Your guide to what you need to know to enroll for spring 2014:

- Important dates
- Registration information
- Payment options and deadlines
- And more...

October 10, 2013
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(Main Campus, unless otherwise noted)

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<th>Phone</th>
<th>Room</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>751-8777</td>
<td>B6-12</td>
</tr>
<tr>
<td>Academic Affairs</td>
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<td>M2-34</td>
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<td>Adult &amp; Community Education</td>
<td>751-8381</td>
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<td>Assessment Center</td>
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<td>751-8964</td>
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<td>Bookstore</td>
<td>751-8151</td>
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<td>Bursar’s Office</td>
<td>751-8130</td>
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<td>Business &amp; Technology</td>
<td>496-6164</td>
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<td>Distance Education</td>
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<td>Diversity &amp; Equity Office</td>
<td>751-8039</td>
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<td>Educational Support Services</td>
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<td>Enrollment Central:</td>
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<td>Enrollment Certification</td>
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<td>Learning Lab (Central)</td>
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<td>Learning Lab (South)</td>
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<td>Learning Lab (West)</td>
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<td>Liberal Studies</td>
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<td>Library</td>
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<td>Lost &amp; Found</td>
<td>751-8111</td>
<td>M6-12</td>
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<td>Math, Science &amp; Health Careers</td>
<td>751-8430</td>
<td>W2-7</td>
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<td>Northeast Regional Center</td>
<td>972-6372</td>
<td>NERC</td>
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<td>Northwest Regional Center</td>
<td>751-8773</td>
<td>NWRC</td>
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<td>President’s Office</td>
<td>751-8028</td>
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<td>Security (Main)</td>
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<td>Security (NERC)</td>
<td>972-6219</td>
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<td>Security (NWRC)</td>
<td>496-6012</td>
<td>Lobby</td>
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<td>Security (WERC)</td>
<td>267-299-5863</td>
<td>Lobby</td>
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<tr>
<td>Student Academic Computer Center</td>
<td>751-8810</td>
<td>B2-33</td>
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<td>Student Affairs</td>
<td>751-8160</td>
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<td>Student Life Center</td>
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<td>Student Technical Support</td>
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<td>B2-38</td>
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<td>Veterans Resource Center</td>
<td>267-299-5897</td>
<td>B6-43</td>
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<td>West Regional Center</td>
<td>267-299-5850</td>
<td>WERC</td>
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<tr>
<td>Women’s Outreach &amp; Advocacy Center</td>
<td>751-8808</td>
<td>S3-9</td>
</tr>
</tbody>
</table>

Room locations are identified by letter and numbers:

- B=Bonnel
- C=Center for Business & Industry
- G=Games Center (Gym)
- L=Library
- M=Mint
- P=Pavilion
- R=Rotunda
- S=Winnett Student Life Building
- W=WERC
- A = Annex (1500 Spring Garden St, 7th Floor)
- 1=1st level
- 2=2nd level
- 3=3rd level
- 4=4th level
- 5
- 6=Ground
- 7

Student Responsibility

All students are expected to understand all regulations that may affect their academic progress, financial obligations, relationships with College authorities, transferability of credits for courses completed, acceptance of credits for graduation, and eligibility to graduate. Students in doubt about the meaning of any College regulation should seek advice from their academic advisor, a counselor, or an appropriate officer of the College.

Please refer to the College Catalog or Student Handbook for detailed information on College policies, procedures and programs.

Community College of Philadelphia reserves the right to make changes in the regulations, offerings, requirements, and any provision announced in this publication at any time as circumstances require.
MyGPS
MyGPS is a new online tool for students accessible through the MyGPS tab within MyCCP. MyGPS combines important information that students need to identify and achieve their academic and career goals in a timely fashion.

MyGPS provides:
- Access to My Degree Path and My Courses
- A directory of Student Support Services
- Online tools to assist with financial management, career planning, and job search
- Important messages regarding financial aid status, financial services messages, early alert, campus announcements, and personal announcements

Financial Aid News
Effective July 1, 2013, subsidized loan eligibility for all first time borrowers ends when students have received subsidized loans for 150% of the published length of their educational programs.

Students with enrollment history at two or more schools may be required to provide academic transcripts from those institutions they attended before their financial aid eligibility can be determined.

