

**Community  
College  
*of* Philadelphia**

**Academic and Student Success Division  
Enrollment Services**

**Enrollment Information Guide  
for Continuing Students  
Winter/Spring 2017**

**Your guide to what you need to know to enroll for winter/  
spring 2017:**

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

November 22, 2016

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## Helpful Telephone Numbers

(Main Campus, unless otherwise noted)

Department	Phone	Room
Academic Advising	751-8777	B6-12
Academic and Student Success	751-8160	M2-37
Access & Community Engagement	751-8381/8531	S3-3
Admissions Information Center	751-8010	
Assessment Center	751-8221	B6-14
Athletics Center (Gym)	751-8964	G1-12
Bookstore	751-8151	WB-2
Bursar's Office	751-8130	B6-38
Business & Technology	751-8785	B2-22
Career Services Center	496-6176	C1-3
Center for Male Engagement	751-8817	S1-5
Center On Disability	751-8050	B6-39
Child Development Center	751-8765	440 N 16 <sup>th</sup> St
Counseling Center	751-8169	B6-7
Counseling Center - Transfer Services	751-8169	B6-7
Dean of Students' Office	751-8161	S1-10
Diversity & Equity Office	751-8039	M2-3
Educational Support Services	751-8487	L1-09
Enrollment Central:		
Enrollment Certification	751-8263	Bonnell Building - Ground Level
Financial Aid	751-8270	
Graduation	751-8252/8244	
Registration	751-8251/8253	
Transcript Evaluations	751-8255	
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	B6-42
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	M6-12
Math, Science & Health Careers	751-8430	W2-7
Northeast Regional Center	972-6372	NERC
Northwest Regional Center	751-8773	NWRC
Online Learning	751-8415	B2-26
President's Office	751-8028	M2-2
Security (Main)	751-8111	M6-12
Security (NERC)	972-6219	Lobby
Security (NWRC)	496-6012	Lobby
Security (WERC)	267-299-5863	Lobby
Single Stop	267-299-5910	M1-21
Student Academic Computing Center	751-8810	B2-33
Student Life Center	751-8164	S1-19
Student Technical Support	496-6000	B2-38
Veterans Resource Center	267-299-5897	B6-43
West Regional Center	267-299-5850	WERC
Women's Outreach & Advocacy Center	751-8808	S1-19

Room locations are identified by letter and numbers:

B=Bonnell	G=Ground
C=Center for Business & Industry	1=1st level
G=Athletics Center (Gym)	R=Rotunda
L=Library	2=2nd level
M=Mint	3=3rd level
P=Pavilion	4=4th level
S=Winnet Student Life Building	NERC = Northeast Regional Center
W=West	NWRC=Northwest Regional Center
A = Annex (1500 Spring Garden St, 7th Floor)	WERC = West Regional Center

### 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 - Winter/Spring 2017

## Authorization to Disclose Student Information

Effective immediately, using the MyCCP portal, students can add or change the names of persons with whom the College may discuss the student's academic, financial or other personal information. This permission will remain in place until the student changes the authorization.

## Electronic Billing

In an effort to provide students with greater access and become eco-friendly, the College will no longer issue paper bills. Instead, students will receive Electronic Bills (e-Bills) sent to their college issued e-mail account.

The College maintains an online system that enables students to receive bills and make payments online by logging into MyCCP's secure website. E-billings offer the following benefits:

- Make payments 24/7
- No more paper statements. Receive an email when a new billing statement is available.
- Pay with an electronic check (ACH) online or pay with a credit or debit card.

## Electronic Student Forms

Many of the Financial Aid and Records & Registration forms are now available to be submitted and processed electronically. Instead of sending, bringing or mailing paper forms to Enrollment Central counters or offices, forms may be completed via the MyCCP student portal. Responses will be sent to the student's CCP email address. Documentation and other attachments may also be uploaded via the portal.

