To avoid a delay in registration, submit this form no later than 30 days prior to your appointed registration date. Once the form has been processed and approved, your placements will be entered and available for viewing on the Student tab of your MyOCC under Unofficial Transcripts. If denied, you will have to take a Placement test at the Assessment Center. They are located on the 1st floor of Watson Hall and their testing hours can be found on their webpage.

Name: __________________________
OCC Student ID#: __________________________
Phone Number: __________________________

I am seeking:
- [ ] English clearance
- [ ] Math clearance
- [ ] Both English and Math clearance

The following documentation may be used to support your request to have your Math and English Placement testing cleared. Mark all those that apply. Students must earn a grade of “C” or better in completed coursework from another College/University that is being used for placement. Placement test scores from another Community College must be less than 2 years old to be considered for placement. AP scores must have a 3 or higher. EAP scores must have a “Ready” status with no “Conditional” attached.

I have attached:
- [ ] Official Transcripts
- [ ] Unofficial Transcripts
- [ ] Advanced Placement test scores
- [ ] Placement test scores from another Community College
- [ ] EAP test scores

TRANSCRIPTS AND/OR PLACEMENT TEST SCORES FROM: __________________________
(NAME OF COLLEGE/UNIVERSITY)

Please submit the completed form with attached documentation to the Assessment Center located on the 1st floor of Watson Hall in Room 110

OFFICE USE ONLY

Approved: [ ] 1PEN ______ 1PMA ______
Denied: [ ] Comments:
Entered by/Date: __________________________________________
SOATEST: [ ]
Emailed: [ ]