

How to Challenge Pre-Requisite Requirements for Art Studio Classes

It is important to attend the first class meeting of the class you want to add. The application to challenge the pre-requisite requirements for that class needs to be submitted **no later than the second class meeting to be considered for the current semester. If possible, submit your application the semester before.** Applications submitted during winter and summer breaks will take longer to process and might not be reviewed until the start of the next semester.

Steps to apply for permission to waive beginning Art Studio pre-requisites (you will not receive credit for waived classes)

1. Fill out a [Requisite Challenge Form](#) for each class you wish to waive. **Print out your challenge form.**

You can also pick up a **paper form** at the Counseling & Educational Support Services Office, Building 100 (upper campus) Rm 103. The pre-requisite challenge contact person is Barbara Rigg (831/477-3242). Your supporting documents, including transcripts (if applicable), a letter detailing your skills, and a portfolio (see specific requirements below), are required as evidence to show you have the knowledge and skills covered in the pre-requisite class you are challenging.

2. Barbara will review with you your pre-requisite challenge materials for completeness, then scan and send the Requisite Challenge form and any supporting documents to the VAPA Division Office. Your paper challenge packet will also be sent separately. Your task is to deliver your portfolio as specified on the [Art Studio home page](#) (depending on which of the three Art courses you are challenging) to the VAPA Division Office, VAPA 1007. If your portfolio is made up of GOOD QUALITY DIGITAL PHOTOS you may send these to VAPA, at jechard@cabrillo.edu or jusears@cabrillo.edu.

3. **See Portfolio Requirements** for challenging the three core courses at the links below:

- [Art 2A](#)
- [Art 4](#)
- [Art 5](#)

4. An Art Department committee will review your challenge form, statement, and portfolio, and accept or decline your challenge. The VAPA Dean will then review and sign the form, and return it to the Counseling & Educational Support Services (CESS) Office. CESS will call you regarding the status of your challenge. If it is accepted, the Counseling Office will remove the required prerequisite block so that you can register for your desired class. You must then collect your portfolio from the VAPA Division Office. Portfolios left longer than two weeks may be discarded.

We will do all we can to complete this process in five academic calendar days from the time you submit your challenge forms. This will go fastest if you have completed all of the requirements as noted above before handing in your challenge packet.