## Guest Students

New/Continuing Guest students must log into MyCCP and access the Electronic Forms Channel (Admissions Forms) for completing the online Guest/Non-Matriculating Student form. For more information, access <http://www.ccp.edu/getting-started/what-kind-student-are-you/guest-students> .

## Senior Citizens

Senior citizens applying for the tuition waiver on the Main Campus must come to the Transfer Credit and Placement Office (MG-17) and request a Tuition Waiver Form. They will then meet with an admissions counselor who will walk them through the enrollment process.

## Direct Deposit

As part of the College's efforts to provide students with a more efficient refund process, the College has implemented the student refund direct deposit option. This service provides students with the convenience of receiving a refund from financial aid and/or other sources of funds on their student account directly into their bank account. Go green and get refunds processed up to 70% faster than by paper check by signing up for direct deposit. To sign up, please log into MyCCP and under the Financial Services section, complete the "Student Direct Deposit Enrollment Authorization" form.

## Early 2017-2018 FAFSA Submission Date

Students will be able to file a 2017-2018 FAFSA as early as October 1, 2016, rather than beginning January 1, 2017. Since the 2017-2018 FAFSA will be based on 2015 income information instead of the 2016 income information, most tax filers will be able to use the IRS Data Retrieval tool available on the FAFSA application.

Note: Students planning to attend in fall 2016, spring 2017 and/or summer 2017 must file a 2016-2017 FAFSA, also using the 2015 income information.

## Important Dates Dates to Remember

Event	Date
Priority web registration for Winter/Spring 2017 begins for continuing students	October 17, 2016
In-person registration for Winter/Spring 2017 begins	October 24, 2016
Deadline to submit application for financial aid reinstatement for the Spring 2017 semester	November 2, 2016
Deadline to submit all required financial aid documents and resolve all financial issues to hold Spring 2017 classes	November 2, 2016
Deadline to submit loan requests for Spring 2017	November 2, 2016
Deadline for full payment of tuition and fees for all students registered by this date for Winter 2017 term*	December 2, 2016
Deadline for full payment of tuition and fees for all students registered by this date for Spring 2017 semester*	December 7, 2016
First day of classes for Winter 2017 term	December 19, 2016
Final day of classes for Winter 2017 term	January 13, 2017
Martin Luther King, Jr. Holiday - College closed	January 16, 2017
First day of Spring 2017 semester**	January 17, 2017
Last day to change residency status and curriculum (major) for the Spring 2017 semester	February 8, 2017
Spring Break - College Closed	March 6-11, 2017
Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2017 classes	March 15, 2017
Priority deadline for Fall 2017 for financial aid	April 18, 2017
Priority FAFSA filing deadline for next academic year (2017-2018)	April 18, 2017
Professional development days (Potential Emergency Closing make-up days) - No classes	April 25 and 26, 2017
Professional development day/Study day (Potential Emergency Closing make-up day) - No classes	April 27, 2017
Final examinations, Spring 2017 semester	April 28-May 4, 2017
2017-2018 PHEAA grant filing deadline for all <b>renewal</b> applicants	May 1, 2017
Final day to resolve all outstanding financial aid issues for Spring 2017 semester	May 1, 2017
Commencement	May 6, 2017
Deadline to settle all outstanding financial aid matters for the current year (2016-2017). All aid will be cancelled after this date.	August 25, 2017

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

\*\* See page 5 for a complete list of term start and end dates

## Term Dates

### Winter 2017 Semester Dates

Term Code	Description	Start	End
4A	4-week Accelerated Classes	12/19/2016	1/13/2017

### Spring 2017 Semester Dates

Term Code	Description	Start	End
15A	15-week - Main Campus, Regional Centers and Online Learning	1/17/17	5/4/17
10A	10-week - Main Campus, Regional Centers and Online Learning	2/14/17	5/4/17
7A	7-week Accelerated Classes	1/17/17	2/27/17
7B	7-week Accelerated Classes	3/13/17	4/22/17

