

In order to register for courses which have prerequisites, you must have these prerequisites waived by a University official. Please complete the attached form and include course descriptions and the university or college transcript showing the course which you think is a prerequisite to the course you wish to take. Courses completed more than 10 years ago may not be considered.

1. **If you have completed your studies at a North American college or university** or if you have completed studies in a North American style educational system, you may see one of the following offices depending on the area in which you wish exemptions to be granted:

Faculty	Contact	Address	Phone (514) 848-2424
Arts and Science (including Education)	Department*		
John Molson School of Business	Student Affairs Office	S-MB 4.201	ext. 2721
Engineering and Computer Science	Student Affairs Office	S-EV 2125	ext. 3055
Fine Arts	Student Affairs Office	S-EV 2710	ext. 4612

*Please see the Undergraduate Class Schedule for a list of departments in the Faculty.

2. **If your courses have been completed in a foreign educational institution**, you must submit this form to the Birks Student Service Centre (LB-185) with the transcript(s), grading system, course description(s) and translations if they are in a language other than English or French.

Please Note:

1. As most Fine Arts courses are restricted to Fine Arts students, please call the Faculty's Office of Student Affairs at (514) 848-2424 ext. 4612 for further information.
2. All Visiting students must present the prerequisite waiver form to the Student Affairs Office or Department (Arts & Science) of the Faculty offering the course.
3. Any exemptions or course waivers you receive as an Independent or Visiting student will be re-evaluated upon admission to a regular University degree program.
4. Approval of exemptions does not guarantee availability of desired course.

Requests submitted less than five (5) working days before the final registration date may not be processed in time for you to register for the course.

PREREQUISITE WAIVER — INDEPENDENT & VISITING STUDENTS

(Continued)

(PLEASE PRINT)

Family Name _____ **Concordia I.D. Number** _____

First Name _____ **Date of Birth** _____
DAY MONTH YEAR

Address _____ **Home Telephone** _____
STREET ADDRESS AREA CODE

_____ **Business Telephone** _____
CITY PROVINCE POSTAL CODE AREA CODE

E-mail _____ **Cell Telephone** _____
AREA CODE

Concordia course you wish to take	Concordia prerequisite you wish to have waived	Course on your transcript which you think is equivalent	Institution	Concordia decision	Date coded
Example: Math 205	Math 203	Math 43G	Candor University		

Please note that transcript and course descriptions must be attached.

Comments: