

GUEST STUDENT ENROLLMENT

Who is a Guest Student?

A guest student is one who is attending or has attended another college, who does not plan to earn a degree from Community College of Philadelphia, and who plans to attend the College occasionally to take courses which will be transferred to his or her home institution.

To assist you in your registration for classes, please follow the instructions outlined below:

FIRST-TIME GUEST STUDENT

1. Complete a Community College of Philadelphia Application for Admission.
2. If you have completed a college-level English composition course and/or a college-level mathematics course with a grade of C- or better, provide proof by sending or bringing one of the following: (a) official transcript; (b) unofficial transcript; (c) degree audit report; (d) educational plan or (e) student data report.
3. If you have not already earned a degree, you must submit an official transcript from a regionally accredited degree granting institution evidencing that you have passed College-level English and/or math to be considered for a waiver of the College's required placement examination. Waivers may also be granted based on high SAT and ACT scores; you will need to bring your score reports with you.
4. If you have earned a degree, you may present your original diploma, alumni card, or professional license as evidence to waive the placement exam requirement and to register for courses that do not require a prerequisite.
5. If the course(s) you wish to take requires a prerequisite course, you must show proof that you have completed the prerequisite with a grade of C- or better. If you are currently enrolled in the prerequisite course and have not yet received the grade, you will need to submit a copy of your current class roster showing your enrollment in the prerequisite course.
6. Complete a Registration Form.
7. Bring the above documents to the Enrollment Services Office in the lobby of the Bonnell Building at the Spring Garden campus or at one of the three regional centers.

RETURNING GUEST STUDENT

1. You may meet with an academic advisor and register for classes at the Academic Advising Office in the West Building, Room W1-1.
2. If the course(s) you wish to take requires a prerequisite course, you must show proof that you have completed the prerequisite with a grade of C- or better. If you are currently enrolled in the prerequisite course and have not yet received the grade, you will need to submit a copy of your current class roster showing your enrollment in the prerequisite course.
3. It is advisable that you bring transcripts for course work completed at other colleges.
4. Students who desire to enroll for an overload (more than 7 credit hours during the summer sessions or more than 18 credit hours during the Fall and Spring semesters) must have a GPA greater than 3.0 with at least 15 credits earned. Additionally, students enrolling for a summer overload must have a demonstrated history of successfully completing summer courses.

The hours of operation for the Academic Advising Center are 8:30 a.m. to 6:00 p.m., Monday through Thursday. You may contact the office by telephone at (215) 751-8777 or 8778.