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

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

October 2, 2014
# Table of Contents

Helpful Telephone Numbers ........................................................................................................................................ 2
What’s New - Spring 2015 ........................................................................................................................................... 3
Important Dates.......................................................................................................................................................... 4
  Dates to Remember .................................................................................................................................................. 4
  Term Dates.............................................................................................................................................................. 5
Refund Periods .......................................................................................................................................................... 6
Withdrawal Dates/Information .................................................................................................................................... 7
Grade Information ("I" to "F" Deadline Dates) ......................................................................................................... 8
Registration Information........................................................................................................................................... 9
  Continuing Students................................................................................................................................................ 9
Requesting Overload/Override Permission ............................................................................................................ 9
  Guest Students..................................................................................................................................................... 10
  International Students ......................................................................................................................................... 10
  Senior Citizens ................................................................................................................................................... 10
  Veterans ............................................................................................................................................................... 10
Things You Need to Know ...................................................................................................................................... 11
  Changing Your Schedule (Drop/Add)..................................................................................................................... 11
  Auditing a Course ............................................................................................................................................... 11
  Photo ID Information ....................................................................................................................................... 11
  Days of the Week Codes ................................................................................................................................... 11
Enrollment Central Office Hours .......................................................................................................................... 12
  Main Campus .................................................................................................................................................... 12
  Regional Centers ................................................................................................................................................. 12
Student Financial Information ............................................................................................................................... 13
  Financial Aid ....................................................................................................................................................... 13
  American Opportunity Tax Credit and Lifetime Learning Credit ........................................................................ 13
  Tuition and Fees ............................................................................................................................................... 13
Payment of Tuition and Fees .................................................................................................................................. 14
  Payment Deadlines ........................................................................................................................................... 14
  Payment Plan .................................................................................................................................................... 14
### 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>751-8361/8531</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>S1-12</td>
</tr>
<tr>
<td>Bookstore</td>
<td>751-8151</td>
<td>WB-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>
</tr>
<tr>
<td>Center On Disability</td>
<td>751-8050</td>
<td>B6-39</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>751-8765</td>
<td>440 N 16th St</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>751-8169</td>
<td>B6-7</td>
</tr>
<tr>
<td>Counseling Center - Transfer Services</td>
<td>751-8169</td>
<td>B6-7</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>
</tr>
<tr>
<td>Enrollment Certification</td>
<td>751-8263</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>751-8270</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>751-8252/8244</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>751-8251/8253</td>
<td></td>
</tr>
<tr>
<td>Transcript Evaluations</td>
<td>751-8255</td>
<td></td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>751-8263/8105</td>
<td></td>
</tr>
<tr>
<td>Veteran Certification</td>
<td>751-8259</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>751-8035</td>
<td>A7-142</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>751-8042</td>
<td>A7-127</td>
</tr>
<tr>
<td>International Student Services</td>
<td>751-8863</td>
<td>B6-42</td>
</tr>
<tr>
<td>Learning Lab (Central)</td>
<td>751-8480</td>
<td>B1-28</td>
</tr>
<tr>
<td>Learning Lab (South)</td>
<td>751-8481</td>
<td>B2-36</td>
</tr>
<tr>
<td>Learning Lab (West)</td>
<td>751-8482</td>
<td>W3-26</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>751-8450</td>
<td>BR-21</td>
</tr>
<tr>
<td>Library</td>
<td>751-8385</td>
<td>L1</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>751-8111</td>
<td>M6-12</td>
</tr>
<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>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>
</tr>
<tr>
<td>Student Success Initiatives</td>
<td>751-8136</td>
<td>S1-19</td>
</tr>
<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 = Ground
- H = Athletics Center (Gym)
- R = Rotunda
- L = Library
- S = 1st level
- W = West
- M = Mint
- 2 = 2nd level
- WERC = West Regional Center
- P = Pavilion
- 3 = 3rd level
- NERC = Northeast Regional Center
- 4 = 4th level
- St = Winnet Student Life Building
- R = Rotunda
- 7 = 7th floor

### 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.
What's New – Spring 2015

MyGPS
MyGPS is an 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
- Access to My Colonial Community, an online connection to student clubs, organizations, leadership opportunities, campus life resources and a calendar of events
- 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

Complete With 15
Complete with 15 is a new scholarship program at the College that will provide eligible students who enroll in four courses (minimum 12 credits) each semester with a scholarship that will fund an additional three-credit course. By enrolling in five courses per semester for a minimum of 15 credits, students can complete their associate’s degree in less time while saving money.

