Your guide to what you need to know to enroll for summer 2015:

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

March 19, 2015
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### Helpful Telephone Numbers
(Main Campus, unless otherwise noted)

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>751-8777</td>
<td>B6-12</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>751-8350</td>
<td>M2-34</td>
</tr>
<tr>
<td>Admissions Information Center</td>
<td>751-8010</td>
<td></td>
</tr>
<tr>
<td>Adult &amp; Community Education</td>
<td>751-8381/8531</td>
<td>S3-3</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>751-8221</td>
<td>B6-14</td>
</tr>
<tr>
<td>Athletics Center (Gym)</td>
<td>751-8964</td>
<td>G1-12</td>
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<tr>
<td>Bookstore</td>
<td>751-8151</td>
<td>W2-2</td>
</tr>
<tr>
<td>Bursar's Office</td>
<td>751-8130</td>
<td>B6-38</td>
</tr>
<tr>
<td>Business &amp; Technology</td>
<td>496-6164</td>
<td>C1-9</td>
</tr>
<tr>
<td>Career Services Center</td>
<td>496-6176</td>
<td>C1-34</td>
</tr>
<tr>
<td>Center for Male Engagement</td>
<td>751-8817</td>
<td>S1-5</td>
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<tr>
<td>Center On Disability</td>
<td>751-8050</td>
<td>B6-39</td>
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<tr>
<td>Child Development Center</td>
<td>751-8765</td>
<td>440 N 16th St</td>
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<tr>
<td>Counseling Center</td>
<td>751-8169</td>
<td>B6-7</td>
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<tr>
<td>Counseling Center - Transfer Services</td>
<td>751-8169</td>
<td>B6-7</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>751-8161</td>
<td>S1-10</td>
</tr>
<tr>
<td>Diversity &amp; Equity Office</td>
<td>751-8039</td>
<td>M2-3</td>
</tr>
<tr>
<td>Educational Support Services</td>
<td>751-8487</td>
<td>W1-1</td>
</tr>
<tr>
<td>Enrollment Central:</td>
<td></td>
<td></td>
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<td>Enrollment Certification</td>
<td>751-8263</td>
<td>Bonnell Building</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>751-8270</td>
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<tr>
<td>Graduation</td>
<td>751-8252/8244</td>
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<td>Registration</td>
<td>751-8251/8253</td>
<td></td>
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<tr>
<td>Transcript Evaluations</td>
<td>751-8295</td>
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<tr>
<td>Transcript Requests</td>
<td>751-8263/8105</td>
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<td>Veteran Certification</td>
<td>751-8259</td>
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<td>Human Resources</td>
<td>751-8035</td>
<td>A7-142</td>
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<td>Institutional Advancement</td>
<td>751-8042</td>
<td>A7-127</td>
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<td>International Student Services</td>
<td>751-8863</td>
<td>B6-42</td>
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<tr>
<td>Learning Lab (Central)</td>
<td>751-8480</td>
<td>B1-28</td>
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<tr>
<td>Learning Lab (South)</td>
<td>751-8481</td>
<td>B2-36</td>
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<td>Learning Lab (West)</td>
<td>751-8482</td>
<td>W3-26</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>751-8450</td>
<td>B2-21</td>
</tr>
<tr>
<td>Library</td>
<td>751-8385</td>
<td>L1</td>
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<tr>
<td>Lost &amp; Found</td>
<td>751-8111</td>
<td>M6-12</td>
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<tr>
<td>Math, Science &amp; Health Careers</td>
<td>751-8430</td>
<td>W2-7</td>
</tr>
<tr>
<td>Northeast Regional Center</td>
<td>972-6372</td>
<td>NERC</td>
</tr>
<tr>
<td>Northwest Regional Center</td>
<td>751-8773</td>
<td>NWRC</td>
</tr>
<tr>
<td>Online Learning</td>
<td>751-8415</td>
<td>B2-26</td>
</tr>
<tr>
<td>President's Office</td>
<td>751-8028</td>
<td>M2-2</td>
</tr>
<tr>
<td>Security (Main)</td>
<td>751-8111</td>
<td>M6-12</td>
</tr>
<tr>
<td>Security (NERC)</td>
<td>972-6219</td>
<td>Lobby</td>
</tr>
<tr>
<td>Security (NWRC)</td>
<td>496-6012</td>
<td>Lobby</td>
</tr>
<tr>
<td>Security (WERC)</td>
<td>267-299-5863</td>
<td>Lobby</td>
</tr>
<tr>
<td>Single Stop</td>
<td>267-299-5910</td>
<td>M1-21</td>
</tr>
<tr>
<td>Student Academic Computing Center</td>
<td>751-8810</td>
<td>B2-33</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>751-8160</td>
<td>M2-37</td>
</tr>
<tr>
<td>Student Life Center</td>
<td>751-8164</td>
<td>S1-19</td>
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<tr>
<td>Student Technical Support</td>
<td>496-6000</td>
<td>B2-38</td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>267-299-5897</td>
<td>B6-43</td>
</tr>
<tr>
<td>West Regional Center</td>
<td>267-299-5850</td>
<td>WERC</td>
</tr>
<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**=Bonnell
- **C**=Center for Business & Industry
- **G**=Gardens
- **M**=Male
- **N**=Northwest
- **P**=Pavilion
- **R**=Rotunda
- **S**=Single Stop
- **T**=Tenth Floor
- **W**=West
- **WERC**=West Regional Center
- **NERC**=Northeast Regional Center
- **NWRC**=Northwest Regional Center
- **S1**=1st level
- **S2**=2nd level
- **S3**=3rd level
- **S4**=4th level
- **G**=Ground
- **1**=1st level
- **2**=2nd level
- **3**=3rd level
- **4**=4th level

