

Community College *of* Philadelphia  
**BUSINESS ACCELERATED (BUSX)**

**Fall 2024 Application**

Community College of Philadelphia is pleased to receive your application for admission to the Business-Accelerated program for the Fall 2024 cohort.

\_\_\_\_\_  
Name (First, Last)

\_\_\_\_\_  
Student ID Number (J#)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Personal E-Mail Address

\_\_\_\_\_  
CCP E-Mail Address

\_\_\_\_\_  
Primary Telephone # (Home/Cell)

**How did you learn about the program?**

\_\_\_\_\_ College Website \_\_\_\_\_ Social Media \_\_\_\_\_ Current Student \_\_\_\_\_ Friend/Relative \_\_\_\_\_ Other

If other, please identify the source: \_\_\_\_\_

**Minimum Program Requirements**

1. Are you able to attend workshops and other community events on Saturdays? (You are required to complete 1 credit/45 hours throughout the duration of the program. Events will be offered twice a month and will last between 2 and 3 hours each).

\_\_\_\_\_ YES \_\_\_\_\_ NO

2. Have you taken the college placement tests?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If you have not taken the placement tests, when do you plan to take them? \_\_\_\_\_

3. Do you have consistent access to a computer and the Internet?

\_\_\_\_\_ YES \_\_\_\_\_ NO

4. Have you attended a BUSX information session?

\_\_\_\_\_ YES \_\_\_\_\_ NO

5. Are you able to attend mandatory program related workshops during the Summer of 2024? (*June and July dates to be announced*)

\_\_\_\_\_ YES \_\_\_\_\_ NO

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**Program Checklist**

\_\_\_\_\_ 1. Apply to the college and obtain your J number, college-generated username, and password.  
<https://ccp.elluciancrmrecruit.com/Apply/Account/Login>

Since the Business-Accelerated program is a select-enrollment program that requires an additional application process, your program may temporarily be changed to Business- General until you have been officially admitted into the Business-Accelerated program.

\_\_\_\_\_ 2. Apply for financial aid. We urge you, if not already, to complete the Free Application for Federal Student Aid (FASFA) as soon as possible. The College's school code is 003249.  
<https://www.ccp.edu/paying-college/financial-aid>

\_\_\_\_\_ 3. Take the College's placement tests at any one of our four locations  
(<https://www.ccp.edu/locations>). The following placement levels are required for admission:

**English Placement** - English Level 6/English 101

**Math Placement** – Foundational Math 118/Intermediate Algebra

**What are Placement Tests? Need to take a Practice Test?**

Visit - <https://www.ccp.edu/getting-started/what-are-placement-tests>

\_\_\_\_\_ 4. Receive your placement test results.

\_\_\_\_\_ 5. Complete a separate Business – Accelerated application and essay. Submit application materials (including essay) to the Department Head – Ruqayyah Archie by mail or email:

**Mailing Address:** Community College of Philadelphia  
1700 Spring Garden Street, Philadelphia, PA 19130  
Bonnell Building, 2<sup>nd</sup> Fl., Room B2-22D

**Email Address:** [rarchie@ccp.edu](mailto:rarchie@ccp.edu)

**Essay requirements** - The essay should be typed, 12-point font, double-spaced, and a minimum of 250 words. The following topics should be discussed:

- a. Discuss your future goals and how you believe the program will enhance your ability to meet those goals.
- b. Discuss any prior educational or professional challenges and/or successes.
- c. Discuss how you plan to be academically successful in an accelerated course environment.

**\*Note – The essay requirement is waived for any applicant who achieved a 3.0 or higher high school GPA.**

\_\_\_\_\_ 6. Have an interview scheduled. Once we receive the required documents and review your placement test results, we will contact you for an in-person interview (if requirements are met). You will interview with the Business-Accelerated Coordinator and/or the Business Administration Department Head.

\_\_\_\_\_ 7. If you are accepted into the program, you must complete the following tasks before your admission is complete:

- a. Sign the Commitment Statement, alerting the BUSX Program Coordinator that you know and agree to the requirements for the program.
- b. Participate in Summer workshops that will prepare you for the Fall 2024 program start.
- c. Change your academic major back to Business-Accelerated.

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Due to the competitive nature of the Business – Accelerated program, there are special admissions requirements applicants must satisfy to be considered for admission. Please refer to the current Community College of Philadelphia catalog for a complete listing of program entry requirements. <https://www.ccp.edu/college-catalog/degree-programs/associate-arts-aa/business-accelerated>

*If you need to request special accommodations to complete this application due to a documented disability, contact the Center on Disability at 215-751-8050.*

By signing below, you are agreeing that you understand that there are minimum eligibility requirements that must be met to be considered for admission into the Business – Accelerated program. You also understand that ***meeting the minimum requirements for admission does not guarantee admission***. The Business – Accelerated Program Coordinator and/or Business Administration Department Head will make the final decision. Applicants will be notified by phone/email regarding their admissions decision.

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Signature

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Date