**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