



Important notes

- (a) Student must meet with program advisor as first step.
- (b) Completed forms must be returned to studenthelp@nlc.bc.ca by the Dean or Chair for processing.
- (c) This is not a registration form. If your waiver is approved, you will still need to register for the course.
- (d) This request may not be used to meet admissions requirements.

| To be completed by student | | |
|----------------------------|------------|--------------------|
| Last name | First name | NLC student number |
| Current program | Campus | Semester |

Please evaluate my decision to take _____ without having fulfilled the pre-requisites, based on the following experience and/or prior learning. *(use back of page if more space is needed):*

- I have discussed course options with a Program Advisor.
- I am aware of the prerequisites, and I have chosen to request permission to register for this course without having met them.
- I understand I will be expected to perform at the same level as students who have met the prerequisites.
- I am aware that, by taking the course without the prerequisites, I am at a higher risk of not completing the course successfully.
- I am aware that other institutions may not grant transfer credit for this course as I have not completed the pre-requisites.
- I understand if approved I will be eligible to register for this course through a Course Pre-requisite Waiver. I accept full responsibility for this registration choice.

STUDENT SIGNATURE _____ **DATE** _____

To be completed by instructor / chair / dean

Instructor's Name: _____ I APPROVE registration. I DO NOT approve registration.
Signature and date: _____

Chair or Dean's Name: _____ I APPROVE registration. I DO NOT approve registration
Signature and date: _____

Waiver is valid from today's date until*: _____. **end date range using term/year is required.*

Comments:

Proposed procedure:

- 1) Students meet with a Program Advisor to discuss the pre-requisite request.
- 2) The waiver form is completed and signed by the student, then emailed to the program advisor advising@nlc.bc.ca
- 3) All unofficial transcripts, course descriptions, and other relevant documentation will be supplied by the student and must accompany the waiver request when emailed to advising.
- 4) Program advisor emails all items for review. cc: course instructor and dean/chair.
- 5) The instructor reviews the request. Completes the form with signature and forwards it to the chair / dean.
- 6) The chair/dean reviews the request. Completes the form with signature and submits for processing to studenthelp@nlc.bc.ca cc: the student.
- 7) If approved, the student may register for the course.
- 8) Suggested timeline of complete review once step 4 is completed is up to 5 business days.

Experience and/or prior learning (*continued from front*):