For more information, go to the College’s home page, click on Paying for College, Tuition Assistance Programs and then Complete with 15; email studentsuccess@ccp.edu; or call 215-751-8136.

Financial Aid News
- Consistent with the Supreme Court decision on the Defense of Marriage Act, the 2014-2015 FAFSA will include guidance explaining that marriage includes both legal marriages of persons of the opposite sex and legal marriages of persons of the same sex in jurisdictions where it is allowed.
- The 2014-2015 FAFSA will collect information from both of the dependent student’s legal (biological and/or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.
- A new question was added to the 2014-2015 FAFSA to collect the tax return filing status (single, head of household, married filing jointly, etc.).
- Effective July 1, 2013 there is a limit on the maximum period of times that first time borrowers can receive federal Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.
- The maximum Pell award for 2014-2015 is $5,730, an increase of $85 over last year.

Financial Aid TV
Get answers to your financial aid questions anytime online! Videos are available on a wide variety of financial aid and financial literacy topics 24/7 in a “YouTube” type of format. To access Financial Aid TV, from the College’s home page, click on Paying for College, Financial Aid, and then Financial Aid Answers or click on this link: http://ccp.edu/paying-college/financial-aid/financial-aid-answers.
## Important Dates

### Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority deadline for Spring 2015 for financial aid</td>
<td>April 15, 2014</td>
</tr>
<tr>
<td>Priority web registration for Spring 2015 begins for continuing students</td>
<td>October 6, 2014</td>
</tr>
<tr>
<td>Deadline to submit application for financial aid reinstatement for the Spring 2015 semester</td>
<td>November 5, 2014</td>
</tr>
<tr>
<td>Deadline to submit all required financial aid documents and resolve all financial issues to hold Spring 2015 classes</td>
<td>November 5, 2014</td>
</tr>
<tr>
<td>Deadline to submit loan requests for Spring 2015</td>
<td>November 5, 2014</td>
</tr>
<tr>
<td>Deadline for full payment of tuition and fees for all students registered by this date for Spring 2015 semester*</td>
<td>December 3, 2014</td>
</tr>
<tr>
<td>First day of semester**</td>
<td>January 12, 2015</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday - College closed</td>
<td>January 19, 2015</td>
</tr>
<tr>
<td>Last day to change residency status and curriculum (major) for the Spring 2015 semester</td>
<td>February 2, 2015</td>
</tr>
<tr>
<td>Spring Break - College Closed</td>
<td>March 2-7, 2015</td>
</tr>
<tr>
<td>Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2015 classes</td>
<td>April 3, 2015</td>
</tr>
<tr>
<td>Priority deadline for Fall 2015 for financial aid</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>Priority FAFSA filing deadline for next academic year (2015-2016)</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>Professional development days (Potential Emergency Closing make-up days) - No classes</td>
<td>April 21-22, 2015</td>
</tr>
<tr>
<td>Professional development day/Study day (Potential Emergency Closing make-up day) - No classes</td>
<td>April 23, 2015</td>
</tr>
<tr>
<td>Final examinations, Spring 2015 semester</td>
<td>April 24-30, 2015</td>
</tr>
<tr>
<td>Deadline to settle all outstanding financial aid matters for the current year (2014-2015). All aid will be cancelled after this date.</td>
<td>April 30, 2015</td>
</tr>
<tr>
<td>2015-2016 PHEAA grant filing deadline for all renewal applicants</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>Final day to resolve all outstanding financial aid issues for Spring 2015 semester</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 2, 2015</td>
</tr>
</tbody>
</table>

* See page 14 for a complete list of spring 2015 payment due dates
** See page 5 for a complete list of term start and end dates
## Term Dates

### Spring 2015 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 - Main Campus, Regional Centers and Online Learning</td>
<td>1/12/15</td>
<td>4/30/15</td>
</tr>
<tr>
<td>12A</td>
<td>12-week - Main Campus and Regional Centers</td>
<td>2/3/15</td>
<td>4/30/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week - Main Campus, Regional Centers and Online Learning</td>
<td>2/10/15</td>
<td>4/30/15</td>
</tr>
<tr>
<td>10B</td>
<td>10-week - Accelerated Paralegal Studies Program Session 1</td>
<td>2/12/15</td>
<td>4/29/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Spanish</td>
<td>1/12/15</td>
<td>2/23/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week Accelerated Spanish</td>
<td>3/9/15</td>
<td>4/18/15</td>
</tr>
</tbody>
</table>
Refund Periods

The refund period is based on when the Spring 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 the term 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:

### Spring 2015 Refund Periods

<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 - Main Campus, Regional Centers, and Online Learning</td>
<td>1/11/15</td>
<td>1/12/15 - 2/2/15</td>
<td>2/3/15</td>
</tr>
<tr>
<td>12A</td>
<td>12-week - Main Campus and Regional Centers</td>
<td>2/2/15</td>
<td>2/3/15 - 2/19/15</td>
<td>2/20/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week - Main Campus, Regional Centers, and Online Learning</td>
<td>2/9/15</td>
<td>2/10/15 - 2/25/15</td>
<td>2/26/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Spanish</td>
<td>1/11/15</td>
<td>1/12/15 - 1/20/15</td>
<td>1/21/15</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.
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.

