

Prerequisite Approval Request

Directions: Fill out form and save the file to your computer. All fields must be completed in order for the request to be processed. Once saved, attach the completed form and your unofficial transcripts to an email and send to: accessecc@elgin.edu. If faxing, send to 847-931-4899.

Name:

ECC ID:

(seven-digit number provided in ECC acceptance letter)

E-mail address or contact phone #:

ECC courses you wish to take:

(ECC course numbers required)

- 1.
- 2.
- 3.
- 4.

School prerequisites were completed at:

Things you need to know:

1. Unofficial transcripts must contain the name of the school, the name of the student, course numbers, and final grades received in courses.
2. If you are currently enrolled in the prerequisite at your institution, a current schedule is required, and you will need to follow up with a final grade as soon as you receive it. Final grades must be received no less than one week prior to the start of the term to avoid being dropped from the course.
3. If the request is submitted via email, we will reply directly to the email address the form was received from.
4. Requests will be processed in the order they are received.
5. All fields must be completed before the request can be processed.
6. School transcripts that are copied into a Word document will not be accepted.



Elgin
Community
College