Federal law requires that all financial aid students not meeting the College's minimum academic progress standards will have just one warning period to re-establish good academic standing. For detailed information, please review the College's Policy on Academic Standards and Progress in the College Catalog or the Student Handbook.

As required by federal law, all Pell grant recipients will have a lifetime limit of 12 full-time equivalent semesters. The amount of Pell used is determined by enrollment status. For example, if a new, first-time student attended classes full time (12 or more credits) during the fall semester, he/she would have used one full-time equivalent semester of Pell, leaving 11 full-time equivalent semesters remaining. If a new, first-time student attended classes half-time (6 to 8 credits) during the fall semester, he/she would have used ½ full-time equivalent semester of Pell, leaving 11 ½ full-time equivalent semesters remaining.

Note: Students' lifetime Pell eligibility includes awards received at all institutions they have attended.

To be eligible for PHEAA State Grant in 2013-2014, at least 50 percent of the student's enrolled credits must be through in-classroom instruction for each semester, e.g., 6 credits on-campus classes and 6 credits distance education classes or 3 credits on-campus class and 3 credits distance education class.
# Important Dates

## Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority deadline for Spring 2014 for financial aid</td>
<td>April 15, 2013</td>
</tr>
<tr>
<td>Priority web registration for Spring 2014 begins for continuing students</td>
<td>October 7, 2013</td>
</tr>
<tr>
<td>Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2014 classes</td>
<td>November 6, 2013</td>
</tr>
<tr>
<td>Deadline to submit application for financial aid reinstatement for the Spring 2014 semester</td>
<td>November 6, 2013</td>
</tr>
<tr>
<td>Deadline for full payment of tuition and fees for all students registered by this date*</td>
<td>December 4, 2013</td>
</tr>
<tr>
<td>First day of semester**</td>
<td>January 13, 2014</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday - College closed</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>Last day to change residency status and curriculum (major) for the Spring 2014 semester</td>
<td>February 2, 2014</td>
</tr>
<tr>
<td>Spring Break - College closed</td>
<td>March 3 - 8, 2014</td>
</tr>
<tr>
<td>Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2014 classes</td>
<td>April 4, 2014</td>
</tr>
<tr>
<td>Priority deadline for Fall 2014 for financial aid</td>
<td>April 14, 2014</td>
</tr>
<tr>
<td>Professional development day (Potential Emergency Closing make-up day) - No classes</td>
<td>April 22 - 23, 2014</td>
</tr>
<tr>
<td>Professional development day/Study day (Potential Emergency Closing make-up day) - No classes</td>
<td>April 24, 2014</td>
</tr>
<tr>
<td>Deadline to submit loan requests for Spring 2014</td>
<td>April 24, 2014</td>
</tr>
<tr>
<td>Final examinations, Spring 2014 semester</td>
<td>April 25 - May 1, 2014</td>
</tr>
<tr>
<td>2014-2015 PHEAA state grant filing deadline for all renewal applicants</td>
<td>May 1, 2014</td>
</tr>
<tr>
<td>Final day to resolve all outstanding financial aid issues for Spring 2014 semester</td>
<td>May 1, 2014</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 3, 2014</td>
</tr>
<tr>
<td>Deadline to settle all outstanding financial aid matters for the current year (2013-2014). All aid will be cancelled after this date.</td>
<td>August 21, 2014</td>
</tr>
</tbody>
</table>

* See page 16 for a complete list of spring 2014 payment due dates

** See page 5 for a complete list of term start and end dates
## Term Dates

### Spring 2014 Semester Dates

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A</td>
<td>15-week classes – Main Campus, Regional Centers and Distance Education</td>
<td>1/13/2014</td>
<td>5/1/2014</td>
</tr>
<tr>
<td>12A</td>
<td>12-week classes – Main Campus and Regional Centers</td>
<td>2/4/2014</td>
<td>5/1/2014</td>
</tr>
<tr>
<td>10A</td>
<td>10-week classes – Main Campus, Regional Centers and Distance Education</td>
<td>2/11/2014</td>
<td>5/1/2014</td>
</tr>
<tr>
<td>10B</td>
<td>10-week classes – Accelerated Paralegal Studies Program Session 1</td>
<td>2/13/2014</td>
<td>4/30/2014</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Spanish classes</td>
<td>1/13/2014</td>
<td>2/24/2014</td>
</tr>
<tr>
<td>7B</td>
<td>7-week Accelerated Spanish classes</td>
<td>3/10/2014</td>
<td>4/19/2014</td>
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</table>
Refund Periods

The refund period is based on when the Spring 2014 terms begin and not when a class meets for the first time. After the payment deadline for the term and before the first day of the term or in the case of course cancellation by the College, you may receive 100% tuition refund.

