

## 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

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### 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

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### 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

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### 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