



## Prerequisite Waivers

Students will need to request a waiver of prerequisite(s) for a specific course from the course instructor or department chair. Waiver requests will need to be done in person or by email. Regardless of method, the following information is required:

- Full name
- Lakeland ID number
- Day-time Phone number (including area code)
- Course name and number (e.g. ITON1011 - Analysis of Microcomputer Operating Systems)
- CRN (course reference number)
- Term/year the course is offered (e.g. Spring 2010)
- All the information needed to verify that you have mastered the material from the prerequisite course(s).

In order to protect your privacy, this information must be sent from your Lakeland Email Account.

If you do not have the prerequisites, you must understand that you will need to master - on your own - any material covered in the prerequisite courses. Generally speaking, the instructor will not be able to help you as they will have other students who may need help with the current material. It is strongly recommended that you take all the prerequisites before attempting any advanced coursework.

Once the instructor has made a decision, you will receive an email. One of two things will happen: you will be asked to take the prerequisite course(s) or will be given permission to register. Your Lakeland ID will be entered in the system, however it will be up to you to complete the process - the instructor will not register you.

It is important to remember that a prerequisite waiver is not the same as a course waiver for graduation purposes. Students will need to work closely with their academic advisors to insure they can graduate in a timely fashion.