

## Dear Biological Sciences Students:

PLEASE READ THIS ENTIRE MESSAGE CAREFULLY TO AVOID PROBLEMS WITH FALL 2007 REGISTRATION AND ALL FUTURE REGISTRATIONS

Beginning with the Fall 2007 quarter, prerequisites for all courses in the College of Science are being checked. If you attempt to register for a course but have not taken the prerequisites that are listed in the catalog, you will receive a message that says **“Requisites not met”** and you will not be able to register for that course. If you receive this message, please take the following steps BEFORE you contact the Biological Sciences Department:

1. Look in the online or printed University Catalog for the course description of the course you want to take. Biology courses begin on page 411, chemistry courses begin on page 421, mathematics courses begin on page 436, and physics courses begin on page 443. If a course that you attempted to take lists a prerequisite you have not taken and still need to take, you should register for the prerequisite course. If a course that you attempted to take lists a prerequisite you have not taken, but you have satisfied the prerequisite by a transfer course or general academic petition to substitute another course, go to Step 2.
2. If a prerequisite has been satisfied by a transfer course, you should make a photocopy of the Assist.org report or the transfer credit report to show that the prerequisite has been satisfied with a transfer course. If a prerequisite has been satisfied by substituting another Cal Poly course by general academic petition, you should make a photocopy of the approved general academic petition documenting the course substitution. In all cases, you should also make a photocopy of your unofficial Cal Poly Pomona transcript showing all courses that you have taken at Cal Poly Pomona, and highlight prerequisites for the course you want to take.
3. After completing Step 2, bring the documentation to the Biological Sciences office. Briefly explain your situation and provide the documentation showing that you have satisfied the prerequisites for the course in question. A staff or faculty member in the Biological Sciences office will review your documentation. If they are satisfied that you have met the prerequisites for the course and seats are still available in the course, they will issue you permission numbers for the course and any associated lab. You will need to tell them which lecture section and which lab section you want. If you get a permission number for the wrong section, you won't be able to register for the course.
4. If you have taken a transfer course or a course at Cal Poly Pomona that you think may substitute for a prerequisite but have not petitioned for the substitution, you should obtain the appropriate form and see your advisor. You will not be allowed to substitute courses for prerequisites until the forms have been completed and approved by the Biological Sciences Department and the College of Science.

**We apologize for any inconvenience or frustration you have experienced with fall registration. We are implementing a new computerized prerequisite check, and there are inevitable first-time problems. We are working hard to address the problems and help each of you register in a timely manner. By following these instructions, you will make it much easier for us to help you.**

**Please contact Dr. Pam Sperry, Dr. Gary Carlton, Ruth Partlow, or Alma Zenteno if you have any questions.**