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### 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.
Veteran’s Course Scheduling Preference
Veteran students are granted course scheduling preference (in accordance with Pennsylvania legislation – Act 46 of 2014 - Act of May 14, 2014, P.L. 667, No. 46) during the priority registration period. Active military members also receive course scheduling preference during the priority registration period. Eligible students must provide documentation confirming their status as an active military member or veteran. Supporting documentation such as the DD-214 must be received by the Veteran’s Resource Center (BG-43) at least 5 business days before the priority registration period. Veterans receiving VA Education Benefits do not have to provide any additional documentation.

For additional information or questions regarding course scheduling preference for veteran students, contact the Veteran’s Resource Center at vets@ccp.edu.

Military Leave of Absence
A student who is a member of the Pennsylvania National Guard or other reserve component of the armed forces of the United States who is called or ordered to active duty, other than active duty for training, and the student’s affected spouse can request and receive a leave of absence for military duty. The request must be made during the affected term by submitting the College’s Request for Excused Withdrawal form along with a copy of the military orders. The student or the affected spouse shall receive an “M” on their grade transcript for all classes they are unable to complete due to a military leave of absence. A tuition refund or credit will be issued for the next semester or term after the termination of the educational military leave of absence.
## Important Dates

### Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority web registration for Summer 2015 begins for continuing students</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>Deadline to submit application for financial aid reinstatement for Summer 2015</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Summer 2015 classes</td>
<td>April 3, 2015</td>
</tr>
<tr>
<td>Deadline for full payment of tuition and fees for all students registered by this date*</td>
<td>4/15/15 - Early Summer 6/16/15 - Late Summer</td>
</tr>
<tr>
<td>2015-2016 PHEAA state grant filing deadline for all renewal applicants</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>Summer four-day work week begins - College is only open Monday through Thursday</td>
<td>May 4, 2015</td>
</tr>
<tr>
<td>First day of term**</td>
<td>May 11, 2015</td>
</tr>
<tr>
<td>Memorial Day holiday - College closed</td>
<td>May 25, 2015</td>
</tr>
<tr>
<td>No classes for 14-week session (term code 14A)</td>
<td>June 30 - July 2, 2015</td>
</tr>
<tr>
<td>Independence Day holiday - College closed</td>
<td>July 6, 2015</td>
</tr>
<tr>
<td>Deadline to submit application for financial aid reinstatement for Fall 2015 semester</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2015 classes</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>2015-2016 PHEAA state grant filing deadline for all new applicants</td>
<td>August 1, 2015</td>
</tr>
<tr>
<td>End of four-day work week; College resumes normal operating schedule on this date</td>
<td>August 17, 2015</td>
</tr>
</tbody>
</table>

