

- Use **COURSE FINDER** to search for courses:
 1. Sign into MyCCP.
 2. Select the Student tab
 3. Click on COURSE FINDER.
- Use **Spring 2015 Enrollment Information Guide** in the Student tab on MyCCP for more details about course enrollment and payment information.

Dear Student:

First, we want to thank you for your continued enrollment at Community College of Philadelphia. All of us in the Enrollment Management area look forward to continuing to serve you. This email, while lengthy, is intended to help you navigate registration for Spring 2015 as well as to provide you with information about other upcoming deadlines.

Registration is about to begin for **Spring 2015**. I strongly encourage you to register as soon as possible in order to get the best selection of days and times for your courses. To assist you with planning for the coming weeks, listed below are **important dates you may need to know**:

- Academic Advising**, for Spring 2015, is **available**:
 - By appointment, schedule through MyCCP
 - Walk-In Services
 - Main Campus – Room BG-12
 - Advising for Students in ESL Courses - Main Campus (W1-1)
 - Northeast Regional Center – Suite 102
 - Northwest Regional Center – Room 118
 - West Regional Center – Room 131

Further advising information can be found at www.ccp.edu/advising.

- The application for Graduation is available now.** Apply online at <http://myccp.ccp.edu> by selecting the “STUDENT” tab. Under *Enrollment Services*, select *Graduation Application*. Applications must be submitted by January 2, 2015 in order for your name to appear in the Commencement Program. The Commencement ceremony will be held on Saturday, May 2, 2015.
- October 2.** Any outstanding balances with the Bursar’s Office must be settled in order to register for Spring 2015 semester.. Only the Bursar’s Office can remove “holds” placed on students’ records as a result of past due balances.
- October 6. Priority Web registration for Spring 2015 begins** as indicated below for *current students* (enrolled Fall 2014), *continuing students* (attended between January 2013 and August 2014). Students in good academic standing in any credit degree or certificate program are permitted to participate in online registration for Spring 2015 classes. Students who are not yet ready for English 101 need to meet with an academic advisor prior to attempting Web registration. Currently, web registration is not available to students in the ESL program. ESL students will need to consult with an Academic Advisor.

Successfully completed credits, including transfer credits, determine which dates priority Web registration will be permitted:

Credits Earned (including transfer credits recorded)	Date Web Registration Begins
40 Credits or greater	Monday, October 6, 2014
25 Credits or greater	Wednesday, October 8, 2014
24 Credits or less	Friday, October 10, 2014
Web registration is open for any number of credits	Sunday, October 12, 2014

- October 13.** In-Person Continuing Student Registration begins.
- October 14.** In-Person *Probation* and *ESL* student Registration begins.
- October 15.** *New, Guest* and *Non-Matriculating* student registration begins.
- November 3. Spring 2015 tuition Payment Plan application is available.** To apply for the Payment Plan, get payment plan due dates and additional information, download the application form at <http://myccp.ccp.edu> by selecting the “STUDENT” tab and clicking on the *Enroll in a Payment Plan* link under *Financial Services*.
- November 5.** Deadline to submit all required financial aid documents and resolve all financial issues to hold Spring 2015 classes. Check your portal account at <http://myccp.ccp.edu> and e-mail any questions to financialaid@ccp.edu.
- December 3.** Deadline for full payment of tuition and fees for all students registered by this date for the Spring 2015 semester.

These are the continuing steps on your *Path to Possibilities*. Best wishes and we look forward to seeing you in classes!

Enrollment Management Division