Community College *of* **Philadelphia**

Office of Student Records & Registration
Transfer Credit & Placement Office
1700 Spring Garden Street, MG-17
Philadelphia, PA 19130
Email: guest@ccp.edu

INSTRUCTIONS FOR GUEST STUDENTS

Students taking credit course(s); **NOT** *intending to obtain a degree or certificate from Community College of Philadelphia*

STEP#1 Complete an online admissions application at www.ccp.edu.

STEP#2 Obtain the five-digit course reference number(s) for the course(s) you intend to register for, which can be found at path.ccp.edu/coursefinder.

STEP#3 Provide your **J#,** which was issued to you by Community College of Philadelphia **WITH** the following:

- Unofficial college transcript/Degree audit (showing grades)/College diploma and/or SAT, ACT or TOEFL test scores

(*If you have satisfied the course prerequisite(s) with a C- or better*)

NOTE: S*AT, ACT or TOEFL test scores may be used as proof of college-level English and/or college-level algebra readiness.* **Scores MUST be within the past two years from the month test was taken.**

Minimum scores are:
SAT - Reading 510 and/or Math 470
ACT –English 21 and/or Math 17
TOEFL – Total Score 77 AND Writing score 20

AND/OR

- Permission letter from your school official on letterhead. The permission letter **MUST** include the following information:

  o Student's Full Name
  o J# (Student ID# issued by Community College of Philadelphia)
  o Course Reference Number (CRN)
  o Semester/Term
  o Name of our school
  o Signed by school official

(*If you have* NOT *satisfied the course prerequisite(s) with a C- or better*)

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Note: STEP#2 AND STEP#3 MUST BE SENT TOGETHER.

Please feel free to send by:

Email – guest@ccp.edu

OR

Fax – 215.496.6195

OR

Mail to:
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Upon review of all required documents, you will be permitted to register for your classes online.
Please allow two business days for processing.

Step#4 Register for classes. Please click **here** for 10 Easy Steps to Online Registration.

Step#5   Pay for classes. Please click **here** to review the instructions for paying your bill online.

IMPORTANT INFORMATION

- Guest students are responsible for paying ALL charges by the payment deadline or your classes may be dropped. **Please refer to the Enrollment Information Guide within your MyCCP account for important information as it relates to your enrollment needs.**

- Guest students are **NOT** eligible to receive financial aid from Community College of Philadelphia. Please contact your home institution's Office of Financial Aid regarding a consortium agreement.

- Guest Students are advised to consult with their home institution before taking courses at Community College of Philadelphia. **Community College of Philadelphia assumes NO responsibility for student registration decisions.**

Click here for some Guest Student FAQs