* See page 14 for a complete list of summer 2015 payment due dates

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

### Summer 2015 Semester Dates

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>14A</td>
<td>14-week - Main Campus and Online Learning</td>
<td>5/11/15</td>
<td>8/20/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week - Main Campus, Regional Centers and Online Learning</td>
<td>5/11/15</td>
<td>6/25/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week - Accelerated Paralegal Studies Program</td>
<td>5/11/15</td>
<td>7/27/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week - Main Campus and Regional Centers</td>
<td>6/1/15</td>
<td>7/22/15</td>
</tr>
<tr>
<td>7N</td>
<td>7-week - Main Campus, Regional Centers and Online Learning</td>
<td>7/7/15</td>
<td>8/20/15</td>
</tr>
</tbody>
</table>
Refund Periods

The refund period is based on when the Summer 2015 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 a student is unable to come to campus, he/she must send an email message from their MyCCP email account to osrrhelp@ccp.edu. In that case, the refund will be based on the date the email was received, 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>14A</td>
<td>14-week - Main Campus and Online Learning</td>
<td>5/10/15</td>
<td>5/11 - 6/1/15</td>
<td>6/2/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week - Main Campus, Regional Centers and Online Learning</td>
<td>5/10/15</td>
<td>5/11 - 5/19/15</td>
<td>5/20/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week - Main Campus and Regional Centers</td>
<td>5/31/15</td>
<td>6/1 - 6/10/15</td>
<td>6/11/15</td>
</tr>
<tr>
<td>7N</td>
<td>7-week - Main Campus, Regional Centers and Online Learning</td>
<td>7/6/15</td>
<td>7/7 - 7/15/15</td>
<td>7/16/15</td>
</tr>
</tbody>
</table>

*50% refund only for tuition, course fees, online learning 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.

Important: To assist students with changes to their schedules, the College permits students to do an even exchange. An even exchange is both dropping and adding a course with the same number of credit hours within the same term (15A, 10A, 7A, 7B, etc.) and prior to the end of the refund period. Students who drop a course after a term starts and prior to the end of the refund period will be responsible for 50% of the tuition for the course that was dropped. Students who drop a course after a term starts and prior to the end of the refund period and add a course in a different term will be responsible for 50% of the tuition for the course that was dropped and 100% of the tuition for the course that was added.
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 2015 Withdrawal Dates

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Description</th>
<th>Last Day to Withdraw Without Penalty of Failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>14A</td>
<td>14-week – Main Campus and Online Learning</td>
<td>7/25/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week – Main Campus, Regional Centers and Online Learning</td>
<td>6/12/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week – Accelerated Paralegal Studies Program</td>
<td>7/7/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week – Main Campus and Regional Centers</td>
<td>7/7/15</td>
</tr>
<tr>
<td>7N</td>
<td>7-week – Main Campus, Regional Centers and Online Learning</td>
<td>8/10/15</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>
</tr>
</thead>
<tbody>
<tr>
<td>14A</td>
<td>14-week – Main Campus and Online Learning</td>
<td>10/1/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week – Main Campus, Regional Centers and Online Learning</td>
<td>8/6/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week – Accelerated Paralegal Studies Program</td>
<td>10/1/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week – Main Campus and Regional Centers</td>
<td>9/2/15</td>
</tr>
<tr>
<td>7N</td>
<td>7-week – Main Campus, Regional Centers and Online Learning</td>
<td>10/1/15</td>
</tr>
</tbody>
</table>
Registration Information

Priority Web Registration - starts Monday, March 16, 2015

Priority Web registration for the Summer 2015 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>
</tr>
</thead>
<tbody>
<tr>
<td>40 credits or greater</td>
<td>Veterans*: Monday, 3/16/15 at 6 a.m.</td>
</tr>
<tr>
<td></td>
<td>All Students: Monday, 3/16/15 at noon</td>
</tr>
<tr>
<td>25 to 39 credits</td>
<td>Veterans*: Wednesday, 3/18/15 at 6 a.m.</td>
</tr>
<tr>
<td></td>
<td>All Students: Wednesday, 3/18/15 at noon</td>
</tr>
<tr>
<td>24 credits or fewer</td>
<td>Veterans*: Friday, 3/20/15 at 6 a.m.</td>
</tr>
<tr>
<td></td>
<td>All Students: Friday 3/20/15 at noon</td>
</tr>
</tbody>
</table>

*Refer to Veterans Course Scheduling Preference in the What’s New Section (page 3)

Guest Student Registration - starts Wednesday, March 25, 2015

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, March 24, 2015.

