Pittsburgh Council on Higher Education

Cross Registration Form Instructions

PCHE
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- 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

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