Registration checklist for High School Guest and Dual Enrollment Students

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

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

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**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)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum number of credits</th>
<th>Approximate time frame (attending full-time)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skill Sets*</td>
<td>16</td>
<td>1 semester</td>
<td>Programs designed as building blocks to certificate programs</td>
</tr>
<tr>
<td>Certificate*</td>
<td>30</td>
<td>1 year</td>
<td>Programs designed to prepare students for entry-level careers</td>
</tr>
<tr>
<td>Associate degrees (AAS – Applied Arts &amp; Science)</td>
<td>62</td>
<td>2 years</td>
<td>Programs designed to prepare students for employment in a specific career field</td>
</tr>
<tr>
<td>Transfer associate degree programs</td>
<td>62</td>
<td>2 years</td>
<td>Programs designed to prepare students for transfer to a four-year college or university</td>
</tr>
</tbody>
</table>

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**Skill Sets**

- SSCRJ: Criminal Justice – Corrections
- SSCRJ: Criminal Justice – Generalist
- SSSHS: Criminal Justice – Homeland Security
- SSCL: Criminal Justice – Law Enforcement
- SSSMK: Internet Marketing
- SSSMK: Professional Sales

**Certificate programs** (Occupational)

- CERGP: Business, General
- CERAP: Computer Information Systems – Applications for Business
- CERTG: Engineering Technology
- CERMM: Management, Professional Certification
- CERMK: Marketing
- CERPM: Paramedic

**Allied health programs** (Certificate programs)

- AGEGE: Medical Assisting
- AGEGE: Nursing, Practical

**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
- AASCJ: Criminal Justice – Generalist
- AASER: Engineering Technology – Electronics
- AASEM: Engineering Technology – Mechatronics
- AASEP: Engineering Technology – Precision Machining
- AASEW: Engineering Technology – Welding and Fabricating
- AASSD: Graphic Design
- AASSM: 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 – AGEJE**

**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/.
Early admission and dual enrollment authorization form

This form must be completed and submitted each semester of attendance as an early admit or dual enrollment student. (Exceptions are made for middle/early college programs and certain school-specific courses; contact the administrators of those programs for more information.) Once completed, please submit this form to the high school or early/middle college counselor/administrator. If the student/parent/guardian is assuming responsibility for payment and no high school credit will be awarded, please complete this form and submit it directly to SC4.

Name of high school

Student last name
Student first name
Student date of birth

Student email address
Student phone number
Name of program of study

Intended course(s) of enrollment (not required if student/parent/guardian is covering cost and no high school credit is awarded)

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

<table>
<thead>
<tr>
<th>Course will be used to fulfill high school graduation requirements</th>
<th>Department and course number</th>
<th>Section number</th>
<th>Credit hours</th>
<th>Contact hours</th>
<th>Course will be paid for through dual enrollment</th>
<th>Payment cap</th>
<th>If dual enrollment payment approved, principal must initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example <em>x</em> Yes _No</td>
<td>Example SC4 101</td>
<td>Example 01</td>
<td>Example 3</td>
<td>Example 3</td>
<td>Example <em>x</em> Yes _No</td>
<td>Example $600.00</td>
<td>Example JS</td>
</tr>
<tr>
<td>_Yes _No</td>
<td></td>
<td></td>
<td></td>
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<td>_Yes _No</td>
<td>_Yes _No</td>
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<td>_Yes _No</td>
<td>_Yes _No</td>
<td></td>
</tr>
</tbody>
</table>

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 the box above indicating the school’s payment responsibility and payment cap that may be applicable.

Principal’s signature

Registration form

<table>
<thead>
<tr>
<th>Department</th>
<th>Course number</th>
<th>Section number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example “SC4”</td>
<td>Example “101”</td>
<td>Example “01”</td>
</tr>
</tbody>
</table>

Approval (required):

• I have reviewed this authorization form and approve the above-named student's enrollment at St. Clair County Community College. I understand that I am responsible for all tuition, books/supplies, and fees the school district does not pay; this includes the non-refundable student fee for dropped courses.
• I accept responsibility for the selection of course(s) above, including prerequisites. I am responsible for all adjustments to my schedule by the appropriate deadline.
• 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 course(s) with a 'W' may impact my eligibility for financial aid in future semesters. I accept responsibility for contacting the Financial Aid office at 810-989-5530 with questions concerning how a 'W' 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).
• I understand that my high school may hold me responsible for reimbursement of tuition and fees should I fail a course(s) for which the school district paid.
• I understand that the official policies and procedures of SC4 are published in the College Catalog at sc4.edu/catalog.
• I authorize St. Clair County Community College to release information concerning my academic progress and grades to my high school. If I wish for my parent/legal guardian to have access or ability to do business on my behalf, I will complete the Authorization to Disclose Non-Directory Info and submit it to the Registrar’s Office.

Student signature

Date

Parent/Legal Guardian (if student is younger than 18)

Date