**STEPS FOR OBTAINING A SUBSTITUTION WAIVER**

1. **Obtain an Ohlone student id#** by going to [Ohlone’s website](http://www.ohlone.edu), clicking on “Admissions”, and filling out the application to apply to Ohlone. Within 48 business hours, you will be sent your Ohlone student id#. If you already have an Ohlone student id, skip this step!

2. **Contact Health Science Counselor, Janet Corcoran at:** [jcorcoran@ohlone.edu](mailto:jcorcoran@ohlone.edu)

   Send Janet Corcoran the following information in order to find out if you will need to have a substitution waiver evaluated:
   - Your name and Ohlone student id# (you must have this first before contacting Janet)
     You will need this number anyway in order to apply to the Ohlone Nursing program.
   - Course Name
   - Course Number
   - College course was taken at
   - Semester or quarter course was taken
   - Units earned (need to know if semester or quarter units were earned as well)
   - Grade earned

   **Example of what to send to Janet:**
   - Anatomy
   - ANAT 1
   - Chabot
   - Fall 2016
   - 5 semester units
   - A grade

   Make sure to include your name and Ohlone student id# in your email. Janet will check her articulation and let you know if you need to have a substitution waiver evaluated.

3. **Gather the following items and contact counseling for assistance**
   - Obtain course descriptions for the courses you need substitution waivers for from the college catalog semester or quarter and year you took the course. Contact your college if you can’t find them.
   - Obtain a copy of an official transcript listing the course you took and the grade you earned.
   - Call counseling services at 510 659 6110 (Fremont) or 510 742 2340 (Newark) to schedule an appointment with a counselor. Be sure to mention that you need an appointment for help in getting your substitution waiver ready to be evaluated. Appointments are scheduled one week in advance. A good time to contact counseling is on Monday morning around 9:15 am.
   - Bring all items listed above to your counseling appointment.
The counselor you meet with will assist you in getting your substitution waiver ready for evaluation from the various Deans and will submit it on your behalf.

The counselor you meet with will submit your substitution waiver to the various Deans on your behalf.

Once your substitution waiver is processed, you will receive confirmation that it has either been approved or denied.

Make sure you ask to receive a copy of the approved waiver and submit the waiver in your health science program application for each substitution waiver you required. Your waiver must be included in your application packet. Be sure to make a copy of your substitution waiver.

*Don’t delay the procedure as it can take from 3 to 4 weeks to complete entire process and receive evaluated waiver substitution. Late waiver substitutions will not be considered or accepted.*

*Remember, to first check with Janet to see if you need substitution waiver(s).*

MAKE SURE YOU READ THIS ENTIRE ATTACHMENT THOROUGHLY BEFORE CONTACTING JANET CORCORAN

j.corcoran@ohlone.edu