

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 reach 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. Call the Student Success Center at (810) 989-5520 to schedule your assessments.

5. Academic Advising

SC4 requires all new and transfer students to meet with an advisor. The advising appointment helps 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 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

Once registered all students must activate their 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

St. Clair County Community College provides lifelong educational and enrichment 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

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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
- CERCSS 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
- CERWC Welding and Cutting Technology

Associate degree programs (AAS - Applied Arts & Science Occupational)

- AASAC Accounting
- AASAE Alternative Energy – Architectural Design/Green Building
- AASFE Alternative Energy – Facility and Energy Management
- AASRA Alternative Energy – Renewable and Alternative Energy Technology
- 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
- AASFS Fire Science Technology
- AASLD Landscape Design – Turf and Greenhouse Management (Manager Track)
- 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
- AASMT 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 – ABTGB

- Accounting
- Economics
- General Business
- Marketing

Associate in Engineering – AETGE

- Architectural
- Chemical
- Civil
- Electrical
- Mechanical
- Other Engineering

Associate in General Education – AGEGE

Associate in Liberal Arts – AATLA

- Anthropology
- Art Education
- Art
- Arts
- Broadcasting
- Communication Design
- Criminal Justice
- Elementary Education
- English
- Fine Arts
- French
- Geography
- History
- Journalism
- Music
- Music Education
- Political Science
- Pre-Law
- Pre-Social Work
- Psychology
- Secondary Education
- Special Education
- Speech
- Sociology

Associate in Science – ASTSC

- Agricultural Science
- Biology
- Chemistry
- Math
- Occupational Therapy
- Pharmacy
- Physical Science
- Physical Therapy
- Physics
- Science
- Pre-Dentistry
- Pre-Forestry
- Pre-Medicine
- Pre-Vet

Certificate in General Transfer Studies

- CERTR General Transfer Studies (MACRAO)

Disabilities: For information regarding services provided by SC4, please contact the 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
 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: HISPANIC/LATINO NON-HISPANIC/NON-LATINO

b. Race: AMERICAN/ALASKA NATIVE BLACK/AFRICAN AMERICAN WHITE NON-RESIDENT ALIEN
 ASIAN HAWAIIAN/PACIFIC ISLANDER RACE/ETHNICITY UNKNOWN

c. Gender: MALE FEMALE

9. E-mail address _____ @ _____ . _____

10. High school/GED information

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

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

11. College information

a. Please list college(s) previously attended:

DO NOT Evaluate Transcript (check box)

NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	-	<input style="width: 100%;" type="checkbox"/>
NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	-	<input style="width: 100%;" type="checkbox"/>
NAME OF COLLEGE	CITY	STATE	DATES OF ATTENDANCE	DEGREES EARNED	-	<input style="width: 100%;" type="checkbox"/>

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?

- Times Herald
- Radio station
- E-mail
- College representative
- Voice
- Website
- Friend or family
- Billboard
- Other newspaper
- Mailing
- Workplace
- 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 website (www.sc4.edu).**

Applicant's signature: _____ Date _____