Cross Registration Form Instructions

- Form must be filled out electronically and printed before submitting for approval
- Cross-registration request form must be viewed using an Adobe product

Section 1: General Information (* indicates required information, form cannot be printed if missing)

*Student ID:* Enter home institution student ID number

*SSN:* Enter social security number; international students that do not have a SSN, please enter XXX-XX-XXXX

*Birth Date:* Enter date of birth in mm/dd/yy format

*Gender:* Enter gender

*Last Name:* Enter last name

*First Name:* Enter first name

*Middle Initial:* Enter middle initial (if applicable)

*Address:* Enter address to which response should be sent

*Telephone:* Enter phone number at which you want to be contacted if there are questions/issues with your registration

*Email Address:* Enter home school `.edu` address

*Status:* Select whether you are an undergraduate or graduate student

*Semester/Term:* Select whether the request is for the fall or spring term

*Year:* Enter the year in which you will be enrolling at the host institution

*Home School:* Select your home institution; CCAC students, type your home campus

*Enrolled in a joint program:* Select yes or no to indicate whether enrolled in a joint program

If yes, name (i.e. Comp Bio/Pitt Law): Indicate name of joint program

Section 2: Cross Registration Information (* indicates required information, form cannot be printed if missing)

*Host School:* Select the host institution; if applicable, type in specific CCAC campus offering the course

*Previously Attended Host School:* Indicate whether you have ever previously enrolled in a course at the host school

Cross Registration Course Request
Enter primary course choice at host institution. If applicable, also indicate a secondary choice in case primary choice is not available.

*Offering Department:* Enter department (i.e. MATH)

*Course Title:* Enter course title (i.e. Calculus 1)

*Course Ref./Section No.:* Enter course number

*Credits/Units:* Enter number of units for which you will be enrolling

Grading Option: Leave blank for host school's default grading option; otherwise, enter the desired grading option for the course (i.e. pass/fail, satisfactory/no credit). Check with host Registrar’s Office for available grading options or information on auditing a course.

*Meeting Days:* Enter days that the class will meet (i.e. MWF, TTH)

*Time (From/To):* Enter start and end time of course

*Bldg./Room:* Enter building and room number of course

Section 3: Signatures

*Student:* Must be signed prior to submission to home Registrar’s Office

*Home Advisor Approval:* Must be signed prior to submission to home Registrar’s Office

*Home Dean Approval:* Required for University of Pittsburgh students only; must be signed prior to submission to Registrar’s Office

*Home Registrar Approval:* For internal use only

*Host Registrar Approval:* For internal use only

*Remarks:* For internal use only