



Central Pennsylvania's Community College

****OFFICE USE ONLY**** Guest
 HACCid:
 Student Last Name:
 Term:

GUEST STUDENT COURSE APPROVAL FORM

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/programs/LISTING/listing.cfm>

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

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)

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.

<i>Student Signature</i>	Date	Phone Number
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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
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HACC, Harrisburg/Virtual
 Campus, Registration Office
 One HACC Drive
 Harrisburg, PA 17110-2999
 Phone: (717) 780-2378
 Fax: (717) 231-7674
 Email: registration@hacc.edu

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

HACC, Gettysburg Campus
 Registration Office
 731 Old Harrisburg Road
 Gettysburg, PA 17325-3401
 Phone: (717) 337-3855
 Fax: (717) 337-3015

HACC, Lebanon Campus
 Registration Office
 735 Cumberland Street
 Lebanon, PA 17042
 Phone: (717) 270-6314
 Fax: (717) 270-6385
 Email: lebregration@hacc.edu

HACC, York Campus
 Registration Office
 2010 Pennsylvania Ave
 York, PA 17404
 Phone: (717) 718-0328
 Fax: (717) 718-8967
 Email: yorkwebreg@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.