



ST. CLAIR COUNTY COMMUNITY COLLEGE

Early Admission Application

sc4.edu

High School Guest

STUDENT TAKES COLLEGE COURSE(S) WHILE STILL ENROLLED IN HIGH SCHOOL. STUDENT PAYS FOR TUITION AND FEES, AS WELL AS BOOKS AND MATERIALS NEEDED FOR THE COURSE(S).

Required for every student, every semester, when seeking high school guest enrollment:

Apply for high school guest admission each semester

Students need to obtain an Early Admission Application from a high school counselor, online at sc4.edu/counselors or at the One-stop Student Service Center (first floor, SC4 Welcome Center). The application needs to be fully completed with the course(s) the student plans on registering for listed on page 4 of the application. Students must select a program of study even if not planning to pursue a degree at SC4. If taking classes for transfer to another college/university, please see the program offerings listed under transfer associate degree programs. If the student is younger than age 18 when applying, the application must be signed by a parent or guardian.

For students who are not high school age (middle school or younger), admission may be granted on a conditional, semester-by-semester basis. Contact the Registrar's office at (810) 989-5550 for details.

Dual Enrollment

STUDENT TAKES COLLEGE COURSE(S) WHILE STILL ENROLLED IN HIGH SCHOOL. STUDENT'S HIGH SCHOOL PAYS FOR ALL OR A PORTION OF THE TUITION COSTS ASSOCIATED WITH COURSE(S).

STUDENT PAYS FOR ANY TUITION FEES, BOOKS, AND MATERIALS NOT COVERED BY THE HIGH SCHOOL.
COMPLETED COLLEGE COURSE(S) MAY COUNT TOWARD HIGH SCHOOL GRADUATION CREDIT AND COLLEGE CREDIT.

Required for every student, every semester, when seeking dual enrollment:

Apply for dual enrollment admission each semester

1. It is highly recommended that students who are interested in dual enrollment meet with their high school counselor to discuss eligibility, course options, and their high school's dual enrollment expectations prior to applying.
2. Students need to obtain an Early Admission Application from a high school counselor, online at sc4.edu/counselors or at the One-stop Student Service Center (first floor, SC4 Welcome Center). The application needs to be fully completed with the course(s) the student plans on registering for listed on page 4 of the application. Students must select a program of study even if not planning to pursue a degree at SC4. If taking classes for transfer to another college/university, please see the program offerings listed under transfer associate degree programs. If the student is younger than age 18 when applying, the application must be signed by a parent or guardian.

For students who are not high school age (middle school or younger), admission may be granted on a conditional, semester-by-semester basis. Contact the Registrar's office at (810) 989-5550 for details.

3. The student's high school principal **must** sign and initial the application in question 13 on page 4 to indicate that the student qualifies for dual enrollment.

Mission
Our mission is to maximize student success.

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: ncahigherlearningcommission.org or (312) 263-0456.

Return to: SC4 Welcome Center, attn: One-stop Student Service Center • 323 Erie St. • P.O. Box 5015 • Port Huron, MI 48061-5015
(810) 989-5500 • (800) 553-2427, Ext. 5500 • Fax (810) 989-5541 • enrollment@sc4.edu

Registration checklist for High School Guest and Dual Enrollment Students

☐ Students applying for the **first time** must complete the following steps:

1. Academic Assessments

SC4 requires all new students to complete pre-registration assessments of their math, reading, and writing skills. The scores will be used to ensure proper course placement. Call (810) 989-5500 to schedule your assessments. Students also may submit ACT or SAT scores for course placement, which may be available from your high school counseling office.

2. Academic Advising

SC4 requires all first-time high school guest and dual enrollment 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 (810) 989-5500 to schedule an appointment.

3. Activate your SC4 Portal

The SC4 Portal is a critical piece of your college experience. From within your portal, you can check your student email, register for classes, and more. Your SC4 acceptance letter provides you with username and password detail; use this information to activate your portal account. Contact the One-stop Student Service Center at (810) 989-5500 with questions.

