

Choose success.

Application for Admission

St. Clair County Community College

www.sc4.edu

Welcome to St. Clair County Community College. We look forward to helping you “go farther” in reaching your dreams. Whether you are seeking a certificate or associate degree to help you enter the work force or taking classes to prepare you to transfer to a four-year university, SC4 offers a wide range of exciting program options for you. Please follow the steps outlined below to help you get started at SC4. We look forward to seeing you on campus soon!

Steps to enroll at SC4:

1. Complete the Application for Admission

All new and transfer students – Complete the Application for Admission and return directly to the Enrollment Services Office. If you have attended another college/university, complete the Official Transcript Request form (located on page 2) and send it to your previous college(s). (Some schools charge to have official transcripts sent.)

High school and college guest students – If you plan to attend SC4 while still in high school or while attending classes at another college/university, you must complete a guest application for admission, available from your high school counselor, in the Enrollment Services Office or online at www.sc4.edu/admissions.

2. Optional – Complete the Free Application for Federal Student Aid (FAFSA)

If you wish to be considered for financial aid assistance, you must complete the FAFSA form online at www.fafsa.ed.gov. Be sure to enter the SC4 Federal School Code 002310 on the application. (High school guests and college guests are not eligible for financial aid.)

3. Orientation

Orientation is required for all new students. For your convenience the orientation is online at <http://online.sc4.edu>. You will be given user name and password instructions in your acceptance letter or call Enrollment Services at (810) 989-5500 for instructions.

4. Academic Assessments

SC4 requires all new students (and transfer students without college level English and math classes) to complete pre-registration assessments of their math, reading and language skills. The scores will be used to ensure proper course placement. Please contact (810) 989-5520 to schedule your assessments.

5. Academic Advising

SC4 requires all new and transfer students to meet with an advisor to help students plan for classes for the first semester and obtain information regarding degrees/certificates. Call the Student Success Center at (810) 989-5520 to schedule an advising appointment.

6. Register and Pay for Classes

Once you have completed the above enrollment steps, you may register and pay for your classes either online at www.sc4.edu/wave or in the One-stop Student Service Center, Room 123, Acheson Technology Center.

7. Activate SC4 e-mail account

All students must activate their new student e-mail account. Instructions are available online at www.sc4.edu/emailhelp. SC4 uses e-mail to communicate important information about billing, classes, deadlines, events, refunds and registration. Remember to check your SC4 e-mail account often. For assistance, call the Helpdesk: (800) 630-8918 or (810) 989-5858.

Mission

It is the mission of St. Clair County Community College to provide quality learning opportunities.

Non-Discrimination Policy

SC4, an equal opportunity institution, is strongly and actively committed to increasing diversity within its community.

Accreditation

SC4 is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools: www.ncahigherlearningcommission.org or (312) 263-0456.

**Return to: SC4 • Enrollment Services • 323 Erie St. • P.O. Box 5015 • Port Huron, MI 48061-5015
(810) 989-5500 • (800) 553-2427, Ext. 5500 • Fax (810) 989-5541**

Official Transcript Request

Send this form to your high school and/or previous college.

Please send an official copy of my transcript (bill me if necessary), along with any standardized test scores and other relevant information to:

Enrollment Services Office
St. Clair County Community College
323 Erie St., P.O. Box 5015, Port Huron, MI 48061-5015

Student name: _____ Other name(s): _____

Soc. Sec.#: D.O.B. ____/____/____

High school attended: _____

Graduation year: _____ Dates enrolled: _____ to _____

Current address: _____
Number & Street

City State ZIP

Student phone: () _____

Signature: _____

Sending Institution: Please attach this form to the transcript

Official Transcript Request

Send this form to your high school and/or previous college.

Please send an official copy of my transcript (bill me if necessary), along with any standardized test scores and other relevant information to:

Enrollment Services Office
St. Clair County Community College
323 Erie St., P.O. Box 5015, Port Huron, MI 48061-5015

Student name: _____ Other name(s): _____

Soc. Sec.#: D.O.B. ____/____/____

High school attended: _____

Graduation year: _____ Dates enrolled: _____ to _____

Current address: _____
Number & Street

City State ZIP

Student phone: () _____

Signature: _____

Sending Institution: Please attach this form to the transcript

Programs of Study (five-digit alpha SC4 Program Codes)

Please select a program code that closely matches your potential field of study (*you may change at any time*)

