

**PROGRAM DESCRIPTION**

The Culinary Arts Program prepares students for work in all areas of food service operations including food preparation, menu planning, purchasing food supplies, hiring staff, establishing safety and sanitation procedures, and promoting the business. 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 Arts Program:

- There are ninety-six (96) spots in the program each year. Most students start in the fall semester.
- Culinary Arts courses are offered at the Livonia campus.
- The American Harvest restaurant, a student run establishment, provides lunch and dinner prepared and presented by Culinary Arts students.
- Students are required to register for one rotation (3 courses) per fall and winter semesters. Culinary courses are on 5 week rotations.

**APPLICATION REQUIREMENTS**

The Culinary Arts Program requires an application (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 <u>all</u> 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 Admission 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 CUL 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 CUL103. Please note that CUL 103 is restricted to regularly admitted students; High School Dual Enrollment students are not eligible.
<b>5. College Prerequisite Coursework – CUL 103</b>	Complete CUL 103 – <i>Introduction to Professional Cooking Skills and Technique</i> with a grade of <u>2.5</u> or better. Your grade must be posted to your transcript before you submit a program application. Application to the program must be made within five years of completing the CUL 103 course.
<b>6. Obtain Sanitation Certificate</b>	Submit proof of a valid ServSafe Food Protection Manager Certificate earned within the last five years to the Admissions and Welcome Center prior to applying to the Culinary 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 <u>2.0</u> or better for all Schoolcraft College courses.
<b>8. Apply to Culinary Arts Program</b>	Submit the attached Culinary 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. This will include an information session to learn more about the culinary arts program, 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).

## **CUL 103 Class**

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

- The CUL 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 rotation you will be assigned. It is recommend that you meet with a counselor or academic advisor prior 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.

## **ESTIMATION OF TUITION AND FEES**

<b>Culinary Arts Program</b>						
	<b>Certificate Program (24 credit hours)</b>			<b>Associate Degree (70 credit hours)</b>		
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>
Tuition:	\$ 2,592.00	\$ 3,768.00	\$ 5,544.00	\$ 7,560.00	\$10,990.00	\$16,170.00
Registration Fees:	\$ 129.00	\$ 129.00	\$ 129.00	\$ 258.00	\$ 258.00	\$ 258.00
Instructional Equipment Fees:	\$ 216.00	\$ 216.00	\$ 216.00	\$ 630.00	\$ 630.00	\$ 630.00
Service Fees:	\$ 168.00	\$ 168.00	\$ 168.00	\$ 490.00	\$ 490.00	\$ 490.00
Infrastructure Fees:	\$ 168.00	\$ 168.00	\$ 168.00	\$ 490.00	\$ 490.00	\$ 490.00
Course Fees:	\$ 2,532.00	\$ 2,532.00	\$ 2,532.00	\$ 5,559.00	\$ 5,559.00	\$ 5,559.00
Uniforms:	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00
Knife Set:	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
<b>TOTAL:</b>	<b>\$ 6,380.00</b>	<b>\$ 7,556.00</b>	<b>\$ 9,332.00</b>	<b>\$15,562.00</b>	<b>\$18,992.00</b>	<b>\$24,172.00</b>

The above figures are based on 2017-2018 rates and are subject to change. A Resident student is one whose legal residence is in the school districts 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.

### **NOTE**

Requirements for admission to the Culinary 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 Fax: 734-462-4552

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 CUL 103 Permit

Please schedule to meet with a Schoolcraft counselor or academic advisor to complete the following application. Please note that registration for CUL 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 requirements have been completed.

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

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

**Part A: ADMISSION** CUL 103 is restricted to regularly admitted students. High School Dual Enrollment students are not eligible for CUL 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).

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	ACT	new SAT (March 2016)
English/Writing	51 +	15 +	22+
Reading	57 +	15 +	22+
Math	60 +	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 appropriate course (ENG 050 or higher)  <input type="checkbox"/> has successfully completed appropriate course (COLLS 050 or higher)  <input type="checkbox"/> has successfully completed appropriate course (MATH 045 or higher)	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 CUL 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 CUL 103 permit. This permit will allow you to attempt registration/wait listing for CUL 103. Upon completion of CUL 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 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 Program.

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



# Culinary 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 already on file with Schoolcraft College

**CUL 103** Complete Introduction to Professional Cooking Skills and Technique with a grade of 2.5 or better within five years of application to the program. Grade posted on transcript.

**Cumulative College GPA** Attain a 2.0/C or better cumulative grade point average

**Pick One:**

New Academic Program Name: Culinary Arts Program: Associates Applied Science Degree  
New Academic Program Number: AAS.00087

New Academic Program Name: Culinary Arts Program: Certificate  
New Academic Program Number: 1YC.00079

**Semester to Take Effect:**

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

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

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

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

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

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