Template for prerequisite clearance request

If you are unable to register through the online registration system, it may be because the system does not have access to your educational history and cannot determine that you are qualified to enroll in the course. Use this template to email the departmental advisor/instructor to demonstrate that you meet the course prerequisites and request permission to enroll.

Cut and paste this text into your message:

SUBJECT: UCEAP Undergraduate Reciprocity Student: Prerequisite Clearance Request

To: (advisor or instructor's email)

Department:

UC Campus Student ID Number:
From: (your name)

Home University:
Email:

Academic Term: (example: Fall 202X, Winter 202X, Spring 202X)

I would like to register for the following course:

Department Name:

Course Title:

Course Number: (and enrollment code, if available)

Section Number: (if applicable)

However, I have been blocked in the registration system due to the following prerequisite(s):

Department Name:

Prerequisite Course Title:

Course Number:

I have taken this coursework at my home university to satisfy the prerequisite requirement:

Home University Course Number:
Home University Course Title: (add URL to the course description if available)

Is it possible to be cleared for participation in the above course?

Thank you for your assistance.