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: SAT, 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)
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:
Community College of Philadelphia
Transfer Credit & Placement Office
1700 Spring Garden Street, MG-17
Philadelphia, PA 19130

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