OFFICE USE ONLY	Guest
HACCid:	
Last Name:	
Term:	

GUEST STUDENT COURSE APPROVAL

Guest Students **are students who are currently enrolled at another college or university and taking courses at HACC to fulfill the home institution's degree requirements.** Guest Students must review the requirements for the course in which you intend to register to confirm that pre-requisites for the course have been met.

Important! Please submit a copy of your unofficial transcript from your home institution with this completed form. Once an override has been entered, you may register for the course on-line through the myHACC portal.

Choose term: ☐ **Fall** ☐ **Winter Session** ☐ **Spring** ☐ **Summer** **Year:** _____

HACCid: _____ **Birthdate:** _____

Name: _____

Name of Home Institution: _____

Note: To register for Education (EDUC) classes, clearances must be submitted and verified by the Education Department. Please visit http://www.hacc.edu/ProgramsandCourses/Programs/HealthCareers for more information on requirements for registering in Education courses.

I am registering for HACC course(s):		I completed the following related pre-requisite course(s) at my home institution:		
Subject (ENGL, MATH, BIOL)	**Course Number (101, 102, 201)**	**Subject (ENGL, MATH, BIOL)**	**Course Number (101, 102, 201)**	**Course Title**

Guest student course approval to enroll at HACC is required as a means of ensuring your course preparedness. This approval is not intended, nor does it substitute, as transfer course approval from your home institution. Consult with the Registrar at your home institution to assure credit transferability.

I acknowledge that my major program of study will be updated to **Guest Student** ***and that I am not eligible for financial aid at HACC for the term indicated on this form upon the submission of this Guest Student Course Approval Form.*** **Initials**

I verify that I have completed coursework or placement testing that meets any pre-requisites specified by the HACC catalog and take full responsibility for the outcome of the course(s) indicated above.

Student Signature **Date** **Phone Number**

Gettysburg Campus	**Harrisburg Campus**	**Lancaster Campus**	**Lebanon Campus**	**York Campus**
Welcome Center	Welcome Center	Welcome Center	Welcome Center	Welcome Center
731 Old Harrisburg Road	One HACC Drive	1641 Old Philadelphia Pike	735 Cumberland Street	2010 Pennsylvania Avenue
Gettysburg, PA 17325	Harrisburg, PA 17110	Lancaster, PA 17602	Lebanon, PA 17042	York, PA 17404
Fax: (717) 337-3015	Fax: (717) 231-7674	Fax: (717) 358-2951	Fax: (717) 270-6375	Fax: (717) 718-8967
gettwc@hacc.edu	registration@hacc.edu	lancwebreg@hacc.edu	lebregistration@hacc.edu	yorkwebreg@hacc.edu

If you have any questions about this process, please contact your campus Welcome Center at:1-800-ABC-HACC.

09/22/2016 Received on:_____ Received by:_____