LA VC Los Angeles Valley College

Frequently Asked Prerequisite Questions

A prerequisite is a course or body of knowledge that enhances a student's chance of success in subsequent courses. Los Angeles Valley College (LAVC) enforces all approved prerequisites listed in the catalog and schedule of classes.

Q: Why is Los Angeles Valley College enforcing prerequisites?

A: Title 5 (state regulations governing community colleges) requires that prerequisites be enforced. The college must ensure that prerequisites are equitably enforced and that the Curriculum committee approves prerequisites. If you have not completed a prerequisite at LAVC, you will be blocked from enrolling.

Q: Will Los Angeles Valley College accept high school course work as completion of prerequisites?

A: The College has not validated high school courses to meet college-level prerequisites.

Q: What if I completed the prerequisite at another college?

A: In order to get credit for prerequisite courses taken at other colleges, you must file a Prerequisite Equivalency form at the Prerequisite Validation Window (Administration Building Window 4) with a copy of your transcripts.

Q: What if I completed the prerequisite at an out-of-state or foreign institution?

A: The Counseling Department must evaluate all out-of-state and foreign transcripts. A counselor should fill out a yellow Placement Status Form to give to the Prerequisite Validation Window. The Counseling Department will refer students with foreign transcripts to an evaluation service. Once the translation and/or evaluation is complete, the counselor will recommend placement.

Q: Can an instructor sign me into his or her class without having completed the course prerequisite?

A: No. The purpose of prerequisite enforcement is to ensure you have the necessary background to be successful in the course. An instructor's signature will not override the enrollment block.

FOR MORE INFORMATION CONTACT THE MATRICULATION OFFICE AT (818) 947-2420

Q: What if an instructor does not want to enforce the prerequisite?

A: It is the department's right, with the approval of the Curriculum committee, to establish prerequisites, co-requisite and recommended preparation. Individual instructors cannot arbitrarily change prerequisites or enforce other enrollment standards.

Q: How does the computer block enrollment?

A: When you attempt to enroll in a course, the computer determines whether that course has a prerequisite. If not, you may enroll. If there is a prerequisite, the computer checks to see if you have successfully completed it or have the appropriate assessment scores. If not, you will be advised to contact the Matriculation Office at (818) 947-2420.

Q: What if I want to waive the prerequisite?

A: If a course has approved prerequisites they must be enforced. Waivers (where you take full responsibility for your performance in the course) are not allowed. However, you have the right to challenge prerequisites.

Q: How do I challenge a prerequisite?

A: Complete a Prerequisite/Co-requisite Challenge Form. Take the completed form to the chair of the department through which the course in question is offered. The chair will either approve or deny the challenge, providing reasons in writing on the form. If the challenge is approved, the student should take the form to the Prerequisite Validation Window no later than one week after the start of the semester (Administration Building Window 4) and request that he/she be cleared to enroll.

Q: Can I be dropped from a class for not having the prerequisite?

A: Yes. The college has the authority to drop students from any course if they have not met the prerequisites.

Q: Where can I get assistance?

A: You can make an appointment to see a counselor in the Administration Building Lobby. A counselor can assist you in developing an education plan that will facilitate completion of your educational goal.

Q: If I am enrolled in two courses that are co-requisites and I drop the lower-level course can I remain in the other class?

A: No. Co-requisite courses must be taken concurrently or within the proper prerequisite sequence.