# Prerequisite Substitution Form

## Overview
To guarantee that all engineering students take courses in the correct sequence without violating any course requirements, the School has instituted a procedure for checking prerequisites.

Before the start of any academic quarter, all students can enroll in classes electronically through WebReg with an automatic comprehensive prerequisite check. Through the first two weeks of each academic quarter, a student can add or drop courses through WebReg.

Any requests to add or drop the course after the first two weeks of the quarter are handled via Enrollment Exceptions.

If a student encounters any problems enrolling in a course, the student must visit the Student Affairs Office for authorizations, including a prerequisite check.

At the end of the first week of the quarter, the Student Affairs Office also conducts an active prerequisite check on each student in each Engineering class.

- Any student who does not pass the manual prerequisite check is contacted by the Student Affairs Office to provide either a Prerequisite Substitution or is asked to drop the class.
- If the student cannot justify having completed all of the course prerequisites either at UCI or through an approved equivalent course at another school, the student is dropped from the class.

Prior to attempting to add a course, a Prerequisite Substitution should be provided.

## Students

<table>
<thead>
<tr>
<th>Student ID</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First)</td>
<td>__________________________________</td>
</tr>
<tr>
<td>Major</td>
<td>________________________________</td>
</tr>
<tr>
<td>Level</td>
<td>□ Freshman □ Sophomore □ Junior □ Senior</td>
</tr>
<tr>
<td>Telephone</td>
<td>(________) ________________________________</td>
</tr>
<tr>
<td>UCI Email Address</td>
<td>________________________________</td>
</tr>
<tr>
<td>Quarter/Year</td>
<td>________________________________</td>
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</tbody>
</table>

Course Requested: ____________________________________________________

Reason for Request:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Student Name: __________________________ Date: __________

## Course Instructor

Justification for Substitution: (check one & provide description in the space provided)

- □ Approved equivalent course (Please provide course name)

- □ Exam, oral or written

- □ Other means of assessment

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Instructor Name: __________________________

Instructor Signature: __________________________ Date: __________

Faculty Advisor Name: __________________________

Faculty Advisor Signature: __________________________ Date: __________

(Note: Faculty Advisor for department in which course is offered)

Please include your major on the subject line when submitting form to our email: uengr@uci.edu