<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>15A</td>
<td>15-week - Main Campus, Regional Centers, and Online Learning</td>
<td>4/6/15</td>
</tr>
<tr>
<td>12A</td>
<td>12-week - Main Campus and Regional Centers</td>
<td>4/8/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week - Main Campus, Regional Centers, and Online Learning</td>
<td>4/13/15</td>
</tr>
<tr>
<td>10B</td>
<td>10-week - Accelerated Paralegal Studies Program Session 1</td>
<td>4/13/15</td>
</tr>
<tr>
<td>7A</td>
<td>7-week Accelerated Spanish</td>
<td>2/12/15</td>
</tr>
<tr>
<td>7B</td>
<td>7-week Accelerated Spanish</td>
<td>4/6/15</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.

### Spring 2015

<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>15A</td>
<td>15-week – Main Campus, Regional Centers, and Online Learning</td>
<td>6/11/15</td>
</tr>
<tr>
<td>12A</td>
<td>12-week – Main Campus and Regional Centers</td>
<td>6/11/15</td>
</tr>
<tr>
<td>10A</td>
<td>10-week – Main Campus, Regional Centers, and Online Learning</td>
<td>6/11/15</td>
</tr>
<tr>
<td>10B</td>
<td>10-week – Accelerated Paralegal Studies Program Session 1</td>
<td>6/10/15</td>
</tr>
<tr>
<td>8A</td>
<td>7-week Accelerated Spanish</td>
<td>3/26/15</td>
</tr>
<tr>
<td>8B</td>
<td>7-week Accelerated Spanish</td>
<td>6/1/15</td>
</tr>
</tbody>
</table>
Registration Information

Priority Web Registration - starts Monday, October 6, 2014

Priority Web registration for the Spring 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>Monday-Tuesday, 10/6/14 - 10/7/14</td>
</tr>
<tr>
<td>25 to 39 credits</td>
<td>Wednesday-Thursday, 10/8/14 - 10/9/14</td>
</tr>
<tr>
<td>24 credits or fewer</td>
<td>Friday-Saturday, 10/11/14 - 10/12/14</td>
</tr>
</tbody>
</table>

Web Registration (all eligible students) - starts Sunday, October 12, 2014

Guest Student Registration - starts Wednesday, October 15, 2014

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 14, 2014.

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 14, 2014.

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.

A guest student is defined as a currently enrolled student at another college or university who plans to take credit courses but does not intend to obtain a degree or certificate from Community College of Philadelphia.

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 in the Web Registration Guide available on MyCCP.

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.

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.

International Students

Students holding F-1 visa status must be enrolled in a full course load (12 credits or more) to maintain immigration status. F-1 visa holders cannot enroll in more than one class of Online Learning. Such course can count no more than 3 credits toward full-time enrollment. Online Learning courses are courses through the internet where a teacher and students are not physically present in a classroom at the same time.

Senior Citizens

- The College offers one 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 non-refundable 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.

Spring 2015
Senior citizens taking classes for the first time may register (after completing their admissions application and placement test if applicable) for the Spring 2015 semester on Monday, January 5, 2015 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 Friday, January 2 through Friday, January 9, 2015 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.
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 Office Hours

Main Campus

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

  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

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

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, 8:45 a.m. - 6:00 p.m.
  Tuesday to Thursday, 8:45 a.m. - 4:30 p.m.

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

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 2015-2016 PHEAA grant filing deadline for all renewal applicants is May 1, 2015. The 2015-2016 PHEAA grant filing deadline for all new applicants is August 1, 2015.

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 Spring 2015 may be found on page 6 of this document.
Payment of Tuition and Fees

Payment Deadlines

Spring 2015 payment due dates are as follows:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A, 7A</td>
<td>December 3, 2014</td>
</tr>
<tr>
<td>12A</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>10A, 10B</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>7B</td>
<td>February 13, 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.

Previously enrolled students who register for Spring 2015 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

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 3, 2014.

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.