



School of Mathematics, Science, and Engineering Math Placement Waiver Form

Visiting students who have been approved to take a mathematics course at their home institution may request placement into the equivalent course at SUNY Westchester Community College using the attached Waiver Form.

This process allows SUNY WCC to honor course approvals made by another college or university.

Please follow the steps below carefully.

Step 1 – You Complete Section A.

You will be asked to provide:

- Your SUNY WCC ID number
- Contact information
- The SUNY WCC mathematics course you wish to take (example: MATH 181 – Calculus I)
- The class number of the course section

After completing Section A, send the form to the appropriate office at your home institution (for example: counselor, placement center, registrar, or mathematics department)

Step 2 – Home Institution Completes Section B.

An authorized official at your home institution must complete Section B of the form.

They will:

- Confirm the course placement or approval at their institution
- Indicate how the placement was determined
- Attach any official documentation supporting the placement

Step 3 – Home Institution Submits the Form

Once both sections are complete:

- The form must be emailed by your home institution
- The email must come from an official institutional email address

The completed form and documentation should be sent to: visitingstudentregistration@sunywcc.edu.

Forms sent directly by students will not be accepted.

Questions

If you have questions about this process or the mathematics placement request, please contact:

Professor Matthew Rogala
Chair, Mathematics Department
Matthew.Rogala@sunywcc.edu



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For visiting/non-matriculated students who want to enroll into a WCC course and have completed placement at another institution.

INSTRUCTIONS

Student: Complete Section A and submit it to the appropriate office at your Home Institution.

Home Institution: Complete Section B and send file as an attachment from your official school e-mail to visitingstudentregistration@sunywcc.edu

SECTION A

Date: Click or tap to enter a date.

Student Name: Click or tap here to enter text.

Student WCC ID# (9 digits): Click or tap here to enter text. **Phone Number:** Click or tap here to enter text.

E-mail Address: Click or tap here to enter text.

WCC Course in which you would like to enroll:

Course Name	Course Subject/Number (i.e. MATH 181)	Class Number (i.e. 5123)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SECTION B

School Name: Click or tap here to enter text.

Course Placement: Click or tap here to enter text.

Method in which the student was placed: Click or tap here to enter text.
(include appropriate official documentation)

Additional Comments:

Click or tap here to enter text.