



# Enrollment Form to Register for Credit Courses

12.	CRN Number	Subject (i.e. MATH, ENGL, CIS)	Course Number (i.e. 101, 201)	Credit Hours	Choice (1 <sup>st</sup> , 2 <sup>nd</sup> )	Have you met the prerequisite?*			Day & Time Classes Meet							Room (Location)	
						Yes	No	NA	M	T	W	R	F	S	U		
						Yes	No	NA									
						Yes	No	NA									
						Yes	No	NA									
						Yes	No	NA									
						Yes	No	NA									
						Yes	No	NA									

Total Credit Hours (full-time = 12 or more credits):

\*Refer to College Catalog or check our web site at [www.hacc.edu](http://www.hacc.edu), key phrase "course descriptions".

13. **SIGN** "I agree to abide by the policies and regulations of HACC, Central Pennsylvania's Community College. Further, I understand the following:

- I risk being dropped from my classes if I fail to pay tuition in full or make pmt. arrangements by the due date;
- in the event that I decide to discontinue enrollment in any course, I will immediately notify the Registration Office and my instructor(s);
- I take full responsibility for the outcome of the courses indicated above."

Student Signature

14. **PAY** Full payment is due as of the tuition payment deadline (refer to [www.hacc.edu](http://www.hacc.edu), Student Services, Registrar, Registration Dates and Deadlines). You may pay by: 1) check made payable to HACC or 2) online via HACCWeb, at [www.hacc.edu](http://www.hacc.edu) or 3) ensure that comparable payment arrangements have been made with Student Accounts and / or Financial Aid.

15. **Authorized HACC Personnel.** Appropriate override authority MUST be noted in A-E below, when applicable. The advisor's signature in F, by itself, is not accepted as override proof of A-E.

A. Register the student, while on probation, for more than 13 credits = <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text" value="Advisor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
B. Register the student for a credit overload (more than 18 credits per Spring / Fall term or more than 6 credits per Summer term): = <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text" value="Advisor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
C. Register the student for this class which requires special approval (instructor signature): <input style="width: 20px;" type="text"/> C <input style="width: 20px;" type="text"/> R <input style="width: 20px;" type="text"/> N <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text" value="Instructor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
D. Overload the following full class(es): <input style="width: 20px;" type="text"/> C <input style="width: 20px;" type="text"/> R <input style="width: 20px;" type="text"/> N <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text" value="Instructor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
	<input style="width: 100%;" type="text" value="Instructor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
E. Override pre-requisite(s) for the following class(es): <input style="width: 20px;" type="text"/> C <input style="width: 20px;" type="text"/> R <input style="width: 20px;" type="text"/> N <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text" value="Advisor or Instructor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
	<input style="width: 100%;" type="text" value="Advisor or Instructor Signature"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

F. **Signed advisor approval is required if student fits into any of the categories noted in the instructions.** For those students requiring advisor approval to register and who are planning to register online via HACCWeb, you must provide the Alternate PIN here to supplement your signature approval. **Signed advisor approval, by itself, will not be accepted as override authority for instances A-E above.**

<input style="width: 100%;" type="text" value="Advisor Signature"/>	<input style="width: 100%;" type="text" value="A L T . P I N"/>	Comments: <input style="width: 95%;" type="text"/>
<input style="width: 100%;" type="text"/>		