

How are the prerequisites, corequisites, and limitations on enrollment enforced?

Faculty enforces course prerequisites and/or corequisites during the first week of instruction. **No single staff or faculty member can “waive” an enrollment requirement for a student who wishes to enroll in a course that has an established prerequisite.** Once a prerequisite has been legally established and adopted for a course, all students wishing to enroll in that course must be required to meet the prerequisite, and this requirement must be applied consistently. **Students wishing to challenge the prerequisites and/or corequisites must follow the college’s established procedures as described in this brochure.**

Additionally, Allied Health faculty members enforce program prerequisites and corequisites for the health occupations during the program application period.

NOTE: Students will be asked to verify prerequisite and corequisite standing at the first class meeting.

For more information on prerequisites and corequisites, please contact the Matriculation Office Bldg. 2, Room 2218, (650)738-4124.

Nondiscrimination Policy

Skyline College is committed to equal opportunity regardless of gender, sexual orientation, race, color, religion, disability or national origin or other similar factors, for admission to the College, enrollment in classes, student services, activities, financial aid and employment in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF86), and the Rehabilitation Act of 1973, Section 504.7 and 104.8A and B (PL93-112) and the Americans with Disabilities Act of 1992. It is important that students, staff, and all others associated with the College understand the importance of reporting concerns about possible violations and an opportunity for a full and impartial hearing on any matter relating to these laws and policies.

Inquiries concerning non-discrimination laws and policies may be directed to Rosemary Ybarra-Garcia, Vice President of Student Services, Building 1, Room 1315, telephone 738-4333. The student who feels he/she has been discriminated against should report the incident to Rosemary Ybarra-Garcia, Vice President of Student Services immediately. Once the Vice President is informed, she will attempt to solve the complaint on an informal basis. If this process fails to stop the behavior, the complainant will be encouraged to put the complaint in writing with as much detail as possible. The Vice President will meet individually with each party in an attempt to resolve the matter, and will complete the informal process within 30 days.

If parties agree that there has been no discrimination, or, if the parties agree that there has been discrimination but are satisfied with the proposed resolution, all documentation will be held by the Vice President of Student Services apart from the employees’ or student’s records for a period up to five years.

However, if the complainant is dissatisfied with the resolution of the complaint, the student may elect to file a formal complaint.



**What are
Prerequisites,
Corequisites,
and
Recommended
Preparations?**

➤ **What are the prerequisites, corequisites, limitations on enrollment, and recommended preparation?**

A **prerequisite** is a course or body of knowledge that must be satisfactorily completed before a student may register in another course.

A **corequisite** is a course that must be taken concurrently with another course. When a student registers for a class requiring a corequisite class, he/she must register for both classes at the same time. If he/she does not register for both classes, neither class will be processed during registration. All other classes not requiring corequisites will be processed.

Limitations on enrollment may occur for course that involve public performance or intercollegiate competition, including but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics; courses that carry an honors designation; or blocks of courses or course sections designed to create a specific student group.

Recommended preparation is a course or body of knowledge that a student should complete but is not required to complete before registering for another course.

➤ **How can students meet these requirements?**

There are several ways for student to meet these prerequisites and/or corequisites:

Students may

- ◆ Take the prerequisite course;
- ◆ Go through the assessment process and place into the target course, if the prerequisite is in English, reading, or math; or
- ◆ Meet course equivalency if a prerequisite or corequisite course has been completed at another institution or if an Advanced Placement Test has been taken at their high school. (Student must verify equivalency with a counselor.)

➤ **Can prerequisites, corequisites, and limitations on enrollment be challenged?**

Challenging course prerequisites, corequisites, and/or limitations requires written documentation that explains the alternative course work, background, and/or abilities that adequately prepare a student for the course.

Students may obtain a Petition to Challenge form from the Assessment Center, Student Services Information Center, a counselor, Matriculation Coordinator, or Division Office. The form, a cover letter justifying the challenge, and all documentation (e.g.

transcripts, samples of coursework, letters of recommendation) must **be submitted to the Division Office that offers the course prior to the first day of class, but no later than 5 days before the end of the add/drop period.** A committee made up of department faculty will then review the challenge and respond to the request within five (5) academic calendar workdays. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the college shall reserve a seat for the student and resolve the challenge within the five (5) days. Reasons for challenging prerequisites, corequisites, or limitations may include one or more of the following:

- ◆ A prerequisite or corequisite course is not reasonably available;
- ◆ The student believes the prerequisite, corequisite, or limitation was established in violation of a regulation or district-approved process for establishing prerequisites, corequisites, and limitations;
- ◆ The student believes the prerequisite, corequisite, or limitation is discriminatory or being applied in a discriminatory manner; or
- ◆ The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite, corequisite, and/or limitation.