Community College of Philadelphia

Student Affairs Division
Enrollment Services

Enrollment Information Guide for Continuing Students Summer/Fall 2013

Your guide to what you need to know to enroll for summer/fall 2013:
Important dates
Registration information
Payment options and deadlines
And more…

June 3, 2013

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.

Helpful Telephone Numbers
(Main Campus, unless otherwise noted)

Department	Phone	Room
Academic Advising	751-8777	BG-12
Academic Affairs	751-8350	M2-34
Admissions Information Center	751-8010	
Adult & Community Education	751-8381/8531	S3-3
Assessment Center	751-8221	BG-14
Athletics Center (Gym)	751-8964	G1-12
Bookstore	751-8151	WB-2
Bursar's Office (Cashier)	751-8130	BG-38
Business & Technology	496-6164	C1-9
Career Services Center	496-6176	C1-34
Center for Male Engagement	751-8817	S1-5
Center On Disability	751-8050	BG-39
Child Development Center	751-8765	440 N 16th St
Counseling Center	751-8169	BG-7
Counseling Center – Transfer Services	751-8169	BG-7
Distance Education	751-8415	B2-26
Diversity & Equity Office	751-8039	M2-3
Educational Support Services	751-8487	W1-1
Enrollment Central:		
Enrollment Certification	751-8263	
Financial Aid	751-8270	
Graduation	751-8252/8244	Bonnell
Registration	751-8251/8253	Building –
Transcript Evaluations	751-8255	Ground Level
Transcript Requests	751-8263/8105	
Veteran Certification	751-8259	
Human Resources	751-8035	A7-142
Institutional Advancement	751-8042	A7-127
International Student Services	751-8863	BG-42
Learning Lab (Central)	751-8480	B1-28
Learning Lab (South)	751-8481	B2-36
Learning Lab (West)	751-8482	W3-26
Liberal Studies	751-8450	BR-21
Library	751-8385	L1
Lost & Found	751-8111	M1-23
Math, Science & Health Careers	751-8430	W2-7
Northeast Regional Center	972-6372	NERC
Northwest Regional Center	751-8773	NWRC
President's Office	751-8028	M2-2
Security (Main)	751-8111	M1-23
Security (NERC)	972-6219	Lobby
Security (NWRC)	496-6012	Lobby
Security (WERC)	267-299-5863	Lobby
Student Academic Computer Center	751-8810	B2-33
Student Affairs	751-8160	M2-37
Student Life Center	751-8164	S1-19
Student Technical Support	496-6000	B2-38
Veterans Resource Center	267-299-5897	BG-43
West Regional Center	267-299-5850	WERC
Women's Outreach & Advocacy Center	751-8808	S3-9

Room locations are identified by letter and numbers:

B=Bonnell
C=Center for Business & Industry
G=Athletics Center (Gym)
L=Library
M=Mint
P=Pavilion
S=Winnett Student Life Building
W=West
A = Annex (1500 Spring Garden St, 7th Floor)

G=Ground
1=1st level
R=Rotunda
2=2nd level
3=3rd level
4=4th level
NERC = Northeast Regional Center
NWRC=Northwest Regional Center
WERC = West Regional Center

What's New – Summer/Fall 2013

Summer/Fall Tuition Payment Plan
Starting with Summer, enrollment for the College's Tuition Payment Plan will be available ONLINE via the *MyCCP* portal. Be sure to look out for important announcements from the Office of the Bursar regarding this new and exciting initiative.

Starting with Fall, the College will offer students a five installment based tuition payment plan to assist in budgeting for College. Installments will be due in three-week intervals. The College will assess a late fine of $20.00 for every late installment payment. Please be sure to adhere to the terms of the installment agreement to avoid any late fines.

Financial Aid News
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.

My Enrollment Profile
My Enrollment Profile has been enhanced to allow students to do the following:

- View your current and future course registration
- Print your schedule
- View and update your mailing address
- View your current major and catalog year
- View your college placement
- Inform transfer students when their official transcript has been received and evaluated
- Inform veterans of their status in the educational certification process

Access to this information will allow students to make informed decisions when selecting courses for registration. It will also allow students to ask questions during advising sessions. My Enrollment Profile is available on the Student tab via *MyCCP*.