4. Register and Pay for Classes

Once you have completed the above enrollment steps, you may register and pay for any remaining tuition balance, if applicable, either online at portal.sc4.edu or in the One-stop Student Service Center, first floor, SC4 Welcome Center. Some college courses may cost more than the tuition cap indicated by your high school. Be sure to pay any remaining tuition balance to ensure your seat in class.

5. Get photo taken for Skippers OneCard

Visit second floor, SC4 Welcome Center, to get your student ID photo taken. You must provide photo ID (valid driver license, state ID or passport) to verify identity.

6. Buy textbooks

Books may be bought at the College Bookstore on the Port Huron campus or ordered online at sc4bookstore.com. Call (810) 989-5725 to find out when books will be available for purchase and for store hours.

Programs of Study (five-letter program codes)

Please select a program code that closely matches your potential field of study
(you may change your program at a later date)

Category	Minimum number of credits	Approximate time frame (attending full time)	Description
Skill Sets*	16	1 semester	Programs designed as building blocks to certificate programs
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

Skill Sets

SSCJC	Criminal Justice – Corrections
SSCJG	Criminal Justice – Generalist
SSHLS	Criminal Justice – Homeland Security
SSCJL	Criminal Justice – Law Enforcement
SSMKI	Internet Marketing
SSMKS	Professional Sales

Certificate programs

(Occupational)

CERGB	Business, General
CERAP	Computer Information Systems – Applications for Business
CERTE	Engineering Technology
CERMN	Management, Professional Certification
CERMK	Marketing
CERPM	Paramedic

Allied health programs

(Certificate programs)

AGEGE	Medical Assisting
AGEGE	Nursing, Practical

(Associate degree programs)

AGEGE	Health Information Technology
AGEGE	Magnetic Resonance Imaging
AGEGE	Nursing – Associate Degree Nursing (ADN)
AGEGE	Radiologic Technology

Note: These programs require a secondary application and admittance to the program.

Associate degree programs

(AAS - Applied Arts & Science Occupational)

AASAC	Accounting
AASGB	Business, General
AASIS	Computer Information Systems
AASCN	Computer Information Systems – Networking
AASPR	Computer Information Systems – Programming
AASWD	Computer Information Systems – Web Development
AASCG	Criminal Justice – Generalist
AASER	Engineering Technology – Electronics
AASEG	Engineering Technology – Engineering Graphics/CAD
AASEM	Engineering Technology – Mechatronics
AASEP	Engineering Technology – Precision Machining
AASEW	Engineering Technology – Welding and Fabricating
AASGD	Graphic Design
AASMN	Management – Business
AASMK	Marketing
AASTM	Therapeutic Massage

Transfer associate degree programs

Associate in Business – ABTGB

Accounting	General Business
Economics	Management
Finance	Marketing

Associate in General Education – AGEGE

Associate in Liberal Arts – AATLA

Anthropology	Journalism
Art	Linguistics
Communication	Music
Criminal Justice	Political Science
Education	Pre-Law
English	Pre-Psychology
Fine Arts	Pre-Social Work
Graphic Design	Pre-Sociology
History	

Associate in Science – ASTSC

Agricultural Science	Pre-Dentistry
Biology	Pre-Engineering
Chemistry	Pre-Medicine
Forestry	Pre-Occupational Therapy
Mathematics	Pre-Pharmacy
Physical Science	Pre-Physical Therapy
Physics	Pre-Veterinary Medicine

* The U.S. Department of Education requires institutions who participate in financial assistance programs to disclose information regarding gainful employment to prospective students who may pursue certain certificate programs. This information includes, but is not limited to, program costs, graduation rates, median debt of those who have completed a program, etc. This information for SC4's Skill Set/Certificate programs can be found at sc4.edu/about/consumer-information/gainful-employment-program-disclosures/.

St. Clair County Community College Early Admission Application

FOR OFFICE USE ONLY
Student No. _____

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

2. Address _____
NUMBER STREET APT. CITY STATE ZIP
Student must provide a street address; a P.O. Box cannot be used to determine residency for tuition purposes.

