

How To: Write a Petition in Schedule Builder

If you have satisfied the prerequisites from a previous institution, include:

- Name and number of the course that satisfies the prerequisite
- The final grade that you received in the course
- Full name of the college or university where you completed the course
- Quarter/Semester and year you took the course
- Additional information you may have or any other supporting documentation. For example, attach a PDF of your transcript and/or the class syllabus)

Once you submit the petition, you cannot go back and make edits. If you need to make edits at any time after submission you will need to contact the instructor directly. Don't forget to click REGISTER for the course after creating the petition! Remember that you can create petitions in advance of your pass times.