GUEST STUDENT SERVICES

To proceed with the next step of enrollment, please follow the steps listed below. To avoid a delay in processing your request, please be sure to follow ALL steps. Please allow two business days to process your request.

STEP #1 – Access CourseFinder by clicking here to obtain the course reference number(s) (CRNs) needed for registration.

STEP #2 – 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/SAT, ACT or TOEFL scores

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

**NOTE: SAT, ACT or TOEFL scores may be used as proof of college-level English and/or mathematic 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 –Reading 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 your name, student ID# (J#), semester/term, course reference number(s), name of our school, and signed by school official.

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

**Note: STEP#1 AND STEP#2 MUST BE RECEIVED TO PROCESS YOUR REQUEST.

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

STEP#3 Register for classes. Please click here for 10 Easy Steps to Online Registration.

STEP#4 Pay for classes. Please click here for instructions on paying your bill online.