Students are personally responsible for dropping their classes before the first day of classes if they are not planning to attend. This applies to all students including those receiving financial aid. Failure to do so will result in tuition and applicable fees being charged to your student account for which you will be held financially responsible.

Financial aid cannot be applied to any class you are registered for that you did not attend, and adjustments may be made to aid received. You are liable for all charges incurred, and your eligibility for future financial aid could be affected.

Refunds are based upon the date of receipt of notification (Drop/Add or Registration Form, Withdrawal Form, or online transaction) without regard to reason for withdrawal. If you are unable to come to campus, forward a certified letter to the Office of Student Records and Registration; in that case, your refund will be based on the postmark date. The refund amount is based upon date of receipt of written notification or postmark date, if mailed, according to the following schedule:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>100% Refund No Later Than</th>
<th>50% Refund*</th>
<th>0% No Refund on or After</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A</td>
<td>15-week classes - Main Campus, Regional Centers, and Distance Education</td>
<td>1/12/2014</td>
<td>1/13/2014 - 2/3/2014</td>
<td>2/4/2014</td>
</tr>
<tr>
<td>10A</td>
<td>10-week classes - Main Campus, Regional Centers, and Distance Education</td>
<td>2/10/2014</td>
<td>2/11/2014 - 2/26/2014</td>
<td>2/27/2014</td>
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<tr>
<td>7A</td>
<td>7-week Accelerated Spanish classes</td>
<td>1/12/2014</td>
<td>1/13/2014 - 1/20/2014</td>
<td>1/21/2014</td>
</tr>
</tbody>
</table>

*Spring 2014: 50% refund only for tuition, course fees, distance education course fees, general college fees, technology fees, and nonresident capital fees.

Note: Students registering during the first week of the term are also subject to the above refund schedule. Refunds for non-credit courses will be granted only if the class is canceled or the student withdraws before the first class meeting.
Withdrawal Dates/Information

The College has many resources for students who may experience educational or personal difficulties. We strongly recommend that you contact one or more of these resources before dropping a course or withdrawing from the College. Resources include your instructor, department heads, the Counseling Center (BG-7, 215-751-8169), Academic Advising (BG-12, 215-751-8777), and Learning Labs and tutors (English, Humanities and Social Sciences, 215-751-8480; Mathematics and Business, 215-751-8481; Allied Health, Sciences and Technology, 215-751-8482).

After using these resources, if you choose to withdraw (that is, drop all courses or drop your last course) from the College and you received financial aid, you are subject to financial aid refund and repayment policies. These policies may require that you return all or a portion of your financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they may become ineligible for further financial aid funding at any institution.

If a student cannot appear in person to fill out a withdrawal form due to extenuating circumstances, he/she must send an email message from their CCP email account to osrrhelp@ccp.edu stating the date and reason for the withdrawal. Absence from class or merely notifying the instructor does not constitute withdrawal.

### Spring 2014 Withdrawal Dates

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>Last Day to Withdraw Without Penalty of Failure</th>
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<td>15-week classes - Main Campus, Regional Centers, and Distance Education</td>
<td>4/7/2014</td>
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<tr>
<td>12A</td>
<td>12-week classes - Main Campus and Regional Centers</td>
<td>4/15/2014</td>
</tr>
<tr>
<td>10A</td>
<td>10-week classes - Main Campus, Regional Centers, and Distance Education</td>
<td>4/14/2014</td>
</tr>
<tr>
<td>10B</td>
<td>10-week classes - Accelerated Paralegal Studies Program Session 1</td>
<td>4/14/2014</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Spanish classes</td>
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</tr>
<tr>
<td>7B</td>
<td>7-week Accelerated Spanish classes</td>
<td>4/10/2014</td>
</tr>
</tbody>
</table>
Grade Information ("I" to "F" Deadline Dates)

Mid-term and final grades will be available to students on the Enrollment Services channel in MyCCP. Check MyCCP for dates when mid-term and final grades will be available for view. Paper grade reports are mailed upon request.

