

Instructions for **NEW** Guest Students:

1. Complete a Community College of Philadelphia Application for Admission online at www.ccp.edu (new guest students only).

2. Provide proof of your previous college level English Composition and/or college level Math courses:

- (a) official transcript;
- (b) unofficial transcript;
- (c) degree audit report with grades;
- (d) original diploma*; or
- (e) SAT/ACT Scores**.

E-mail to: guest@ccp.edu

Fax to: 215-496-6195

Or mail to:

Community College of Philadelphia
Placement/Transcript Evaluation Office, BG-6
1700 Spring Garden Street
Philadelphia, PA 19130-3991

3. If you plan to enroll in a course that requires a prerequisite course and you have taken the course at your home or another institution, you will need to provide proof that you have completed the prerequisite with a grade of “C-“ or better. Also please include the specific five digit course reference number (CRN) for the course you would like to take at CCP when submitting your documentation by email or fax. You can find the CRN online by using the course finder tool. If you are currently enrolled in the prerequisite course and have not yet received the grade, you will need to fax or mail a copy of your current class roster showing your enrollment in the prerequisite course.

* If you have earned a degree, you may fax (number noted above), mail (address noted above) or present a copy of your original diploma, alumni card or professional license as evidence to waive the English and Math placement exam.

**SAT/ACT scores may be used as proof of college-level English and/or mathematic readiness (ACT scores of 21 verbal, 17 math or SAT scores of 510 verbal, 470 math within the past two years); you may also fax or mail your score reports.

4. Register for classes.

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.

You should wait to receive your confirmation e-mail from the Placement/Transcript Evaluation Office before attempting to register via the Web.

To enroll in classes, follow the instructions outlined on the Guest Student page on MyCCP.

5. If you are registering in person, bring the required documents to the Placement/Transcript Evaluation Office (BG-6 at the Main Campus).

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.