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