Incomplete course work: An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>&quot;I&quot; to &quot;F&quot; Deadline Date</th>
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<tr>
<td>15A</td>
<td>15-week classes - Main Campus, Regional Centers, and Distance Education</td>
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<tr>
<td>12A</td>
<td>12-week classes - Main Campus and Regional Centers</td>
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<td>7A</td>
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<tr>
<td>7B</td>
<td>7-week Accelerated Spanish classes</td>
<td>5/31/2014</td>
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Registration Information

Priority Web Registration – starts Monday, October 7, 2013

Priority Web registration for the Spring 2014 terms will begin for eligible students on the dates indicated below. Web registration is open from 6:00 a.m. to 10:00 p.m. every day except Sundays when it will be available from 1:00 p.m. to 10:00 p.m. Successfully completed credits, including transfer credits, determine the dates priority Web registration will be permitted.

<table>
<thead>
<tr>
<th>Credits Earned (including transfer credits)</th>
<th>Date Priority Web Registration Begins</th>
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<tbody>
<tr>
<td>40 credits or greater</td>
<td>Monday-Tuesday, 10/7/13 - 10/8/13</td>
</tr>
<tr>
<td>25 to 39 credits</td>
<td>Wednesday-Thursday, 10/9/13 - 10/10/13</td>
</tr>
<tr>
<td>24 credits or fewer</td>
<td>Friday-Saturday, 10/11/13 - 10/12/13</td>
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</tbody>
</table>

Web Registration (all eligible students) – starts Sunday, October 13, 2013

Guest Student Registration – starts Wednesday, October 16, 2013

Continuing students in good academic standing in any credit degree or certificate program may register online using MyCCP. Students on academic probation and students in the English as a Second Language program are not permitted to register online. Online registration will be available seven days a week. It is open from 6:00 a.m. to 10:00 p.m. every day except Sundays when it will be available from 1:00 p.m. to 10:00 p.m. Students may add or drop classes before the start date of the term assigned to the course.

Continuing Students

Students should meet with an academic advisor before they register. Academic advisors are available to meet with currently enrolled students who are in good academic standing at the Main Campus, Room BG-12. Advising is also available at the Regional Centers; please contact each Regional Center (see Helpful Telephone Numbers on page 2) for specific hours of operation. For hours of operation at the Main Campus, go to www.ccp.edu, click on Student Support and then Academic Advising.

Students who are on academic probation should contact the Counseling Center in BG-7 or call 215-751-8169. Registration for students on academic probation begins Tuesday, October 15, 2013.

Students in the English as a Second Language (ESL) program may register at the Main Campus or any of the three Regional Centers after meeting with an academic advisor. Registration for ESL students begins Tuesday, October 15, 2013.

Requesting Overload/Override Permission

Overload
Students who desire a credit overload (more than 8 credit hours in the summer or more than 18 credit hours during the fall and spring semesters) should email a request from their CCP email address to overload@ccp.edu. Guest students who desire a credit overload should see specific instructions on page 10. Students should include the following information in their email: Full student name, J#, daytime phone #, semester they are requesting permission for overload, total number of credits requested and the class they intend to add. Students must be in good academic standing and have a cumulative GPA of 3.0 or greater with at least 15 credit hours earned at CCP. Additionally, students enrolling for a summer overload must have a demonstrated history of successfully completing summer courses.

Students approved for an overload will be required to pay for the additional credits and therefore students are encouraged to verify their Financial Aid funding as soon as possible.

Override
Students on Academic Probation requesting additional credits to be taken during a probation semester must request an “override.” Override requests must be made in person by meeting with a Counselor in the Counseling Department on Main Campus or one of the Regional Centers.
Guest Students

All returning Guest students may take advantage of Web registration.

To use Web registration, you must have an active MyCCP account. A Web Registration FAQ is available on MyCCP about how to activate your portal account if you have not already done so.

To enroll in classes, follow the Web Registration Instructions outlined on page 11.

