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CHC

Prerequisite Challenge Process

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ON-CAMPUS
1. Student meets with Counselor to determine if Challenge is the best way to go.
2. Counselor refers students to CHC Promise/Test Center to finish the process.
3. Frances Administers a Skills Demonstration to the student
   > Student takes the skills demonstration
   > Student turns in transcripts and any additional documentation they choose to be considered, at this time
4. Frances forwards all documents and skills demonstration to the Department Chair
5. Department Chair reviews documents and emails Frances the following:
   a. Yes, it is approved
   b. No, it is not approved
   c. Interview required or more info is needed
6. If yes, Frances will enter the results into Colleague along with any pre-reqs that are required. If no, Frances will enter the not approved results into Colleague.
   If interview required, Frances will contact the student to schedule the interview meeting.
7. Frances emails the student with the results of either it is approved and they can now register or not approved and they should remain in the lower course.

REMOTE
1. Student meets with Counselor on Cranium Café to determine if Challenge is the best way to go.
2. Counselor fills out the current Counseling Code Entry form and submits it through Laserfiche to Frances with transcripts and/or any additional documentation attached.
3. Frances forwards the documents to the Department Chair with the request of what the student is requesting.
4. Department Chair lets Frances know the decision
   a. If it is approved
   b. If it is a not approved
   c. If a Zoom meeting or additional documentation is required, which Frances will schedule.
5. Results are entered into Colleague, along with any pre-reqs, if it is approved.
6. Student is notified by email of the results.