



## Prerequisite Override Request

Blue Mountain Community College  
2411 NW Carden, P.O. Box 100  
Pendleton, OR 97801  
(541)278-5759 Service Center  
(541)278-5871 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

When registering, if you received a message that the pre-requisite for the course you are trying to register for has not been met and you have either:

- Taken the pre-requisite course from another institution; **OR**
- You have placement tested into the course at an institution other than BMCC

You will need to:

1. Complete this form
2. Attach documentation as listed below and mail, fax or bring form to BMCC Service Center

Your request will be reviewed within 24 business hours of receipt during normal business hours. If you have met the pre-requisite requirements we will place a pre-requisite override in our system for you and email you when your request has been processed.

### **YOU MUST COMPLETE A SEPARATE FORM FOR EACH COURSE YOU ARE REQUESTING AN OVERRIDE FOR.**

- Please print clearly.
- You will be notified by email once your request has been reviewed and processed.

**BMCC ID:** \_\_\_\_\_ - \_\_\_\_\_ **OR** **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Phone/Cell Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email address:** \_\_\_\_\_@\_\_\_\_\_

I am requesting a pre-requisite override for the course indicated below based on: **MARK ONE**

Pre-requisite course taken at another institution  Placement test taken at another institution

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

### **COURSE TAKEN AT PRIOR INSTITUTION:**

1. **List the BMCC course you are attempting to register for:** Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_  
(Example: Course ID: WR121/Course Title: English Composition)

2. **List the pre-requisite course you have taken at another institution:**

Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_ Name of College course taken at: \_\_\_\_\_

3. **Attach copy of unofficial or official grade transcript** from other institution -must include school name and name of student on documentation.

### **PLACEMENT TEST AT ANOTHER INSTITUTION:**

1. **List below the course you are attempting to register for:** Course ID: \_\_\_\_\_ Course Title: \_\_\_\_\_  
(Example: Course ID: WR121 Course Title: English Composition)

2. Name of College placement test taken: \_\_\_\_\_

3. **Attach a copy of your placement test scores** from another institution- must include school name and name of student on documentation.

Blue Mountain Community College is an equal opportunity educator and employer.