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

4. Phone () _____ Alternate () _____

5. Email address _____ @ _____ UIC Number _____
Contact your high school counselor for your unique identification code.

6. Social Security Number _____ / _____ / _____ Date of birth _____ / _____ / _____
MONTH DAY YEAR
You are required (by the federal government) to provide your SSN if you will need your tuition information for federal tax credits.

7. This information is held confidential and is not used by SC4 for admission purposes.

- a. Ethnicity: HISPANIC/LATINO NON-HISPANIC/NON-LATINO PREFER NOT TO DISCLOSE
- b. Race: AMERICAN/ALASKA NATIVE BLACK/AFRICAN AMERICAN WHITE NON-RESIDENT ALIEN
 ASIAN HAWAIIAN/PACIFIC ISLANDER RACE/ETHNICITY UNKNOWN PREFER NOT TO DISCLOSE
- c. Gender: MALE FEMALE PREFER NOT TO DISCLOSE

8. Are you a dependent of a veteran, an active member of the military, a member of the National Guard or military reserves?
 Yes No

9. Starting semester: FALL 20 ____ (begins in August)
 SUMMER 20 ____ (begins in May)
 WINTER 20 ____ (begins in January)

10. What is your intended program of study?
(See detail on Programs of Study for five-letter program code.)

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Program description: _____

11. High school information

NAME OF HIGH SCHOOL CURRENTLY ATTENDING CITY/STATE

Grade in which you are currently enrolled: 9 10 11 12 Anticipated date of graduation: _____ / _____
MONTH YEAR

12. Additional signatures

- By checking this box, I give my consent to St. Clair County Community College to review my academic record and confer an educational credential upon satisfaction of all degree/certificate requirements.
- I certify that all answers I have given are complete and accurate, and hereby grant SC4 permission to release any records requested by my high school.
 - I understand that my high school may hold me responsible for reimbursement of tuition and fees should I not successfully complete a course(s) for which the school district paid.
 - I understand that details relating to higher education federal regulations, as well as college policies and statistics, are available at sc4.edu/consumerinformation.

Parent/legal guardian's signature (not required if age 18 or older)

Date

Applicant's signature

Date

13. Intended course(s) of enrollment

Filling in course information directly below **does not** automatically enroll a student for course(s). Students **must register** for classes. (Reminder: Students may register by completing the registration form in question 14, online via their SC4 Portal, or in the One-stop Student Service Center, first floor, SC4 Welcome Center on the Port Huron campus.)

Course will be used to fulfill high school graduation requirements	Course Discipline/ Number	Section #	Credit Hours	Contact Hours	Course will be paid for through dual enrollment	Payment cap	Dual enrollment approved If yes, principal must Initial
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIALS
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIALS
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIALS
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIALS

Approved for dual enrollment:

This form must be signed by the high school principal to approve participation in dual enrollment at SC4. In addition, the high school principal must initial in the box above indicating the school's payment responsibility and payment cap that may be applicable (per course).

Principal's signature

Date

14. Register for classes

Example

REGISTER / ADD		
Dept.	Course #	Sect. #
SC4	101	01

- I accept responsibility for the selection of the class(es) listed above, including prerequisites. I understand that I am responsible for all tuition and fees the school district does not pay. This includes, but is not limited to, the non-refundable student fee for dropped courses. I am responsible for all adjustments to my schedule by the appropriate deadline dates.
- I understand that it is my responsibility to drop my course(s) should I decide to not participate as a High School Guest or Dual Enrolled student, or if I move away from the school district that originally agreed to pay my tuition.
- I understand that dropping a class(es) with a "W" grade may impact my eligibility for financial aid in future semesters. I accept the responsibility for contacting the Financial Aid office at (810) 989-5530 with questions concerning how a "W" grade may affect any future award amounts.
- I accept that it is my responsibility to confirm my status as enrolled, waitlisted, or ineligible for a class based on the information I provided above. I understand that I can access my class schedule through my SC4 Portal or by visiting the One-stop Student Service Center (first floor, SC4 Welcome Center).

Print Name: _____

SC4 Student number or SSN: _____

Signature: _____

Disabilities: For information regarding services provided by SC4, contact the Achievement Center at (810) 989-5759.

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