Guest Students Requesting Course Overload
Guest students wishing to enroll in more than 18 credit hours during the spring semester MUST request approval PRIOR to registration by sending an email to guest@ccp.edu or fax to 215.496.6195 with the following information:

- Name;
- Student ID# (J#);
- Semester of overload request;
- Course Reference Number(s) (CRNs); and
- Unofficial copy of COLLEGE transcript.

To qualify, students must have earned at least 15 college-level credits AND have a minimum 3.0 cumulative GPA.

To participate, students must meet the above criteria and request approval PRIOR to registering for classes.

If you are registering in person, bring the required documents to the Transfer Credit & Placement Office (MG-17) at the Main Campus.

All Guest Students, including students receiving financial aid at their home institutions, are required to pay for their courses by the payment due date.

Note: Students are advised to consult with their home institution before taking courses at the Community College of Philadelphia. The College assumes no responsibility for student registration decisions.

Inquiries may be directed to guest@ccp.edu.

Senior Citizens

- The College offers a tuition-free credit course per semester to senior citizens on a limited, space-available basis.
- Seniors wishing to participate in this program may register for courses two weeks prior to the start of the term the course is offered.
- Seniors may register for and attend classes at the College’s Main Campus, Regional Centers or at any of the neighborhood locations.
- To be eligible, seniors must be at least 65 years old and residents of Philadelphia.
- Noncredit courses are not included in this offer.
- A senior citizen registration fee of $153 (current fee for 2013-2014) is charged for seniors who participate in this program.

Note: Senior citizens who desire to take courses but do not want to participate in the College’s senior citizens program will be charged full tuition and fees. For more information, call 215-751-8010.

Spring 2014
Senior citizens taking classes for the first time may register (after completing their admissions application) for the Spring 2014 semester on Thursday - Friday, January 2 - 3, 2014 at the Main Campus from 9:30 a.m. to 11:30 a.m.

Previously enrolled senior citizens who wish to participate in the program may register for courses from Thursday, January 2 - Friday, January 10, 2014 at the Main Campus and at any of the three Regional Centers during normal business hours.

Veterans
(Includes Reserve, National Guard, Active Duty and Dependents)

For information about veterans education benefits, please visit the College’s Web site at www.ccp.edu and the VA Web site at www.gibill.va.gov. You can also contact the Veterans Resource Center, located on the ground level of the Bonnell Building, Room BG-43, for more information and services to help you achieve your goals at the College. For more information, email vets@ccp.edu.
Web Registration Instructions

To take advantage of Web registration, you must have an active MyCCP account.

1. **Where do I start?** Go to MyCCP (http://my.ccp.edu).

2. **Login to MyCCP.** If you have forgotten your user name and/or your password, click on the How do I get My User Name and Password link (located below the login box).

3. **Are there technical specifications that I should know about?** The College Wireless Network is available to students, staff and faculty with laptops or mobile devices capable of wireless connectivity; see College WiFi Access link on the MyCCP front page (http://my.ccp.edu). Below is the information for the Internet browsers supported by the College. To login and use the system effectively, you should be using one of the following Internet browsers:

   - **Windows**
     - Firefox Mozilla 19.0 and higher
     - Internet Explorer 8.x or higher
   - **Mac OS 10.3 and higher**
     - Firefox Mozilla 19.0 and higher
     - Safari

   **Note:** See IE9 Compatibility Issues with Websites on the MyCCP front page (http://my.ccp.edu/).

   **Experiencing Login/Connection issues?** If you experience problems logging into MyCCP, contact 4ITSupport via email at 4ITSupport@ccp.edu or call 4ITSupport at 215-496-6000 and select Option 2. Walk-ins are also welcome. Stop by B2-38 between 8:30 a.m. - 5:30 p.m. Monday - Friday (fall/spring) and 8:30 a.m. - 5:30 p.m. Monday - Thursday (summer).

4. **Are there other things I should know about Web registration?** Absolutely! Here is other important information for you to know.

   **Adding and dropping courses:**
   You should drop courses before adding new ones. Carefully check to see if the class you wish to add is still open before making schedule changes. If the class you wish to add is closed, you risk losing the class you just dropped.

   **Time conflicts:**
   You cannot be registered for two sections of the same course or for two consecutive courses with any time overlaps within ten minutes of each other.

