



OUR GOAL IS YOUR SUCCESS

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Allegheny Campus

808 Ridge Avenue
Pittsburgh, PA 15212
Ph: 412.237.2700
Fax: 412.237.4581

al-registration@ccac.edu

Boyce Campus

595 Beatty Road
Monroeville, PA 15145
Ph: 724.325.6674
Fax: 724.325.6797

bo-registration@ccac.edu

North Campus

8701 Perry Highway
Pittsburgh, PA 15237
Ph: 412.369.3700
Fax: 412.369.4157

no-registration@ccac.edu

South Campus

1750 Clairton Road
West Mifflin, PA 15122
Ph: 412.469.6203
Fax: 412.469.6371

so-registration@ccac.edu

Permission to Enroll

Student Name: _____

Student ID#: _____

Check the Appropriate Reason

Closed No Prerequisite Credit Restriction Conflict Course Add

Course Number: _____ Section Number: _____

Course Title: _____

Instructor/s and/or Dean's Approval: _____ Date* _____

Instructions to Student

In order to register for a class under any of the five conditions described below, you are required to obtain permission from the appropriate college official indicated below. Be sure to return this form to the Registration and Advising Office by deadline dates to finalize your registration.

1. **CLOSED** Class has reached the maximum enrollment (Instructor's signature is required)
2. **NO PREREQUISITE** Course has a prerequisite listed in the college catalog and student is requesting a waiver of the prerequisite
3. **CREDIT RESTRICTION** Student is in good academic standing and wants to take more than 18 credit hours (Academic Dean's signature is required)
4. **CONFLICT** Course has a time conflict with another class (Signature of both instructors required)
5. **COURSE ADD** For courses that have met (including online courses), students may request the instructor's documented approval and submit it to the Registration and Advising Office for processing within two business days of signature and before the end of the first week of the term (or first two days of the course term for courses 10 weeks in length or less). Students who are on probation or suspension must also obtain permission from an advisor (probation) or a counselor (suspension).

***Permission to Enroll form, signed by instructor or dean, must be submitted within two business days.**