Pittsburgh Council on Higher Education (PCHE) – Cross Registration Request Form

PCHE
Pittsburgh Council on Higher Education

Guidelines:
1. Enrollment is limited to one class per semester/term.
2. Any full-time student enrolled at a Pittsburgh Council on Higher Education (PCHE) school may cross register.
3. Cross registration must be approved by the home advisor, home dean, home registrar, and host registrar. Cross registration does not apply to summer semesters/terms.

Please Note: This form must be typed and printed before submitting. For a complete set of PCHE cross registration requirements, contact your home registrar.

Section 1 (Home School): General Information

Home School Student ID: [ ] Sex: [ ] Preferred First Name: [ ]

Legal Last Name: [ ] Legal First Name: [ ] Middle Initial: [ ]

Address: [ ] [ ]
Street Address / Apt/Box

[ ] [ ] [ ]
City / State / Zip Code

Phone Number: [ ] Email Address: Home School.edu [ ] Status (eg. Grad/Ugrd): [ ]

Semester/Term: [ ] Year: [ ] Are you at full-time status? [ ]

Select your Home School University: [ ] Other: [ ]

Are you in a joint program or ROTC? [ ] If yes, select the program: [ ]

Section 2 (Host School): Cross Registration Information

Select your Host School University: [ ]

Have you previously attended the Host School? [ ]

Cross Registration Course Request:

If yes, include your Host School Student ID: [ ]

Primary Choice:

	Course Subject Code	Course Title	Course Ref./ Section No.	Credit/ Units	Meeting Days and Times	Grad/ Ugrd	Home School Equivalent
Lecture A							
Lab/Rec.							

Secondary Choice (in case primary choice is not available):

	Course Subject Code	Course Title	Course Ref./ Section No.	Credit/ Units	Meeting Days and Times	Grad/ Ugrd	Home School Equivalent
Lecture B							
Lab/Rec.							

Section 3: Signatures

As the student, by signing below I acknowledge that I am in compliance with PCHE cross registration policies and procedures and I authorize disclosure of education records between the home and host institutions for administration of cross registration.

Student: _____ Date: _____

Home Advisor Approval: _____ Date: _____

Home Dean Approval (Univ of Pitt Only): _____ Date: _____

Home Registrar Approval: _____ Date: _____

	Approved	Not Available	Notes
Lecture A			
Lab/Rec.			
Lecture B			
Lab/Rec.			

Host School Registrar will contact the student via email regarding their approval status as well as enrollment on their host school record if applicable.

Administrative Use Only
Birth Date (mm/dd/yyyy): [ ]