

### **PROGRAM DESCRIPTION**

The Culinary Baking and Pastry Arts Program (CBPA) prepares students for baking and pastry chef careers. The program provides advanced training beginning with fundamentals through the most refined and advanced skills and techniques. Students learn and practice their art in the most advanced instructional kitchens in the Midwest, if not the entire country. Important information about the Culinary Baking and Pastry Arts Program:

- There are thirty-two (32) spots in the program each year. Most students start in the fall semester.
- Culinary Baking and Pastry courses are offered at the Livonia campus.
- Students in the Culinary Baking and Pastry program prepare baked goods and pastries sold in the American Harvest Restaurant and Main Street Café.
- Students who satisfactorily complete the Program Courses qualify for a Certificate of Program Completion.

### **APPLICATION REQUIREMENTS**

The Culinary Baking and Pastry Arts Program (CBPA) requires that students complete the Culinary Baking and Pastry Arts Program Change Form (attached to the end of this packet). To be admitted to the program the student must complete the following:

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College online at <a href="http://www.schoolcraft.edu">www.schoolcraft.edu</a>
<b>2. Transcripts</b>	It is recommended you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
<b>3. Counseling and Assessment</b>	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing.  Contact the Counseling Center at 734-462-4429 to make an appointment.
<b>4. Obtain a CBPA 103 Permit</b>	Once all assessment requirements have been met and any necessary foundation coursework is completed, students must meet with a Schoolcraft counselor or academic advisor to obtain a permit to register for CBPA 103. Please note that CBPA 103 is restricted to regularly admitted students; High School Dual Enrollment students are not eligible.
<b>5. College Prerequisite Coursework – CBPA 103</b>	Complete CBPA 103 – Introduction to Baking and Pastry Skills and Technique with a grade of 2.5 or better. Your grade must be posted to your transcript before you submit a program application. CBPA 103 must be taken within five years of applying to the Culinary Baking and Pastry Arts Program.
<b>6. Obtain ServSafe Certificate</b>	Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years to Admissions and Welcome Center prior to applying to the Culinary Baking and Pastry Arts Program. Students may prepare to complete this requirement by taking Schoolcraft’s CUL 102 Culinary Sanitation course, Continuing Education class or other opportunities outside of Schoolcraft (Michigan Restaurant Association).
<b>7. Cumulative GPA</b>	Attain a cumulative grade point average of 2.0 or better for all Schoolcraft college courses.
<b>8. Apply to Culinary Baking and Pastry Arts Program</b>	Submit the attached Culinary Baking and Pastry Arts Program Restricted Enrollment Program Change Form with appropriate signatures.

### **CULINARY ARTS INFORMATION SESSION**

The Culinary Arts Department highly recommends that you attend a culinary arts campus tour that will include an information session to learn more about the Culinary Baking and Pastry Arts Programs, application process and a tour of the facilities. To find out more about how to schedule a tour go to [www.schoolcraft.edu/tour](http://www.schoolcraft.edu/tour).

## **CBPA 103 Class**

In order to be eligible to register for CBPA103 you must first meet with an academic advisor or counselor who will verify that all prerequisites are met. Qualified students will be issued an electronic permit that will allow them to register for CBPA 103.

- The CBPA 103 class tends to fill quickly. On the first day of registration, as early as possible, you may attempt to register for this course online at <http://webadvisor.schoolcraft.edu>

## **ENROLLMENT REQUIREMENTS**

Once accepted to the program, you will receive information from the Culinary Arts department regarding which class to register for. You will be required to register for at least 15 or 20 credit hours each semester. All Culinary Baking and Pastry Arts students are encouraged to meet with a counselor or academic advisor prior to registration to review course requirements and to discuss your overall educational plan.

## **ATTENDANCE POLICY**

Culinary Arts classes are designed to provide students with the necessary time to successfully complete competencies. Students are expected to attend and arrive on time for all scheduled classes. In order to ensure students' success the Culinary Arts Program has established an attendance policy. If a student exceeds the maximum absence time they will be withdrawn from the course and will need to re-take the course to graduate. A copy of the attendance policy is available in the Culinary Department and will be provided to students during Culinary Orientation.

## **ESTIMATE OF TUITION AND FEES**

<b>CULINARY BAKING AND PASTRY ARTS CERTIFICATE</b>			
(Estimate based on 39 credit hours)			
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>
Tuition:	\$ 4,485.00	\$ 6,474.00	\$ 9,555.00
Registration Fees:	\$ 129.00	\$ 129.00	\$ 129.00
Instructional/Equipment Fees:	\$ 351.00	\$ 351.00	\$ 351.00
Infrastructure Fee	\$ 273.00	\$ 273.00	\$ 273.00
Service Fee:	\$ 273.00	\$ 273.00	\$ 273.00
Course Fees:	\$ 1,133.00	\$ 1,133.00	\$ 1,133.00
Uniforms:	\$ 225.00	\$ 225.00	\$ 225.00
Pastry Kit:	\$ 400.00	\$ 400.00	\$ 400.00
<b>TOTAL</b>	<b>\$ 7,269.00</b>	<b>\$ 9,258.00</b>	<b>\$12,339.00</b>

The above figures are based on 2018-2019 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or pay out-of-state tuition.  
Estimate does not include textbooks.

