Welcome to St. Clair County Community College (SC4). We look forward to helping you meet your Apprenticeship requirements. Follow the steps outlined below to get started at SC4. We look forward to seeing you on campus soon!

Steps to enroll as an Apprenticeship student at SC4:

1. **Complete the Application for Admission**
   All new, returning (i.e. have not attended SC4 in at least 2 years) and transfer students – Complete the Application for Admission and return directly to Employment Services, second floor, SC4 Welcome Center. If you have attended another college/university, you may wish to have your official transcripts sent to SC4 for evaluation and possible posting of transfer credit. (Some schools charge to have official transcripts sent.)

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 fafsa.ed.gov. Be sure to enter the SC4 Federal School Code 002310 on the application. (High school guests, college guests, students attending for personal enrichment, and students without a high school diploma or GED are not eligible for financial aid.) Questions related to financial aid can be directed to (810) 989-5530.

3. **Academic Assessments**
   May be required for your Apprenticeship program on a case by case basis. Contact (810) 989-5825 for more information.

4. **Apprenticeship Advising**
   Contact (810) 989-5825 to schedule an appointment.

5. **Activate your SC4 Portal**
   The SC4 Portal is a critical piece of your college experience. From within the portal, you can check your student email, register for classes, view financial aid detail, 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.

6. **Register and Pay for Classes**
   Once you have completed the above enrollment steps, you may register and pay for your classes either online through the SC4 Portal at portal.sc4.edu, or in the One-stop Student Service Center, first floor, SC4 Welcome Center.

7. **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.

8. **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.

**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: ncahighered.org or (312) 263-0456.
ST. CLAIR COUNTY COMMUNITY COLLEGE
Application for Admission – Apprenticeships

SECTION I

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. 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 visit sc4.edu/admissions/starthere 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 (          ) __________________ Alternate (          ) __________________

6. Date of birth __________/________/________

7. Social Security Number __________/________/________
   You are required (by the federal government) to provide your SSN if you will be applying for federal financial aid or will need your tuition information for federal tax credits.

8. Unique Identification Code (UIC) __________________
   (Available on Michigan K-12 school transcript or from your high school counseling office. Not every applicant will have a UIC; leave blank if uncertain.)

9. 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

10. Email address ____________________________________________@____________________.

11. High school/GED information
   a. Did you complete:    ☐ HIGH SCHOOL DIPLOMA    ☐ GED TEST    ☐ HOME SCHOOL
                ☐ NO H.S. EQUIVALENT
   b. Name of high school/GED site: ________________________________________________

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

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13. Starting semester:  
- FALL 20 ___ (begins in August)  
- WINTER 20 ___ (begins in January)  
- SUMMER 20 ___ (begins in May)  

14. What is your intended program of study?  
(See detail below for each program’s five-letter program code.)  
Program name: _________________________________________________  

15. Are you a veteran, an active member of the military, a member of the National Guard or military reserves?  
- YES  
- NO  

16. Are you a spouse or dependent of someone who is a veteran, an active member of the military, member of the National Guard or military reserves?  
- YES  
- NO  

17. 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. I understand that the official policies and procedures of SC4 are published in the College Catalog at sc4.edu/catalog.  

Applicant’s signature: _____________________________________     Date ___________________________

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

Visit sc4.edu/consumerinformation for details relating to higher education federal regulations, as well as college policies and statistics.