Important Dates
Summer/Fall 2013 – Dates to Remember

Event	Summer 2013	Fall 2013
Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Summer 2013 classes	April 5, 2013	
Priority deadline for Fall 2013 for financial aid		April 15, 2013
Deadline for full payment of tuition and fees for all students registered by this date*	Early Summer - April 17, 2013 Late Summer – June 18, 2013	August 6, 2013
2013-2014 PHEAA state grant filing deadline for all **renewal** applicants		May 1, 2013
Summer four-day work week begins – College is only open Monday through Thursday	May 6, 2013	
First day of term/semester**	May 13, 2013	September 3, 2013
Memorial Day holiday – College closed	May 27, 2013	
No classes for 14-week session (term code 14A)	July 1-3, 2013	
Independence Day holiday – College closed	July 4, 2013	
Deadline to submit application for financial aid reinstatement for the Fall 2013 semester		July 9, 2013
Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Fall 2013 classes		July 9, 2013
2013-2014 PHEAA state grant filing deadline for all **new** applicants		August 1, 2013
Final day to submit loan requests and resolve all outstanding financial aid issues for Summer 2013 semester and award year 2012-2013	August 15, 2013	
End of four-day work week; College resumes normal operating schedule on this date	August 19, 2013	
Labor Day holiday – College closed		September 2, 2013
Deadline to submit application for financial aid reinstatement for Spring 2014 semester		November 6, 2013
Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2014 classes		November 6, 2013
Thanksgiving holiday – College closed		November 28-30, 2013
Professional development day – no classes^		December 4, 2013
Professional development day/Study day – once-a-week evening classes will be held; no day classes^		December 6, 2013
Final day to submit loan requests and resolve all outstanding financial aid issues for Fall 2013 semester		December 6, 2013
Final examinations, Fall 2013 semester		December 9 – 14, 2013
Winter break – College closed		December 24, 2013 – College closed at noon; December 25 -31, 2013

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* See page 15 for a complete list of summer/fall 2013 payment due dates
** See page 4 for a complete list of term start and end dates
^ Potential Emergency Closing make-up day

Summer/Fall 2013 Term Dates

Summer 2013 (May 13 – August 22)

Term Code	Description	Start	End
14A	14-week classes – Main Campus, Regional Centers and Distance Education	5/13/2013	8/22/2013
10A	10-week classes – Main Campus and Distance Education	5/13/2013	7/29/2013
7A	7-week classes – Main Campus, Regional Centers and Distance Education	5/13/2013	6/27/2013
7B	7-week classes – Main Campus	5/28/2013	7/18/2013
7N	7-week classes – Main Campus, Regional Centers and Distance Education	7/8/2013	8/22/2013

Fall 2013 Semester Dates

Term Code	Description	Start	End
15A	15-week classes – Main Campus, Regional Centers and Distance Education	9/3/2013	12/14/2013
12A	12-week classes – Main Campus and Regional Centers	9/23/2013	12/14/2013
10A	10-week classes – Main Campus, Regional Centers and Distance Education	10/3/2013	12/14/2013
10B	10-week classes – Accelerated Paralegal Studies Program Session 1	9/3/2013	11/11/2013
10C	10-week classes – Accelerated Paralegal Studies Program Session 2 & Other Distance Education classes	11/13/2013	2/17/2014
7A	7-week Accelerated Spanish classes	9/3/2013	10/21/2013
7B	7-week Accelerated Spanish classes	10/23/2013	12/14/2013

Refund Periods

The refund period is based on when the Summer/Fall 2013 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:

Summer 2013 Refund Periods

Term Code	Description	100% Refund No Later Than	50% Refund*	0% No Refund on or After
14A	14-week classes – Main Campus, Regional Centers and Distance Education	5/12/2013	5/13 – 6/3/2013	6/4/2013
10A	10-week classes – Main Campus and Distance Education	5/12/2013	5/13 – 5/27/2013	5/28/2013
7A	7-week classes – Main Campus, Regional Centers and Distance Education	5/12/2013	5/13 – 5/21/2013	5/22/2013
7B	7-week classes – Main Campus	5/27/2013	5/28 – 6/6/2013	6/7/2013
7N	7-week classes – Main Campus, Regional Centers and Distance Education	7/7/2013	7/8 – 7/16/2013	7/17/2013

Fall 2013 Refund Periods

Term Code	Description	100% Refund No Later Than	50% Refund**	0% No Refund on or After
15A	15-week classes – Main Campus, Regional Centers, and Distance Education	9/2/2013	9/3 – 9/23/2013	9/24/2013
12A	12-week classes – Main Campus and Regional Centers	9/22/2013	9/23 – 10/8/2013	10/9/2013
10A	10-week classes – Main Campus, Regional Centers, and Distance Education	10/2/2013	10/3 – 10/16/2013	10/17/2013
10B	10-week classes – Accelerated Paralegal Studies Program Session	9/2/2013	9/3 – 9/16/2013	9/17/2013
10C	10-week classes – Accelerated Paralegal Studies Program Session 2	11/12/2013	11/13 – 12/1/2013	12/2/2013
7A	7-week Accelerated Spanish classes	9/2/2013	9/3 – 9/11/2013	9/12/2013
7B	7-week Accelerated Spanish classes	10/22/2013	10/23 – 11/1/2013	11/2/2013

*Summer 2013: 50% refund only for tuition and course fees.

