



### Approvals for getting into courses with general education prerequisites

Reverse transfer students should be encouraged to follow the formal process for getting transcripts from previous institutions evaluated through the Academic Credentials/Records Office prior to registering for courses at JJC. If students bring in transcripts from their previous college(s) and wish to register for JJC courses that have English, math, or other general education/ IAI approved courses as prerequisites, they can get a signature approving the prerequisite course(s) according to the information in the chart below. For questions about developmental English equivalents, contact the Department.

**Counselors do not attempt to verify prerequisites for specific skill classes in the career and technical areas, music, art, or science; students are referred to the program coordinators and advisors to work out appropriate course enrollment.**

This agreement has been in place for a number of years and will continue until the Counseling Department is notified by an Academic Department that they wish to make a change in the approval process.

Department	Courses with Prerequisites	Authorized to override prerequisites
Ag/Hort	No courses with general education prerequisites	N/A
Business	ECON 104 BUS 205	Dept. Chair, Dept. Advisors, John Kriz
Counseling	COUN 101	Counselors, Dept. Chair, FYE Advisors
Computer Information and Office Systems	CIS 130, 136 - math prereq. only all others need Dept. approval	Dept. Chair, Dept. Advisors, Counselors
Culinary Arts	CA courses with Eng/math prerequisites	Counselors, Dept. Chair, or Dept. advisors
English/World Languages	English, Literature, Philosophy, INST 101, 102 World Languages	Counselors, Dept. Chair, Dept. Advisors Same, but must verify the incoming language course is 4 credit hours
Fine Arts	COMM 101 (SPCH 101)	Counselors or Dept. Chair
Health & Public Services	FSCI and EMS courses with English and Math prerequisites	Dept. Chair, Dept. Advisors, Counselors
Library		N/A
Mathematics	All math courses	Carol Jackson (Math Placement Specialist), Dept. Chair
Natural Sciences/PE	IAI Gen Ed Science courses with Eng and math prerequisites <b>(except CHEM 100 &amp; 101, PHYS 101 &amp; 201)</b>  CHEM 100/101, PHYS 101/201 & Advanced science courses with science prerequisites	Counselors, Dept. Chair, Eva Murdoch/Bio, Marie Wolff/Chem & Physics or Dept. designee  Only Department Chair, Marie Wolff, Eva Murdoch, or Dept. designee <b>(not counselors)</b>
Nursing		N/A
Social & Behavioral Sciences	SOC 101 & 240 Education courses Psychology courses above 101	Counselors, Dept. Advisors, Dept. Chair
Technical	AS 102 & above have ENG & Math, EET 223-Math EGR 101-Math	Counselors, Dept. Chair, or Program Coordinators: AS-Jim Coleman, EET 223-Mike Boehle, EGR-Maria Rafac or Laura Cotner