   **Prerequisite and corequisite errors:**
   You may encounter these errors during the registration process. If you would like to enroll in classes that require a prerequisite or corequisite that you have successfully completed at another institution but have not had your transcripts sent to the College, you must enroll in person.

5. **Can I get technical help via the telephone?** Yes. Technical assistance is available by phone by calling 4ITSupport at 215-496-6000 and selecting Option 2. All other Web-related registration issues should be sent via email to osrrhelp@ccp.edu.

6. **How do I register for class?**
   - Login to MyCCP using your user name and password.
   - The first thing you want to do is check your registration status. Go to the Student tab in the Enrollment Services channel and click on Enrollment Profile. (Important: This is where you can view your academic standing, holds and curriculum information. Some holds prohibit registration. If you have such a hold, you will need to resolve it before you are able to register either online or in-person.)
   - If you are in good academic standing and do not have any holds that prevent registration, click on the Student tab and click on Register for Courses/Change Class Schedule.
   - **Important:** Course reference numbers (CRN) are important to the Web registration process. If you do not already have the CRNs for the courses you wish to register for, click on Search for Available Classes.
   - **Error messages** can occur for a number of reasons, including not having the necessary prerequisites, holds on accounts and incomplete student data. If you receive an error message when registering, print the screen or write down the message and then contact the College via email at osrrhelp@ccp.edu.
- If you register successfully and obtain all requested courses, you may want to print a copy of the registration schedule by returning to the Student tab and clicking on Enrollment Profile in the Enrollment Services channel.

- To view your tuition and fee charges, go to the Financial Services channel and click on Account Summary.
Things You Need to Know

Changing Your Schedule (Drop/Add)
Every effort should be made to make all schedule adjustments prior to the beginning of classes so that registration and drop/add does not interfere with instructional activities at the beginning of each term. Exceptions to the general rule that registration and drop/add be completed prior to the first week of classes should occur in instances such as the following:

- The College itself is responsible for errors in the student’s schedule (e.g., a student is registered into a course without proper consideration for the prerequisite of the course).
- A student, after having registered into a course, fails the prerequisite of the course.
- Classes are cancelled after the first day of the semester.
- A personal crisis warrants a special review by the dean of Enrollment Services or his or her designee.

Students may drop courses during the equivalent first three weeks (first 20 percent) of the term for a course without academic penalty (i.e., the drop will not appear on the academic record). A withdrawal after the last day of the equivalent third week (20 percent point) will count in progress completion for calculating academic progress. Please see pages 5-7 for the term dates, refund periods and withdrawal information. Students receiving financial aid should refer to page 7 (Withdrawal Dates/Information) for important information to consider before dropping any classes.

To Add a Course After the Term Starts
For any term at the College (e.g. 7, 10, 12, 15 week terms), if a course has met for one class period but not two, the written approval of the instructor is required to add a course. If a course has met for two but not three class periods, the written approval of the instructor and the respective department head is required to add a course. If a course has met for three or more class periods, then the written approval of the instructor, the respective department head and the respective division dean (or designee) is required to add a course.

In the case of hybrids and fully on-line distance courses, the instructor’s written approval is required to add a course on the first two college business days from the start of the course. The instructor’s written approval and the respective department head’s approval is required to add a course on the third and fourth business days from the start of the course. The instructor’s written approval, the respective department head’s approval and the respective division dean is required to add a course on the fifth business day (or more) from the start of the term.

Auditing a Course
With permission of the instructor who is teaching the course, a student may register in a course as an auditor. No credit will be given. Students should determine within the first two weeks of the semester or term if they desire to change from “study-for-credit” status to “auditing” status. Students may obtain an Audit form from their instructor and take it to Enrollment Central for processing. It is the student’s responsibility to do this. In the case of excessive absence or lack of participation in the course, the instructor may change the grade of an auditor either at mid-term or on the final grade report from “AU” to “W.”

Audited courses do not count in determining student eligibility for financial aid. In addition, audit grades will not be used in determining academic load for Veterans certification. Per academic policy, a course that is being taken as “audit status” cannot be changed to “study-for-credit status.”

