



## High School Enrollment Options

Schoolcraft College offers high school students the opportunity to attend college while still in high school. Students who are still attending high school, or who are home-schooled, may take classes at the college concurrently if they present the appropriate approvals and meet all state and college provisions regarding concurrent enrollment in effect at the time of application. Concurrent enrollment students must renew their status prior to each term they wish to attend. Requirements for high school enrollees are subject to change in accordance with state legislation.

Students must:

- Provide an approval from their designated school official.
- Meet with a Schoolcraft counselor prior to each term.
- Reapply for admission prior to each term, thereby affirming the approval and payment authorization.

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### ***WHAT ARE SCHOOLCRAFT COLLEGE'S CONCURRENT ENROLLMENT OPTIONS?***

Schoolcraft College offers two opportunities for concurrent enrollment:

**Dual Enrollment** allows students who are currently enrolled in high school to use funding from their K-12 district to pay for classes taken at Schoolcraft.

**Special High School Enrollment** allows students who are currently enrolled in high school to pay for their own classes taken at Schoolcraft.

### ***HOW DO I FIND OUT IF I AM ELIGIBLE?***

Contact your high school counseling office to discuss opportunities. If you are not eligible for Dual Enrollment, you may be able to enroll at Schoolcraft College through the Special High School Enrollment option.

### ***HOW MUCH DOES IT COST?***

Your school district is responsible for determining how much of your tuition and fees they will cover. Some schools cover all tuition and fees while other schools may only pay a portion of your costs. You are responsible for costs not covered by your local school district, purchasing books and other necessary supplies.

### ***WHEN ARE COURSES HELD?***

As a concurrent enrollment student, you can take courses at Schoolcraft College whenever you want as long as it is approved by your designated school official. Students may enroll in courses offered anytime—morning, afternoon, evening, online and Saturdays.

### ***WILL I BE EARNING BOTH HIGH SCHOOL AND COLLEGE CREDIT?***

Students admitted under our high school enrollment options will be building a college record. Students successfully completing their courses will earn college credit. You may also choose to use these credits to meet high school requirements. Questions about how completed courses may be used to meet high school requirements should be directed to your high school counselor/principal.

### ***HOW DO I REGISTER FOR MY CLASSES?***

Once this application has been processed you may register online using WebAdvisor, <https://webadvisor.schoolcraft.edu>. Contact the Admissions and Welcome Center for assistance.



# High School Enrollment Application

**THIS APPLICATION IS ONLY VALID FOR THE SEMESTER SELECTED BELOW**

**2** | **0** | **1** | (year)

Summer Session (July–August)

Winter Semester (January–April)

Fall Semester (August–December)

Spring Session (May–June)

**Complete these steps:**

1. Complete Sections I, II & III.
2. Meet with your designated school official to review, approve and sign Section IV.  
Attach your most current academic transcript and if available, ACT scores.
3. Meet with a Schoolcraft College counselor to review and sign Section V.
4. Return this application and your transcript to the Registration Center, McDowell Center Room 240.
5. Register for approved courses.

## Section I—must be completed by the student

**1. NAME (Please use your name as it appears on your Social Security Card. If you do not have a Social Security Card, use your legal name.)**

_____	_____	_____
Last (Family Name)	First	Middle

_____	_____
Former Name	Former Name

**2. ADDRESS**

_____	_____
Number and Street	PO Box or Apartment Number

_____	_____	_____
City	State	Zip Code

**3. TELEPHONE**

_____	_____
Home	Cell

**4. E-MAIL**

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**5. EDUCATIONAL BACKGROUND**

_____	_____	_____	_____
High School	State	If non-US, country	Graduation Date

Your Social Security Number and date of birth are used for identification purposes. The information in items 7–13 is used to fulfill federal and state reporting requirements and is not used to determine admission to Schoolcraft College.

**6. STATE STUDENT ID (UIC#)**

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**7. SOCIAL SECURITY NUMBER**

_____
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**8. DATE OF BIRTH (M M/D D/Y Y)**

_____
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**9. GENDER**  Female  Male

**10. ETHNICITY** Are you Hispanic?  Yes  No

**11. RACE** Please select one or more:  White  Black or African American  Asian  American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander

**12. VETERAN** If you are a current or former member of the Armed Forces, or a dependent/spouse of someone who is, please complete this section:

1. Current Military Status:  None  Active  Active Reserve  Reserve
2. Veteran Type:  Veteran  Spouse  Dependant
3. Branch of Service:  Air Force  Army  Coast Guard  Marines  National Guard  Navy

**13. CITIZENSHIP**

- USA
- Non-US Indicate your status below and provide requested information. You will need to submit documentation for admission. Contact the Admissions and Welcome Center at 734-462-4426 for details.
- Permanent Resident—Resident Alien Number \_\_\_\_\_
- Refugee \_\_\_\_\_
- International Student—Visa Type \_\_\_\_\_  
Home Country \_\_\_\_\_

**Section II—must be completed & signed by both the parent and student**

High school students enrolling in college classes require a high level of maturity and course content is geared toward adults. Students will be in class with adults from diverse backgrounds and ages, and are required to function independently in the classroom both academically and socially.