**Fall 2013: 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.

Summer 2013 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
14A	14-week classes – Main Campus, Regional Centers and Distance Education	7/29/2013
10A	10-week classes – Main Campus and Distance Education	7/11/2013
7A	7-week classes – Main Campus, Regional Centers and Distance Education	6/17/2013
7B	7-week classes – Main Campus	7/1/2013
7N	7-week classes – Main Campus, Regional Centers and Distance Education	8/12/2013

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Fall 2013 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
15A	15-week classes – Main Campus, Regional Centers, and Distance Education	11/18/2013
12A	12-week classes – Main Campus and Regional Centers	11/25/2013
10A	10-week classes – Main Campus, Regional Centers, and Distance Education	11/26/2013
10B	10-week classes – Accelerated Paralegal Studies Program Session 1	10/28/2013
10C	10-week classes – Accelerated Paralegal Studies Program Session 2 & Other Distance Education Classes	1/24/2014
7A	7-week Accelerated Spanish classes	10/7/2013
7B	7-week Accelerated Spanish classes	12/3/2013

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.

Summer 2013

Term Code	Description	"I" to "F" Deadline Date
14A	14-week classes – Main Campus, Regional Centers and Distance Education	10/3/2013
10A	10-week classes – Main Campus and Distance Education	9/9/2013
7A	7-week classes – Main Campus, Regional Centers and Distance Education	8/8/2013
7B	7-week classes – Main Campus	8/29/2013
7N	7-week classes – Main Campus, Regional Centers and Distance Education	10/3/2013

Fall 2013

Term Code	Description	"I" to "F" Deadline Date
15A	15-week classes – Main Campus, Regional Centers, and Distance Education	1/27/2014
12A	12-week classes – Main Campus and Regional Centers	12/23/2013
10A	10-week classes – Main Campus, Regional Centers, and Distance Education	1/27/2014
10B	10-week classes – Accelerated Paralegal Studies Program Session 1	12/23/2013
10C	10-week classes – Accelerated Paralegal Studies Program Session 2 & Other Distance Education Classes	3/31/2014
7A	7-week Accelerated Spanish classes	12/3/2013
7B	7-week Accelerated Spanish classes	1/27/2014

Registration Information

Priority Web Registration – starts Monday, March 18, 2013

Priority Web registration for the Summer/Fall 2013 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.

Credits Earned (including transfer credits)	Date Priority Web Registration Begins
40 credits or greater	Monday-Tuesday, 3/18/13 – 3/19/13
25 to 39 credits	Wednesday-Thursday, 3/20/13 – 3/21/13
24 credits or fewer	Friday-Saturday, 3/22/13 – 3/23/13

Web Registration (all eligible students) – starts Sunday, March 24, 2013
Guest Student Registration – starts Wednesday, March 27, 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 1) for specific hours of operation. For hours of operation at the Main Campus, go to *www.ccp.edu*, click on Academic Programs & Services, then Academic Advising, then Office Hours & Locations.

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, March 26, 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, March 26, 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 9. 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 10.

Guest Students Requesting Course Overload
Guest students wishing to enroll in more than 8 credit hours during Early or Late summer OR more than 18 credit hours during the fall 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.

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 $148 (current fee for 2012-2013) 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.

Summer 2013
Senior citizens taking classes for the first time may register (after completing their admissions application) for Summer 2013 on Monday and Tuesday, April 29-30, 2013 at the Main Campus from 9:30 to 11:30 a.m.

Previously enrolled senior citizens who wish to participate in the program may register for courses Monday through Thursday, April 29 - May 9, 2013 at the Main Campus and at any of the three Regional Centers during normal business hours.

Fall 2013
Senior citizens taking classes for the first time may register (after completing their admissions application) for the Fall 2013 semester on Monday – Tuesday, August 19-20, 2013 at the Main Campus from 9:30 to 11:30 a.m.

