

# Registration checklist for High School Guest and Dual Enrollment Students

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

- Academic Assessments** Not required for Winter 2021  
*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** Not required for Winter 2021  
*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.

## 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/](http://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.**

Select ONE semester:  Fall 20\_\_  Winter 20\_\_  Summer 20\_\_

\_\_\_\_\_  
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).

Course will be used to fulfill high school graduation requirements	Department and course number	Section number	Credit hours	Contact hours	Couse will be paid for through dual enrollment	Payment cap	If dual enrollment payment approved, principal must initial
Example <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Example SC4 101	Example 01	Example 3	Example 3	Example <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Example \$600.00	Example JS
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	

**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

\_\_\_\_\_  
Date

## Registration form

Department	Course number	Section number
Example "SC4"	Example "101"	Example "01"

## 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](http://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