## Refund Periods

The refund period is based on when the 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](mailto:osrrhelp@ccp.edu). In that case, the refund will be based on the date the email was received, according to the following schedule:

### Winter 2017 Refund Periods

Term Code	Description	100% Refund No Later Than	50% Refund*	0% No Refund on or After
4A	4-week Accelerated Classes	12/18/2016	12/19/2016 - 12/23/2016	12/24/2016

### Spring 2017 Refund Periods

Term Code	Description	100% Refund No Later Than	50% Refund*	0% No Refund on or After
15A	15-week - Main Campus, Regional Centers, and Online Learning	1/16/17	1/17/17 - 2/6/17	2/7/17
10A	10-week - Main Campus, Regional Centers, and Online Learning	2/13/17	2/14/17 - 3/1/17	3/2/17
7A	7-week Accelerated Classes	1/16/17	1/17/17 - 1/25/17	1/26/17
7B	7-week Accelerated Classes	3/12/17	3/13/17 - 3/20/17	3/21/17

\*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. For example, dropping a 15-week Biology 106 course and adding a 10-week Biology 106 would result in a 50% tuition charge for the 15-week course and a 100% tuition charge for the 10-week course. Students with documented extenuating medical complications, or personal emergency or situation such as the death of a close relative, can use the Special Request Form for Student Financial Account Adjustment (available in the Electronic Forms section of MyCCP) to petition to receive the 50% tuition for the course that was dropped. Adding a course after the first course meeting requires signature(s) from the professor and/or department head as per registration policy.

## 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](mailto:osrrhelp@ccp.edu) stating the date and reason for the withdrawal. Absence from class or merely notifying the instructor does not constitute withdrawal.

### Winter 2017 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
4A	4-week Accelerated Classes	1/9/2017

### Spring 2017 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
15A	15-week - Main Campus, Regional Centers, and Online Learning	4/10/17
10A	10-week - Main Campus, Regional Centers, and Online Learning	4/17/17
7A	7-week Accelerated Classes	2/15/17
7B	7-week Accelerated Classes	4/13/17



## 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.

### Winter 2017

Term Code	Description	"I" to "F" Deadline Date
4A	4-week Accelerated Classes	2/24/2017

### Spring 2017

Term Code	Description	"I" to "F" Deadline Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	6/15/17
10A	10-week - Main Campus, Regional Centers, and Online Learning	6/15/17
7A	7-week Accelerated Classes	4/10/17
7B	7-week Accelerated Classes	6/5/17

# Registration Information

## ***Priority Web Registration - starts Monday, October 17, 2016***

Priority Web registration for the Winter and Spring 2017 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	Veterans: Monday 10/17/16 at 6 a.m. All Students: Monday, 10/17/16 at noon through Tuesday, 10/18/16 at 10 p.m.
25 to 39 credits	Veterans: Wednesday, 10/19/16 at 6 a.m. All Students: Wednesday, 10/19/16 at noon through Thursday, 10/20/16 at 10 p.m.
24 credits or fewer	Veterans: Friday, 10/21/16 at 6 a.m. All Students: Friday 10/21/16 at noon through Saturday, 10/22/16 at 10 p.m.

## ***Web Registration (all eligible students) - starts Sunday, October 23, 2016***

## ***Guest Student Registration - starts Wednesday, October 26, 2016***

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](http://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 25, 2016.

## **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](mailto:overload@ccp.edu). Guest students seeking a credit overload should reference 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

New/Continuing Guest students must log into MyCCP and access the Electronic Forms Channel (Admissions Forms) for completing the online Guest/Non-Matriculating Student form. For more information, access <http://www.ccp.edu/getting-started/what-kind-student-are-you/guest-students>.

### All 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 in the Web Registration Guide available on MyCCP.

### Guest Students Requesting Course Overload

Guest students seeking to enroll in more than 18 credit hours during the spring semester MUST request approval PRIOR to registration. To qualify, students must have earned at least 15 college-level credits AND have a minimum 3.0 cumulative GPA. Students must specify Overload Request in the "Comments" section of the online Guest/Non-Matriculating Student form.