For more information about our graduation rates, median debt of students who have completed the program, and other important information, please visit our website: <http://www.schoolcraft.edu/GE/BakingPastry/12.0501-Gedt.html>

**NOTE:** Requirements for admission to the Culinary Baking and Pastry Arts Program are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: 734-462-4683

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.*

# Requirements for Obtaining a CBPA 103 Permit

Please schedule to meet with a Schoolcraft counselor or academic advisor to complete the following application. Please note that registration for CBPA 103 requires issuance of an electronic permit by a counselor or academic advisor. To be issued a permit, you must work with a counselor or academic advisor who will verify that the following has been completed.

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**Complete the following with a Schoolcraft College Counselor or Academic Advisor:**

**Part A: ADMISSION** CBPA 103 is restricted to regularly admitted students. High School Dual Enrollment students are not eligible for CBPA 103. Student must be admitted as a regular student.

Student: <input type="checkbox"/> has been regularly admitted to Schoolcraft College	Counselor or Academic Advisor Signature	Date

**Part B: ASSESSMENT TESTING** Take an assessment test unless you are exempt (approved by an academic advisor or counselor). Assessment Test Scores are valid for up to three years.

Student: <input type="checkbox"/> has taken assessment test or ⇒  <input type="checkbox"/> is exempt from assessment	Counselor or Academic Advisor Signature	Date

Minimum Scores:	CPT	NGA	ACT	SAT(March 2016)
English/Writing	51 +	237	15 +	22+
Reading	57 +	237	15 +	22+
Math	60 +	AR=240 or QRAS=220	16 +	22+

**Part C: PROFICIENCY** Attain the minimum Assessment Scores listed above or successfully complete appropriate fundamental courses to improve your skills.

Student: <input type="checkbox"/> has met minimum <b>English</b> score or ⇒ <input type="checkbox"/> has met minimum <b>reading</b> score or ⇒ <input type="checkbox"/> has met minimum <b>math</b> score or ⇒	<input type="checkbox"/> has successfully completed ENG 050 or higher with a 2.0/C or better <input type="checkbox"/> has successfully completed COLLS 050 or higher with a 2.0/C or better <input type="checkbox"/> has successfully completed MATH 045 or higher with a 2.0/C or better	Test Scores/ Course	Counselor or Academic Advisor Signature	Date

**Part D: ServSafe Certificate** Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years.

Student: <input type="checkbox"/> has current ServSafe Food Protection Manager Certificate (must submit certificate for evaluation)  <input type="checkbox"/> or will provide current ServSafe Food Protection Manager Certificate (must submit certificate for evaluation) prior to being eligible to apply to the Culinary Program	Counselor or Academic Advisor Signature	Date

**Part E: OBTAIN CBPA 103 PERMIT** Once all assessment requirements have been met and any necessary foundation coursework is completed, you must meet with a counselor or academic advisor to obtain a CBPA 103 permit. This permit will allow you to attempt registration/wait listing for CBPA 103. Upon completion of CBPA 103 with a grade of 2.5 or above, and submission of a valid ServSafe Food Protection Certificate (earned within five years) you will meet with a representative from the Culinary Arts Department to complete the Culinary Baking and Pastry Arts Restricted Enrollment Program Change Form. The form will be turned in to the Registration Center which will officially admit you to the Culinary Arts Baking and Pastry Arts Program.

Student: <input type="checkbox"/> has met requirements for CBPA 103 permit ⇒	Counselor or Academic Advisor Signature	Date



# Culinary Arts Baking and Pastry Arts Program Restricted Enrollment Program Change Form

**Please Print:**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Number: \_\_\_\_\_ or Social Security Number (last four digits) \_\_\_\_\_

Month and Day of Birth \_\_\_\_ / \_\_\_\_

**ServSafe Certificate** Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years (must submit certificate for evaluation)

Valid ServSafe Certificate on file with Schoolcraft College

**CBPA 103** Complete Introduction to Baking and Pastries Skills and Technique with a grade of 2.5 or better or completed the first year of Schoolcraft’s Culinary Arts Program. Either requirement must be completed within five years of application to the program. Grade posted on transcript.

or has successfully completed first year of Culinary Arts Program

**Cumulative College GPA** Attain a 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.

New Academic Program Name: Culinary Baking and Pastry Arts Program: Certificate  
New Academic Program Number: 1YC.00247

Semester to Take Effect:

Fall \_\_\_\_\_  
(year)

Winter \_\_\_\_\_  
(year)

Counselor/Advisor: \_\_\_\_\_  
Print Name

Counselor/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
Schoolcraft College  
Registration Center, Room 130  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4426