**As a dual/special high school student at Schoolcraft College I understand that:**

- falsifying any part of this application may result in cancellation of admission and/or registration.
- if I register for any courses other than those approved on this application, I will be dropped from those courses without further notice.
- I am responsible for all costs that are not approved by the K–12 district.
- I may be asked to complete placement testing if the ACT test has not been completed.
- I am accountable for understanding the College’s rules and regulations and abiding by them.

Upon successful completion of my course(s), I authorize my transcript to be sent to my high school and I hope to receive:  
 college credit only     both high school and college credit

I certify that all the answers on this application are complete and accurate to the best of my knowledge, and I agree to become knowledgeable about Schoolcraft College’s rules and regulations and abide by them.

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section III—must be completed & signed by a parent or legal guardian**

**Emergency Information**

Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of birth \_\_\_\_\_

Father or Legal Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Phone number while student is in class \_\_\_\_\_

Address if different from student \_\_\_\_\_

Mother or Legal Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Phone number while student is in class \_\_\_\_\_

Address if different from student \_\_\_\_\_

Child’s Doctor \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

Doctor’s Hospital Affiliation \_\_\_\_\_ Address \_\_\_\_\_

Medical Information: None \_\_\_\_\_ Convulsive Disorders \_\_\_\_\_ Diabetes \_\_\_\_\_ Allergies (i.e. stings, diet) \_\_\_\_\_ Other \_\_\_\_\_

Please describe symptoms and precautions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other medical information we should know \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

While we strive to provide a safe environment, we cannot control what your child will come in contact with because of our open environment.

I agree to indemnify and hold harmless Schoolcraft College, its officers, agents, and employees for any loss or injury that my child \_\_\_\_\_ may sustain while attending Schoolcraft College. In case of an emergency, I ask Schoolcraft College to contact an adult listed above. If the college is unable to reach one of us, I authorize the college to secure emergency medical treatment for my child.

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section IV—must be completed & signed by the designated school official**

Please attach the most current high school transcript and if available, ACT test scores.

The approved courses and the information on what payment will be made by the district must be completed before this admission form can be processed.

**I certify that** \_\_\_\_\_:

- is currently enrolled  in a home school program **OR**  
 at \_\_\_\_\_ High School **AND**
- meets the conditions outlined in the current public acts associated with Dual Enrollment **AND**
- has received the prescribed counseling required under those Acts **AND**
- is currently eligible for postsecondary enrollment at Schoolcraft College.

**Check one:**

- Student may register for course(s) listed below and district is willing to pay for tuition and fees (Dual Enrollment).
- OR**
- Student may register for course(s) listed below and tuition and fees are the student's responsibility (Special Enrollment).

Dept. & Course #	Course Title	Credit Hours	Check credit requested	District is responsible for:		
				total tuition and fees	support up to \$	can not contribute
			<input type="radio"/> COLLEGE <input type="radio"/> HS & COLLEGE	<input type="radio"/>	\$ _____	<input type="radio"/>
			<input type="radio"/> COLLEGE <input type="radio"/> HS & COLLEGE	<input type="radio"/>	\$ _____	<input type="radio"/>
			<input type="radio"/> COLLEGE <input type="radio"/> HS & COLLEGE	<input type="radio"/>	\$ _____	<input type="radio"/>

**Alternate course selections if above choices are unavailable**

			<input type="radio"/> COLLEGE <input type="radio"/> HS & COLLEGE	<input type="radio"/>	\$ _____	<input type="radio"/>
			<input type="radio"/> COLLEGE <input type="radio"/> HS & COLLEGE	<input type="radio"/>	\$ _____	<input type="radio"/>

**It is understood that:**

- Schoolcraft College will send an invoice to the school district after the drop/add period, with a copy of this form. Students can print copies of their registration/fee statements online.
- If the school district is not responsible for the entire amount of the tuition and fees, and/or the student does not complete his/her course(s), Schoolcraft College will invoice the parent/student for any tuition and fee balance.

**Signature of Designated School Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School District Name:** \_\_\_\_\_

**School District Billing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Section V—must be completed & signed by a Schoolcraft College counselor  
 Call 734-462-4429 for an appointment.**

Based upon an interview, and a review of academic and assessment records, this student is

**approved**     **not approved**

to take the course(s) listed on this form as a dual/special high school student at Schoolcraft College.

**Schoolcraft College Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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.