

**APPLICATION**

Please write clearly. You must complete the front and back. If you have any questions, please contact the ACE Office at [advanceatcollege@ccp.edu](mailto:advanceatcollege@ccp.edu)

**A.**

\_\_\_\_\_  
*Student Full Name*

\_\_\_\_\_  
*Date of Birth (MM/DD/YYYY)*

\_\_\_\_\_  
*Social Security Number (required)*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Emergency Phone*

\_\_\_\_\_  
*Cell Phone*

\_\_\_\_\_  
*High School*

\_\_\_\_\_  
*Graduation Year*

**Names of Courses:** *(listed on back)*

\_\_\_\_\_  
*Choice 1*

\_\_\_\_\_  
*Choice 2*

\_\_\_\_\_  
*Choice 3*

**Student and Parent/Guardian Consent:**

Parent/Guardian supports Student's participation in the Advanced College Experience (ACE) program. Student and Parent/Guardian acknowledge that by participating in ACE, Student will be enrolled in college-level courses, which may contain adult themes and adult content. Student and Parent/Guardian understand that faculty will not change the content of a course based upon the enrollment of a high school student, and that Student will be expected to engage in college-level content, discussions and assignments.

Student and Parent/Guardian give Community College of Philadelphia (the College) permission to use photographic, video and/or digital images taken of Student, containing Student's name, voice or other sound effects, image, or likeness, as well as quotes provided by Student at its sole discretion, in any of the publications, advertisements, promotional materials or audiovisual productions associated with marketing and/or student recruiting. Parent/Guardian and Student waive all rights they have or may obtain in the future in all such uses.

**Student Conduct:**

Student agrees to good conduct, regular class attendance, participation in class and completion of homework assignments on time. (Student Code of Conduct: [www/myccp.online/student-code-conduct](http://www/myccp.online/student-code-conduct)).

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Name*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**FERPA Disclosure and Consent:**

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of a student's education records. In compliance with FERPA, the College does not disclose personally identifiable information contained in education records except as authorized by law. Student and Parent/Guardian each understand that under FERPA, the College is able to disclose "directory" information, which includes Student's name, program of study, dates of attendance, and degrees, honors and awards received along with dates, without Parent/Guardian or Student's consent, unless Student notifies the Office of Student Records and Registration in writing that such disclosure is not permitted.

Parent/Guardian and Student understand that under FERPA, when a student attends a post-secondary institution such as the College, the rights under FERPA to access education records maintained by the College rest with Student and not Parent/Guardian, and the College is generally required to obtain Student's consent before releasing education records to any other individuals. However, in limited circumstances, including but not limited to those outlined below, the College may release Student's education records without Student's consent.

If Student is concurrently enrolled in high school, the College may disclose information contained in Student's education records, which will include, but is not limited to, information on attendance, participation, behavior, grades, test scores, and placement test scores, to his/her high school without Student's consent.

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The College may also disclose Student's education records to Student's Parent/Guardian if at least one of the Student's Parents/Guardians claim Student as a dependent for federal tax purposes. Please indicate below whether a Parent/Guardian claims Student as a tax dependent by checking the appropriate box.

- Yes. Student certifies that a Parent/Guardian claims Student as a dependent for federal income tax purposes.
- No. Student certifies that a Parent/Guardian does not claim Student as a dependent for federal income tax purposes.

Student Name	Student Signature	Date
Parent/Guardian Name	Parent/Guardian Signature	Date

If Student is not claimed as a dependent by a Parent/Guardian for tax purposes, but Student agrees that the College may disclose information from Student's education records to Parent/Guardian, Student may sign the following consent:

*I, Student, consent to the disclosure of any personally identifiable information from my education records to the Parent/Guardian listed below, for reasons determined appropriate by the College.*

Parent/Guardian Name	Parent/Guardian Signature	
Student Name	Student Signature	Date

### School Consent: (Superintendent/Principal/Counselor)

The above named student has permission to enroll in the Advance College Experience program at Community College of Philadelphia:

Name	Title
Signature	Date

- B. ALL APPLICANTS MUST SUBMIT A RECOMMENDATION LETTER. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A LETTER.**
- C. SELECT YOUR FIRST, SECOND AND THIRD COURSE CHOICES—You MUST write the names of your first, second and third choices on the front side of this form.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Environmental Science (online)                     | <input type="checkbox"/> Introduction to Computer Programming                  | <input type="checkbox"/> Psychology Section 1                     |
| <input type="checkbox"/> Group Dynamics                                     | <input type="checkbox"/> Introduction to Law                                   | <input type="checkbox"/> Psychology Section 2 (online)            |
| <input type="checkbox"/> Introduction to Automotive Technology              | <input type="checkbox"/> Introduction to Music Technology                      | <input type="checkbox"/> Science, Technology and Society (online) |
| <input type="checkbox"/> Introduction to Behavioral Health + Human Services | <input type="checkbox"/> Introduction to Japanese                              | <input type="checkbox"/> Spanish I                                |
| <input type="checkbox"/> Introduction to Business                           | <input type="checkbox"/> Introduction to Sign Language                         | <input type="checkbox"/> Survey of Justice                        |
|   | <input type="checkbox"/> Introduction to Video Game and Simulation Development | <input type="checkbox"/> World Religion                           |

- D. The following information is being requested on a voluntary basis for statistical purposes only. It will be kept confidential. Failure to provide it will not affect your admission to the program.**

Sex: M  F  Race/Ethnic Background:  American Indian  African-American/Black  
 Asian/Pacific Islander  Spanish Surname/Latino  
 White  Other

### Center on Disability

If you require special accommodations due to a disability, please call the Center on Disability at 215-751-8050.

**Send this completed application, a letter of recommendation and a check or money order for \$250 made payable to Community College of Philadelphia to:**

Community College of Philadelphia  
ACE 2018, ROOM S3-03  
1700 Spring Garden Street  
Philadelphia, PA 19130

**INTERNET POLICY STATEMENT**  
Community College of Philadelphia offers access to the Internet. All Internet sites are accessible, some of which may contain controversial or offensive material. As with all library materials, parents/guardians of minors must assume responsibility for their children's use of the Internet. The College encourages parents/guardians of minors to work with them to develop acceptable rules for Internet use.

**AFFIRMATIVE ACTION STATEMENT**  
Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual preference, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information or any other protected category under the applicable local, state or federal law. Any questions regarding this statement should be directed to Simon Brown, director of Diversity and Equity, located in Room M2-3; telephone number 215-751-8039.