy”.

Enter the course work from your college transcripts in the fill-in table.

Under Attachment Documentation? Select “Yes – I will Attach Documentation” and click on **Document type**.

*Special Program

Select the special program you already applied to.

* Law Enforcement Training Academy ▼

Prerequisites

The following courses are required for the program:

Eligibility for or completion of: 1) English 115 or higher AND 2) math course in pre-algebra or higher.

External Course Information

Please completely fill-in the table below with information about each of the Prerequisite Course(s) listed above. Be sure to include where you completed the course(s) and the grade(s) you received.

Program Prerequisite(s)	Course/Placement That Meets Prereq	College/Univ Where Prereq Was Completed	Term Completed	Course Grade/ Placement	Units	Unit Type	Approved
Math: Pre-algebra or higher						-- Choose -- ▼	-- Choose -- ▼
ENGL C1000 Academic Reading and Writing (formerly ENGL 115)						-- Choose -- ▼	-- Choose -- ▼
RDG 158 or ENGL C1000						-- Choose -- ▼	-- Choose -- ▼

Attach Documentation? Yes - I Will Attach Documentation ▼

Documentation Type

📎 Attach File

☒ Transcript

☐ Grade Report

☐ Assessment Results

(click to sign)

Signature

Date

Step 7: Click on “(click to sign)”. Sign your name electronically and date the document.

Step 7: Click on “Submit Form”

Previous

Save Progress

Submit Form

Once you submit the Program Enrollment Prerequisite Evaluation Request Form, it will take 24 to 48 hours for your request to be processed.