Previously enrolled senior citizens who wish to participate in the program may register for courses from Monday, August 19 – Friday, August 30, 2013 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 3.6
   Internet Explorer 7.x, 8.x
   Mozilla

   ➢ **Mac OS 10.3**
   Firefox 1.5.0.1
   Mozilla 1.7.12
   Netscape 7.2

   ➢ **Mac OS 10.4**
   Firefox 1.5.0.1 or 2.0
   Netscape 7.2

   ➢ **Mac OS 10.5**
   Firefox 2.0

   > Note: Internet Explorer 9.x, Opera, Safari and Google Chrome are not yet supported. 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. – 5:00 p.m. Monday – Friday (fall/spring) and 8:30 a.m. - 5:00 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 4-6 (Important Dates) for the term dates, refund periods and withdrawal information. Students receiving financial aid should refer to page 6 (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 M1-23 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 service counter, including Student Records and Registration and Financial Aid:

Summer (May 6 – August 15, 2013):
Monday and Tuesday, 9:00 a.m. – 7:00 p.m.
Wednesday, 9:00 a.m. – 5:00 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday and Tuesday, 9:00 a.m. – 7:00 p.m.
Wednesday and Thursday, 9:00 a.m. - 5:00 p.m.
Friday, 9:00 a.m. – 12:00 p.m.

Regional Centers

West Regional Center:
Enrollment Central office hours:
– Student Records and Registration
Summer (May 6 – August 15, 2013):
Monday to Wednesday, 9:00 a.m. – 4:45 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday to Thursday, 9:00 a.m. – 4:45 p.m.
Friday, 9:00 a.m. – 12:00 p.m.

– Financial Aid
Summer (May 6 – August 15, 2013):
Wednesday, 9:00 a.m. – 4:30 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Wednesday, 9:00 a.m. – 4:30 p.m.
Thursday, 9:00 a.m. – 4:30 p.m.

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 12 noon.

Northeast Regional Center:
Enrollment Central office hours:
– Student Records and Registration
Summer (May 6 – August 15, 2013):
Monday to Wednesday, 9:00 a.m. – 7:30 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday to Thursday, 9:00 a.m. – 7:30 p.m.
Friday, 9:00 a.m. – 12:00 p.m.

– Financial Aid
Summer (May 6 – August 15, 2013):
Monday to Wednesday, 9:00 a.m. – 4:30 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday, 9:00 a.m. – 7:00 p.m.
Tuesday to Thursday, 9:00 a.m. – 4:30 p.m.

Northwest Regional Center:
Enrollment Central office hours:
– Student Records and Registration
Summer (May 6 – August 15, 2013):
Monday to Wednesday, 9:00 a.m. – 7:30 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday to Thursday, 9:00 a.m. – 7:30 p.m.
Friday, 9:00 a.m. – 12:00 p.m.

– Financial Aid
Summer (May 6 – August 15, 2013):
Monday to Wednesday, 9:00 a.m. – 4:30 p.m.
Thursday, 9:00 a.m. – 3:45 p.m.
Closed Friday

Fall (August 19 – December 23, 2013):
Monday to Thursday, 9:00 a.m. – 4:30 p.m.

*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

> NOTE: The 2013-2014 PHEAA grant filing deadline for all **renewal applicants** is May 1, 2013. The 2013-2014 PHEAA grant filing deadline for all **new applicants** is August 1, 2013.

- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Federal PLUS Loan
- William D. Ford Federal Direct Loan Program

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.*

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 up-coming 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.

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.

	Summer 2013	Fall 2013
Philadelphia Residents	$148	$153
Other Pennsylvanians	$296	$306
Non-Pennsylvanians	$444	$459

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 Summer/Fall 2013 may be found on page 5 of this document.

Payment of Tuition and Fees

Payment Deadlines

Payment is due by Wednesday, April 17, 2013 for Early Summer (term codes 14A, 7A, 10A and 7B) and Tuesday, June 18, 2013 for Late Summer (term code 7N). Fall 2013 payment due dates are as follows:

Fall 2013 Payment Due Dates	
Term Code	Due Date
7A, 10B, 15A	August 6, 2013
12A	August 19, 2013
10A	September 3, 2013
7B	September 23, 2013
10C	October 14, 2013

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 Fall 2013 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 BG-38
> 1700 Spring Garden Street
> Philadelphia, PA 19130

> Note: Please do not mail cash payments.

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 Summer beginning March 25, 2013 and for Fall beginning July 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: 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.