Category	Minimum number of credits	Approximate time frame (attending full time)	Description
Certificate	30	1 year	Programs designed to prepare students for entry-level careers
Associate degrees (AAS – Applied Arts & Science)	62	2 years	Programs designed to prepare students for employment in a specific career field
Transfer associate degree programs	62	2 years	Programs designed to prepare students for transfer to a four-year college or university

Credentialing program

CREEC CDA Credentialing Program

Certificate programs (Occupational)

CERAE Alternative Energy Technology
 CERAR Architectural Design
 CERCV Architectural – Civil/Sitework
 CERMP Architectural – Mechanical/
 Electrical/Plumbing (MEP)
 CERSR Architectural – Structural
 CERGB Business, General
 CERCS Clerical Specialist
 CERBR Communications Media -
 Broadcasting – Radio/TV
 CERAP Computer Information Systems
 – Computer Applications
 CERET Electronics and Computer
 Technology
 CEREI Electrical/Industrial
 CERDI Engineering Graphics Technology
 CERFS Fire Science Technology
 CERHL Horticulture/Landscape
 ANTLP LPN Practical Nursing
 Port Huron
 ANTLB LPN Practical Nursing
 Bad Axe
 CERMT Machine Tool
 CERMN Management, Professional
 Certification
 CERMK Marketing
 CERRF Radio Frequency Identification
 Technology
 CERST Technology, Applied Studies
 CERTL Transportation and Logistics
 Technology
 CERWQ Water Quality Field Operations
 CERWC Welding and Cutting Technology

Associate degree programs

(AAS - Applied Arts & Science Occupational)

AASAC Accounting
 AASAR Architectural Design
 AASEX Administrative Executive Assistant
 AASLE Administrative Legal Assistant
 AASMA Administrative Medical Assistant
 AASGB Business, General
 AASMT CNC Programmer/Machinist
 AASCD Communication Design
 AASBR Communications Media – Broadcasting
 AASJO Communications Media – Journalism
 AASAL Computer Information Systems – Applications
 AASCN Computer Information Systems – Networking
 AASPR Computer Information Systems – Programming
 AASWD Computer Information Systems – Web Development
 AASCR Criminal Justice – Corrections
 AASCL Criminal Justice – Law Enforcement
 AASEE Early Childhood Education
 AASEL Electronics and Computer Technology
 AASDD Engineering Graphics Technology
 AASFE Facility and Energy Management
 AASFS Fire Science Technology
 AASLD Landscape Design – Turf and Greenhouse
 Management
 AASMN Management – Business
 AASMK Marketing
 AASMR Mechatronics
 AASMC Medical Clinical Assistant
 AASRT Radiologic Technology
 ANTRN RN-Associate Degree Nursing
 AASIA Robotics/Automation Technology
 AASST Technology, Applied Studies
 AASTM Therapeutic Massage
 AASWC Welding and Cutting Technology

Undecided

AGEUN Undecided (seeking degree/certificate)
 PERPE Personal Interest (selected courses only,
 non-degree seeking)

Transfer associate degree/ certificate programs

Associate in Business

ABTAC Accounting ABTGB General Business
 ABTEC Economics ABTMK Marketing

Associate in Engineering

AETAE Architectural AETEE Electrical
 AETCM Chemical AETME Mechanical
 AETCI Civil AETOE Other Engineering

Associate in General Education

AGEGE General Studies

Associate in Liberal Arts

AATAN Anthropology AATJO Journalism
 AATAE Art Education AATMU Music
 AATAR Art AATME Music Education
 AATLA Arts AATPS Political Science
 AATBR Broadcasting AATPL Pre-Law
 AATAD Communication Design AATSW Pre-Social Work
 AATCJ Criminal Justice AATPY Psychology
 AATEE Elementary Education AATSC Secondary
 Education
 AATEN English
 AATFA Fine Arts AATSE Special Education
 AATFR French AATSP Speech
 AATGE Geography AATSO Sociology
 AATHI History

Associate in Science

ASTAG Agricultural Science ASTPT Physical Therapy
 ASTBI Biology ASTPY Physics
 ASTCH Chemistry ASTSC Science
 ASTMA Math ASTPD Pre-Dentistry
 ASTOT Occupational Therapy ASTPF Pre-Forestry
 ASTPP Pharmacy ASTPM Pre-Medicine
 ASTPH Physical Science ASTPV Pre-Vet

Certificate in General Transfer Studies

CERTR General Transfer Studies (MACRAO)

Disabilities: For information regarding services provided by SC4, please contact the Academic Achievement Center at (810) 989-5555.