Photo ID Information
A valid College-issued or government-issued photo ID (e.g. driver’s license) is required for all in-person, student services transactions on campus. An ID card must be shown upon request by any faculty member, security officer or any other official member of the College staff.

For more information concerning ID cards, students should inquire at the Security Office located in MG-12 on the Main Campus.

Days of the Week Codes
Codes that appear on the Student Schedule, Student Schedule/Bill, and Enrollment Confirmation Report:

- M - Monday
- T - Tuesday
- W - Wednesday
- R - Thursday
- F - Friday
- S - Saturday
Main Campus

Enrollment Central office hours, including the service counter, Financial Aid, and Transfer Credit & Placement Office:

Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
Wednesday and Thursday, 8:30 a.m. - 5:00 p.m.
Friday, 8:30 a.m. - 3:00 p.m.

Effective May 5 - August 15, 2014:
Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
Wednesday, 8:30 a.m. - 5:00 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

Regional Centers

West Regional Center:
Enrollment Central office hours:

- Student Records and Registration
  Monday to Thursday, 8:30 a.m. - 4:45 p.m.
  Friday, 8:30 a.m. - 3:00 p.m.

Effective May 5 - August 15, 2014:
Monday to Wednesday, 8:30 a.m. - 4:45 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

- Financial Aid
  Wednesday, 8:30 a.m. - 4:30 p.m.
  Thursday, 8:30 a.m. - 4:30 p.m.

Effective May 5 - August 15, 2014:
Wednesday, 8:30 a.m. - 4:30 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

Northwest Regional Center:
Enrollment Central office hours:

- Student Records and Registration
  Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:30 a.m. - 5:00 p.m.
  Friday, 8:30 a.m. - 3:00 p.m.

Effective May 5 - August 15, 2014:
Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
Wednesday, 8:30 a.m. - 5:00 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

- Financial Aid
  Monday to Thursday, 8:30 a.m. - 4:30 p.m.

Effective May 5 - August 15, 2014:
Monday to Wednesday, 8:30 a.m. - 4:30 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

Northeast Regional Center:
Enrollment Central office hours:

- Student Records and Registration
  Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:30 a.m. - 5:00 p.m.
  Friday, 8:30 a.m. - 3:00 p.m.

Effective May 5 - August 15, 2014:
Monday and Tuesday, 8:30 a.m. - 7:00 p.m.
Wednesday, 8:30 a.m. - 5:00 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

- Financial Aid
  Monday to Thursday, 8:30 a.m. - 4:30 p.m.

Effective May 5 - August 15, 2014:
Monday to Wednesday, 8:30 a.m. - 4:30 p.m.
Thursday, 8:30 a.m. - 3:45 p.m.
Closed Friday

NOTE: During the first week of the fall and spring semesters, Enrollment Central at the Main Campus and all Regional Centers will be open Monday through Thursday from 8:30 a.m. to 8:00 p.m. and Friday from 8:30 a.m. to 3 p.m.

NOTE: The offices may be closed during the day for special College-wide and office events and activities. For changes to the daily schedule, call 215-751-8700.
Student Financial Information

Financial Aid
Getting Started with Financial Aid at Community College of Philadelphia:

STEP 1: Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.
- You and/or your parents must file your federal taxes and have your tax documentation ready.
- Community College of Philadelphia’s Federal School Code is 003249.

STEP 2: Review your Student Aid Report (SAR)
- Correct errors and missing information on the Web site.
- Call 1-800-433-3243 if you need assistance.

STEP 3: Visit your MyCCP account
- Use MyCCP to confirm your financial aid status.
- Provide any additional documentation requested by the Office of Financial Aid.
- Email financialaid@ccp.edu if you have any questions.

STEP 4: Tuition payment
- Register for classes early and check your bill; you must pay any balance not covered by the estimated financial aid.
- Failure to settle the balance owed on your bill by the payment deadline will result in your classes being dropped.

The College participates in the following financial aid programs:
- Federal Pell Grant
- PHEAA (state) Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Federal PLUS Loan
- William D. Ford Federal Direct Loan Program

NOTE: The 2014-2015 PHEAA grant filing deadline for all renewal applicants is May 1, 2014. The 2014-2015 PHEAA grant filing deadline for all new applicants is August 1, 2014.

