



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 www.sc4.edu/highschool or the Enrollment Services office (Room 123, Acheson Technology Center) at SC4. The application needs to be fully completed with the course(s) the student plans on registering in listed on 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/certificate 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 www.sc4.edu/highschool or the Enrollment Services office (Room 123, Acheson Technology Center) at SC4. The application needs to be fully completed with the course(s) the student plans on registering in listed on 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/certificate 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 15 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: www.ncahigherlearningcommission.org or (312) 263-0456.

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) 989-5555 to schedule your assessments. Students also may submit ACT scores for course placement, which may be available from your high school counseling office.

2. Orientation

Orientation is held on SC4's Port Huron campus and is designed to assist students in getting off to a great start to their college careers. A campus tour and need-to-know information is provided in the orientation. Call (810) 989-5520 to schedule orientation once ACT or COMPASS scores have been submitted.

3. 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) 989-5520 to schedule an appointment.

4. 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, request transcripts and more. Your SC4 acceptance letter provides you with username and password detail; use this information to activate your portal. Contact Enrollment Services at (810) 989-5500 with questions.

5. 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 <https://portal.sc4.edu> or in the One-stop Student Services Center, Room 123, Acheson Technology 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.

6. Get photo taken for Skippers OneCard

Visit Room 123, Acheson Technology Center, to get your student ID photo taken. You must provide photo ID (valid driver license, state ID or passport) to verify identity.

7. Buy textbooks

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

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 your program at a later date*)

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

Certificate programs (Occupational)

CERGB	Business, General
CERAP	Computer Information Systems – Computer Applications
CERET	Engineering Technology
CERMN	Management, Professional Certification
CERMK	Marketing
CERCS	Office Administration – Clerical Specialist

Allied health programs

(Certificate and associate degree programs*)

ANTAH	Health Information Technology
ANTAH	Nursing – Associate Degree Nursing (ADN)
ANTAH	Nursing, Practical
ANTAH	Radiologic Technology

*These programs require a secondary application.

Associate degree programs

(AAS - Applied Arts & Science Occupational)

AASAC	Accounting
AASGB	Business, General
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
AASER	Engineering Technology – Electronics
AASEG	Engineering Technology – Engineering Graphics/CAD
AASEM	Engineering Technology – Mechatronics
AASEP	Engineering Technology – Precision Machining
AASEA	Engineering Technology – Renewable and Alternative Energy
AASEW	Engineering Technology – Welding and Fabricating
AASFA	Fire Science
AASGD	Graphic Design
AASMN	Management – Business
AASMK	Marketing
AASEX	Office Administration – Administrative Executive Assistant
AASTM	Therapeutic Massage

Transfer associate degree/certificate programs

Associate in Business – ABTGB

Accounting	General Business
Economics	Management
Finance	Marketing

Associate in Engineering – AETGE

Architectural	Electrical
Chemical	Mechanical
Civil	Other Engineering

Associate in General Education – AGEGE

Associate in Liberal Arts – AATLA

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

Associate in Science – ASTSC

Agricultural Science	Physical Science
Biology	Physical Therapy
Chemistry	Physics
Forestry	Pre-Dentistry
Freshwater Studies	Pre-Medicine
Math	Pre-Pharmacy
Occupational Therapy	Pre-Veterinary Medicine

Early Admission Application

FOR OFFICE USE ONLY
Student No. _____

1. Name _____
LEGAL LAST NAME LEGAL 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 numbers
 Home () _____ Cell () _____

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

6. Social Security Number _____ / _____ / _____ **Date of birth** _____ / _____ / _____
Without the SSN we cannot provide tuition information for federal tax credits. MONTH DAY YEAR

7. 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

8. 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 RELATIONSHIP

Home () _____ Cell () _____ Business () _____

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

10. If yes, then please check one of the following: Active Duty Military Reserves National Guard Veteran
 Branch of service: _____

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

12. What is your intended program of study?
(See Page 2 for five-digit alpha SC4 Program Code listed before each program.)

Program description: _____

13. 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

14. Additional signatures

- I certify that all the 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 fail a course(s) for which the high school paid.
- I understand that the official policies and procedures of SC4 are published in the College Catalog at www.sc4.edu/catalog.

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

Date

Applicant's signature

Date

15. Intended course(s) of enrollment

Filling in course information below **does not** automatically enroll a student for his/her course(s). Students **must register** for classes. (Reminder: Students may register by completing the registration form in question 16, online via their SC4 Portal or in the One-stop Student Services Center, Room 123, Acheson Technology Center on the Port Huron campus.)

Course will be used to fulfill high school graduation requirements	Course Department/ 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 INITIAL
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIAL
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIAL
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____	_____ PRINCIPAL'S INITIAL

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.

Principal signature

Date

16. Register for classes

Example

REGISTER / ADD		
Dept.	Course #	Sect. #
WEB	099	01

NOTE: Students wishing to take online classes must first complete WEB 099, Intro to Online Courses, prior to registering for their chosen course(s). There is no charge to take WEB 099. Call (810) 989-5500 to register.

- 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 Services Center (Room 123, Acheson Technology Center).

Print Name: _____

SC4 Student ID or SSN: _____

Signature: _____

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

Return to: SC4 • 323 Erie St. • P.O. Box 5015 • Port Huron, MI 48061-5015
(810) 989-5500 • (800) 553-2427, Ext. 5500 • Fax (810) 989-5541