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 24, 2015.

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 in the Web Registration Guide available at MyCCP.

Guest Students Requesting Course Overload

Guest students wishing to enroll in more than 8 credit hours during the summer 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.

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 equivalent to the tuition rate for one credit hour 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 2015

Senior citizens taking classes for the first time may register (after completing their admissions application and placement test if applicable) for the Summer 2015 semester on Monday and Tuesday, April 27-28, 2015 at the Main Campus Counseling Center 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 Monday, April 27, 2015 through Thursday, May 7, 2015 at any enrollment counter at the Main Campus or 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.
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 Management 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 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
Enrollment Central and Bursar's Office Hours

Main Campus

- Enrollment Central office hours, including the service counter, Student Records & Registration and Financial Aid:
  
  Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:45 a.m. - 5:00 p.m.
  Friday, 8:45 a.m. - 3:00 p.m.

Effective May 4 - August 14, 2015:
  Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:45 a.m. - 5:30 p.m.
  Closed Friday

- Bursar's Office:
  
  Monday and Tuesday, 8:45 a.m. - 6:00 p.m.
  Wednesday and Thursday, 8:45 a.m. - 4:00 p.m.
  Friday, 8:45 a.m. - 3:00 p.m.

Effective May 4 - August 14, 2015:
  Monday and Tuesday, 8:45 a.m. - 6:00 p.m.
  Wednesday and Thursday 8:45 a.m. - 5:00 p.m.
  Closed Friday

Regional Centers

West Regional Center:
Enrollment Central office hours:
  
  - Student Records and Registration
    Monday to Thursday, 8:45 a.m. - 4:45 p.m.
    Friday, 8:45 a.m. - 3:00 p.m.

Effective May 4 - August 14, 2015:
  Monday to Thursday, 8:45 a.m. - 5:30 p.m.
  Closed Friday

- Financial Aid
  
  Wednesday, 8:45 a.m. - 4:30 p.m.
  Thursday, 8:45 a.m. - 4:30 p.m.

Effective May 4 - August 14, 2015:
  Wednesday and Thursday, 8:45 a.m. - 5:00 p.m.
  Closed Friday

Northeast Regional Center:
Enrollment Central office hours:
  
  - Student Records and Registration
    Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
    Wednesday and Thursday, 8:45 a.m. - 5:00 p.m.
    Friday, 8:45 a.m. - 3:00 p.m.

Effective May 4 - August 14, 2015:
  Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:45 a.m. - 5:30 p.m.
  Closed Friday

- Financial Aid
  
  Monday, 8:45 a.m. - 7:00 p.m.
  Tuesday to Thursday, 8:45 a.m. - 4:30 p.m.

Effective May 4 - August 14, 2015:
  Monday, 8:45 a.m. - 7:00 p.m.
  Tuesday to Thursday, 8:45 a.m. - 5:00 p.m.
  Closed Friday

Northwest Regional Center:
Enrollment Central office hours:
  
  - Student Records and Registration
    Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
    Wednesday and Thursday, 8:45 a.m. - 5:00 p.m.
    Friday, 8:45 a.m. - 3:00 p.m.

Effective May 4 - August 14, 2015:
  Monday and Tuesday, 8:45 a.m. - 7:00 p.m.
  Wednesday and Thursday, 8:45 a.m. - 5:30 p.m.
  Closed Friday

- Financial Aid
  
  Monday to Thursday, 8:45 a.m. - 4:30 p.m.

Effective May 4 - August 14, 2015:
  Monday, 8:45 a.m. - 6:00 p.m.
  Tuesday to Thursday, 8:45 a.m. - 5:00 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 8:45 a.m. to 8:00 p.m. and Friday from 8:45 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.

March 19, 2015
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.
- Tax filers are highly encouraged to use the IRS Data Retrieval provided in the FAFSA application.
- 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 may 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

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 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.

Philadelphia Residents $153
Other Pennsylvanians $306
Non-Pennsylvanians $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 2015 may be found on page 6 of this document.
# Payment of Tuition and Fees

## Payment Deadlines

Summer 2015 payment due dates are as follows:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7A, 7B, 10A, 14A</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>7N</td>
<td>June 16, 2015</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.

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. There is a $9.00 convenience fee if paying by credit or debit card. 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

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 23, 2015.

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.

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Note: Please do not mail cash payments.