Students who plan to pay for courses with financial aid must file their FAFSA by April 15 to be guaranteed processing prior to the start of the upcoming academic year. The timely submission of the FAFSA will allow the Financial Aid Office to award aid by payment due dates. Late applicants will be processed in the order they are received. Students will be required to pay for their classes or enroll in a payment plan while their aid is being processed.

American Opportunity Tax Credit and Lifetime Learning Credit
The American Opportunity Tax Credit and Lifetime Learning Credit provide valuable tax credits for students attending accredited post-secondary educational institutions such as Community College of Philadelphia. This enables eligible individuals and families to offset tuition costs and reduce the financial impact of tuition.

The 1098T Tax Notification form is used to report this important information. The IRS requires that the College report this information to eligible students no later than January 31.

Tax notifications are located in MyCCP under the Financial Services channel by selecting the Tax Notification link. Please note that 1098T forms are not mailed and are only available online via MyCCP.

Tuition and Fees
Tuition
Tuition is computed by multiplying the number of credits taken by the appropriate amount listed below. Most courses are three credit hours.

<table>
<thead>
<tr>
<th>Status</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia Residents</td>
<td>$153</td>
</tr>
<tr>
<td>Other Pennsylvanians</td>
<td>$306</td>
</tr>
<tr>
<td>Non-Pennsylvanians</td>
<td>$459</td>
</tr>
</tbody>
</table>

Fees
Fees such as general college fee, technology fee, course fees, etc. also apply. Please go to www.ccp.edu for a complete listing and explanation of College fees.

The College’s Board of Trustees reserves the right to change tuition and fees without prior notice.

Refunds
College policy regarding refunds may be found in the current edition of the College Catalog. Specific refund dates for Spring 2014 may be found on page 6 of this document.

For information on application forms and deadlines or to review the Financial Aid User’s Guide, please visit the Financial Aid Web page at www.ccp.edu or MyCCP at http://my.ccp.edu.
Payment of Tuition and Fees

Payment Deadlines
Spring 2014 payment due dates are as follows:

<table>
<thead>
<tr>
<th>Spring 2014 Payment Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Code</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>7A, 15A</td>
</tr>
<tr>
<td>12A</td>
</tr>
<tr>
<td>10A, 10B</td>
</tr>
<tr>
<td>7B</td>
</tr>
</tbody>
</table>

Tuition and fees must be paid in full by the above dates for students who registered early. After these deadlines, tuition and fees are due the day you register. Students who are paying for courses by cash, money order, check, e-check (checking/savings), credit card, or third-party (e.g., employer or VA) will be dropped from classes if they fail to pay by this deadline. Students dropped for nonpayment will be notified by the College about late registration procedures.

Previously enrolled students who register for Spring 2014 credit courses after the payment due date for the term will be assessed a $30 late registration fee.

Payment for tuition and fees may be made by cash, check or money order at the Bursar’s Office on the Main Campus, or by credit/debit card (Discover/Visa/MasterCard/AmEx) and e-Check (checking/savings) by logging onto MyCCP and using the "Pay My Bill" option on the Financial Services channel. Checks and money orders are to be made payable to Community College of Philadelphia and can be mailed to:

Community College of Philadelphia
Bursar's Office, Room B6-38
1700 Spring Garden Street
Philadelphia, PA 19130

In addition, payment by check or money order will be accepted at Regional Centers. Cash payments will only be accepted at the Main Campus.

Students who plan to pay for courses with financial aid must submit a Free Application for Federal Student Aid (FAFSA) AND must submit all requested documents to the Financial Aid Office at least four weeks before payment deadline.

If your course is canceled, you will receive a full refund for tuition and general college/technology fees (if applicable).

Payment Plan
The College offers a payment plan to those students who have a balance of $555 or greater. Students interested in enrolling should log into MyCCP and select the Enroll in a Payment Plan link under the Financial Services channel. Please note that the Bursar’s Office will activate this link and begin accepting online payment plan applications for Spring beginning November 1, 2013.

For specific questions, students may also contact the Bursar’s Office at 215-751-8987 or via email at bursarsoffice@ccp.edu.

Note: Please do not mail cash payments.

Note: The Board of Trustees reserves the right to change tuition and fees without notice. Tuition and fee changes usually go into effect for the fall semester.