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.

## Senior Citizens

The College offers one tuition-free course per semester to senior citizens on a limited, space-available basis. Eligible seniors are required to pay a \$153.00 course registration fee.

### Eligible Seniors are:

- At least 65 years old
- Residents of Philadelphia
- Taking a credit course
- Registering for one (1) course two weeks prior to the start of the term the course is offered and attend classes at the College's Main Campus, Regional Centers or any of the neighborhood locations.

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.

### Senior Citizen Registration Dates

Winter 2017: Monday, December 5, 2016 through Friday, December 16, 2016

Spring 2017: Tuesday, January 3, 2017, through Friday, January 13, 2017

New Senior Citizens registering on the Main Campus must come to the Transfer Credit and Placement Office (MG-17) to request a tuition waiver. New Seniors registering at the Regional Centers must meet with an academic counselor during their regular 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](http://www.ccp.edu) and the VA Web site at [www.gibill.va.gov](http://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](mailto: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 8 - August 18, 2017:**  
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 8 - August 18, 2017:**  
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 Wednesday, 8:45 a.m. - 5:00 p.m.  
Thursday, 9:45 a.m. - 6:00 p.m.  
Friday, 8:45 a.m. - 3:00 p.m.  
  
**Effective May 8 - August 18, 2017:**  
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, 9:45 a.m. - 5:30 p.m.  
  
**Effective May 8 - August 18, 2017:**  
Wednesday, 8:45 a.m. - 4:30 p.m.  
Thursday, 8:45 a.m. - 5:30 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 8 - August 18, 2017:**  
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. - 6:30 p.m.  
Tuesday to Thursday, 8:45 a.m. - 4:30 p.m.  
  
**Effective May 8 - August 18, 2017:**  
Monday, 8:45 a.m. - 6:30 p.m.  
Tuesday to Thursday, 8:45 a.m. - 4:30 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 8 - August 18, 2017:**  
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. - 5:30 p.m.  
Tuesday to Thursday, 8:45 a.m. - 4:30 p.m.  
  
**Effective May 8 - August 18, 2017:**  
Monday, 8:45 a.m. - 6:00 p.m.  
Tuesday to Thursday, 8:45 a.m. - 5:00 p.m.  
Closed Friday

NOTE: MAIN CAMPUS ONLY - On the first Saturday of the fall and spring semesters, Enrollment Central and the Bursar's Office will be open from 9 a.m. to 1 p.m.

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

# Student Financial Information

## Financial Aid

Getting Started with Financial Aid at Community College of Philadelphia:

- STEP 1: Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://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](mailto: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

NOTE: The 2017-2018 PHEAA grant filing deadline for all **renewal applicants** is May 1, 2017. The 2017-2018 PHEAA grant filing deadline for all **new applicants** is August 1, 2017.

- 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](http://www.ccp.edu) or MyCCP at <http://my.ccp.edu>.

Also note that financial aid awards for the winter term are combined with the spring semester and disbursed in the spring.

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.

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](http://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 Winter and Spring 2017 may be found on page 6 of this document.



# Payment of Tuition and Fees

## Payment Deadlines

Winter 2017 payment due date is as follows:

Winter 2017 Payment Due Date	
Term Code	Due Date
4A	12/2/16

Spring 2017 payment due dates are as follows:

Spring 2017 Payment Due Dates	
Term Code	Due Date
15A, 7A	12/7/16
10A	1/20/17
7B	2/17/17

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 Winter and Spring 2017 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. 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

Note: Please do not mail cash payments.

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 \$561 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 2017 beginning November 7, 2016.

Please note that there will be no payment plan for the Winter 2017 term.

For specific questions, students may also contact the Bursar's Office at 215-751-8130 or via email at [bursarsoffice@ccp.edu](mailto: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.