St. Clair County Community College

Application for Admission

FOR OFFICE USE ONLY
Student No. _____

SECTION I

1. Name _____
LAST FIRST MIDDLE FORMER (if applicable)

2. Address _____
NUMBER STREET APT. CITY STATE ZIP

3. County of residence St. Clair Sanilac Macomb Huron Lapeer
 Lambton Other _____

4. Are you a citizen of the U.S.A.? Yes, go to question #5 No, please see notes below.
If you are not a citizen of the U.S.A. (excluding resident aliens), please contact the Enrollment Services office at (810) 989-5500 or enrollment@sc4.edu for an International Student Application for Admission. If you are not a U.S. citizen but possess a visa or Green Card, you are required to submit a copy of it with your Application for Admission.

5. Phone numbers
 Home () _____ Cell () _____ Business () _____

6. Date of birth _____/_____/_____
MONTH DAY YEAR

7. Social Security Number _____/_____/_____
Without the SSN, SC4 cannot award financial aid or provide tuition information for federal tax credits.

8. This optional information provided is held confidential and is not used by SC4 for admission purposes.
a. Ethnicity: NATIVE AMERICAN AFRICAN AMERICAN WHITE ASIAN HISPANIC OTHER
b. Gender: MALE FEMALE

9. E-mail address _____@_____._____

10. High school/GED information
a. Did you complete: HIGH SCHOOL DIPLOMA HOME SCHOOL GED TEST NO H.S. EQUIVALENT **Completion Date:** _____/_____/_____
MONTH YEAR

b. Name of high school/GED site: _____
NAME

11. College information
a. Please list college(s) previously attended:

NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>

DO NOT
Evaluate Transcript
(check box)

12. Emergency information
 Please list below the name and phone number(s) of an individual to be contacted in case of an emergency.
 Name _____
Last First Relation
 Home () _____ Cell () _____ Business () _____

SECTION II

- 13. Starting semester:** **FALL 20** ____ (begins in August) **WINTER 20** ____ (begins in January)
 SPRING 20 ____ (begins in May) **SUMMER 20** ____ (begins in June)

- 14. What is your intended program of study?**
(See inside page for five-digit alpha SC4 Program Code listed before each degree program.)

--	--	--	--	--

Program description: _____

- 15. Intent to transfer**

- a. Once you complete classes at SC4, do you plan to transfer to another college/university? YES NO
b. If yes, please indicate the colleges or universities you are considering.

1st choice: (college name) _____

2nd choice: (college name) _____

- 16. Do either of your parents have a college degree?** YES NO
If yes, please check the highest degree earned. 2 year (Associate) 4 year (Bachelor) Graduate/Professional

- 17. What is your current primary goal for attending SC4?** (please check one item only)

- Prepare for transfer to another college or university
 Upgrade skills related to my current job
 Acquire skills to prepare for a new career/job
 Improve basic skills (reading, math, writing)
 Explore areas of personal interest
 Undecided at this time

- 18. How do you plan to accomplish your goals while at SC4?** (please check one item only)

- Complete a certificate program in a specific career field (minimum of 30 credits)
 Complete an associate degree in a specific career field (minimum of 62 credits)
 Complete a certificate for transfer (minimum of 30 credits)
 Complete an associate degree for transfer (minimum of 62 credits)
 Complete selected courses (no degree or certificate) for transfer to another college or university
 Complete selected courses (no degree or certificate) for personal interest, to upgrade job skills, or improve basic skills

- 19. How did you hear about SC4?**

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Times Herald | <input type="checkbox"/> Radio station | <input type="checkbox"/> E-mail | <input type="checkbox"/> College representative |
| <input type="checkbox"/> Voice | <input type="checkbox"/> Web site | <input type="checkbox"/> Friend or family | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Other newspaper | <input type="checkbox"/> Mailing | <input type="checkbox"/> Workplace | <input type="checkbox"/> Other |

- 20. I certify that all answers I have given are complete and accurate. I understand that the official policies and procedures of SC4 are published in the College Catalog, Schedule of Classes and on the Web site (www.sc4.edu).**

Applicant's signature: _____ Date _____