

## Advance at College Application Steps

1. Using a computer, go to **ccp.edu** (\*Please do **NOT** use your phone for this process, the information will not be submitted properly)
2. On the top left banner, hover over “Why Choose Us” and select “Apply Now”
3. Create a Log In & Pin—**be sure to remember this information!**
4. When prompted to select an Application Type, use the drop down menu to select “**Advance @ College**”
5. Be sure to enter **Summer 2019** for the Admission Term, and then enter your First Name and Last Name (using proper capitalization). Next, select “**Fill Out Application.**”
6. Go through the Application Checklist and fully complete each of the **6 sections**: Name, Permanent (Home) Address, Mailing Address Information, Personal Information, High School, and Test Scores. Be sure to enter information in all of the empty spaces provided. At the bottom of each of the 6 pages, read the instructions for when to select ‘**Continue**’.
7. **Name**: Enter your full **legal** first and last name, remembering to use proper Capitalization, capitalizing the first letter of your first and last name. Do not use nicknames. When complete, select ‘**Continue**’.
8. **Permanent (Home) Address**: Remember to enter necessary apartment, floor, or unit information as well as the proper zip code. The phone number that you enter should be the best number at which to reach you or your legal guardian. When complete, select ‘**Continue**’.
9. **Mailing Address**: Regardless of what it may say, you will need to enter this information whether or not it is different from the information that you provided in the Permanent (Home) Address section. When complete, select ‘**Continue**’.
10. **Personal Information**: As instructed, **READ THE QUESTIONS CAREFULLY & double-check your answers!** If you enter this information incorrectly and submit your application, you will need to come down to Main Campus in person to correct this information before you can continue in the steps towards enrolling in Dual Enrollment courses. When complete, select ‘**Continue**’. (**\*Please note if you omit your social security number, you will have to bring a copy of your social security card to Main Campus**).
11. **High School**: Enter your high school code- **393448** for PCCMC. Fill in all other fields, including graduation date (**June 1, 2023**). When complete, select ‘**Continue**’.
12. **Test Scores**: Answer all the questions about your Test Scores, filling in the appropriate dates and scores as requested. If you have not taken the SAT or ACT, you will not need to enter test information. When complete, select ‘**Continue**’.
13. Once you have completed all (6) sections of the application, there will be a checkmark to the left of the sections, at which point you can select ‘**Application is Complete**’.
14. After you select, ‘Application is Complete’, you will be redirection to a page with the Admission Agreement. You must select “**I agree to the terms**” in order to continue the process.
15. After agreeing to the terms of the Dual Enrollment application process, you will be redirected to the Confirmation Page. **CAREFULLY READ THIS PAGE!** Many applicants have been halted because they failed to follow the directions on the Confirmation Page, which includes a link to download the FERPA form. **You will need to submit the FERPA form to our office and it must be processed before you can take any CCP courses.** (A PCCMC FERPA form will also be shared with you)
  - **If you need assistance with the application, please visit the CCP Welcome Center in the Pavilion Building on the CCP Main Campus. The center is open Monday- Thursday- 8:30am-5:30pm and Friday from 8:30am- 5:00pm. Please inform the staff that you are there to complete the Advance @ College Application.**
  - **After completing the application, you will be sent an email stating that you need to complete placement testing. This step will be completed during the school year. You will NOT need to go to CCP to take the placement test prior to Summer Bridge.**
  - **Please forward any billing statements from CCP to Ms. Nguyen at [LBNguyen@philasd.org](mailto:LBNguyen@philasd.org)**