



Central Pennsylvania's Community College

GUEST STUDENT COURSE APPROVAL FORM

****OFFICE USE ONLY****

Guest

HACCid:

Student Last Name:

Term:

Guest Students are students currently enrolled and in good standing at another College or University and taking courses at HACC to fulfill the home institution's degree requirements.

As a Guest Student, if you plan to register for courses that have pre/co-requisites or require placement testing, you must complete and submit this form to be eligible to register. This form should be signed by your home institution advisor. If you plan to register online, submit this form to the HACC location that you plan to attend at least two business days in advance of attempting to register via HACCWeb. If you plan to register by mail, fax or in-person, submit this form along with your official enrollment/registration form to the HACC location that you plan to attend.

To view course descriptions and pre-requisite information, visit <http://www.hacc.edu/Academics/CoursesAndPrograms/Course-Descriptions.cfm>

| | | |
|-----------------|--|----|
| Last Name | First Name | MI |
| HACCid: H _____ | Home College / University Academic Advisor | |

| |
|--------------------------------|
| Home College / University Name |
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| HACC Registration Term (ex. Spring, Summer I, Summer II, Fall) | Calendar Year | HACC Course Subject (ex. ENGL) | HACC Course Number (ex. 101) | HACC Course Title (ex. English Composition I) |
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I verify that I have completed coursework/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.

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|--------------------------|------|--------------|
| <i>Student Signature</i> | Date | Phone Number |
|--------------------------|------|--------------|

I approve the above named student's enrollment in the courses listed above and verify that the student has met any and all HACC pre-requisites for the course(s).

| | | |
|---|------|--------------|
| <i>Home Institution Advisor Signature</i> | Date | Phone Number |
|---|------|--------------|

HACC, Harrisburg/Virtual
Campus, Welcome Center
One HACC Drive
Harrisburg, PA 17110-2999
Phone: (717) 780-2378
Fax: (717) 231-7674
Email: registration@hacc.edu

HACC, Lancaster Campus
Welcome Center
1641 Old Philadelphia Pike
Lancaster, PA 17602
Phone: (717) 358-2969
Fax: (717) 358-2951
Email: lancwebreg@hacc.edu

HACC, Gettysburg Campus
Welcome Center
731 Old Harrisburg Road
Gettysburg, PA 17325-3401
Phone: (717) 337-3855
Fax: (717) 337-3015
Email: GettWC@hacc.edu

HACC, Lebanon Campus
Welcome Center
735 Cumberland Street
Lebanon, PA 17042
Phone: (717) 270-6316
Fax: (717) 270-6375
Email: lebregristration@hacc.edu

HACC, York Campus
Welcome Center
2010 Pennsylvania Ave
York, PA 17404
Phone: (717) 718-0328
Fax: (717) 718-8967
Email: yorkinfo@hacc.edu

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.