

ALL CLASS LISTINGS
online only



Spring, Summer & Fall 2013

REGISTRATION GUIDE

DISCOVER Schoolcraft

Spring and Summer online
registration March 30 and 31

Fall online registration April 13 and 14
see page 15 for assigned start times



CLASSES BEGIN
Spring May 9 | Summer July 5 | Fall August 28



Schoolcraft
College

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Directory of revised office hours for Spring and Summer sessions

Bookstores

Main Campus—734-462-4409
May 20–Aug. 9: M 8:30 am–6 pm, T–F 8:30 am–4 pm
Extended hours at beginning of semester
Radcliff Bookstore—734-462-4778
May 20–Aug 9: Call for hours
Online—www.schoolcraftbooks.com

Learning Assistance Center

Bradner Library—734-462-4436
Spring: M–Th 8 am–8 pm, F 8 am–4 pm, Sat. noon–4 pm
Summer: M & Th 8 am–8 pm, TWF 8 am–4 pm
Radcliff—734-462-4400 ext. 6021
Summer: Closed

Library Services

Bradner Library—734-462-4440
Spring: M–Th 8 am–9 pm, F 8 am–4 pm, Sat. & Sun. noon–5 pm
Summer: M & Th 8 am–8 pm, T & W 8 am–5 pm, F 8 am–4 pm
Radcliff Library—734-462-4400 ext. 6020
Spring: M–Th 8:30 am–8 pm
Summer: T & W 11:30 am–7 pm

Directory

Livonia Campus

734-462-4400

Radcliff Center

Main Office—734-462-4770
M–Th 8 am–5 pm, F 8 am–4:30 pm
Extended hours at beginning of semester

Public Safety Training Complex

734-266-4639
Hours vary

Admissions & Welcome Center

McDowell Center
M–Th 8 am–6 pm, F 8 am–4:30 pm
Answer Center Help Line 734-462-4426

Bookstores

Main Campus—734-462-4409
M–Th 8:30 am–7 pm, F 8:30 am–4 pm
Extended hours at beginning of semester
Radcliff Bookstore—734-462-4778
M–Th 8:30 am–1 pm, 4:30–8:30 pm
Online—www.schoolcraftbooks.com

Campus Security Police 24 hours

Service Building—734-462-4424

Career & Transfer Center

McDowell Center—734-462-4421
M–Th 8 am–6 pm, F 8 am–4:30 pm

Cashier

McDowell Center—734-462-4449
M–F 8 am–4:30 pm

Counseling and Academic Advising Center

McDowell Center—734-462-4429
M–Th 8 am–7:30 pm, F 8 am–4:30 pm

Distance Learning Online Courses

McDowell Center—734-462-4532
M–F 8 am–4:30 pm

Financial Aid

McDowell Center—734-462-4433
M–Th 8 am–6 pm, F 8 am–4:30 pm

Learning Assistance Center

Bradner Library—734-462-4436
M–Th 8 am–8 pm, F 8 am–4 pm, Sat. noon–4 pm
Radcliff—734-462-4400 ext. 6021
M & T 9 am–1 pm & 4–8 pm, W & Th 9 am–8 pm,
Sat. 10 am–2 pm.

Library Services

Bradner Library—734-462-4440
M–Th 7:30 am–9 pm, F 7:30 am–4 pm,
Sat. & Sun. noon–5 pm
Radcliff Library—734-462-4400 ext. 6020
M–Th 8:30 am–8 pm, F 9 am–1 pm

Office of Instruction

McDowell Center—734-462-4431
M–F 8 am–5 pm

Open Entry/Open Exit in the Distance Learning Office

McDowell Center—734-462-4588
M–F 8 am–4:30 pm

Registration Center

McDowell Center—734-462-4426
M–Th 8 am–6 pm, F 8 am–4:30 pm
Answer Center Help Line 734-462-4426

Student Records

McDowell Center—734-462-4677
M–F 8 am–4:30 pm

Testing Center

McDowell Center—734-462-4806
M–Th 8 am–7:30 pm, F 8 am–4:30 pm, Sat. 10 am–2 pm
Dates closed: 5/4, 5/25, 7/6, 8/31, 11/30, 12/21 and 12/28

Are You a New Student?—Steps to Apply and Enroll

Enrollment services are located in the McDowell Center

1 Apply for Admission

- Complete and submit the Application for Admission online at www.schoolcraft.edu. See page 5 of this guide for directions.
- Answer Center Help Line
734-462-4426.

2 Access Your College Email Account

- Student email is required for all credit students and is the college's primary means for communicating.
- You can set up the account to automatically forward messages to the personal email account of your choice.
- Log in to your *SCmail* account at www.schoolcraft.edu/email

3 Request Official Documents

- Request an electronic transcript be sent through www.parchment.com
- OR**
- Send your high school transcripts and/or GED scores to the Student Records office. Official college transcripts must be **sent** from the transfer institution's Registrar's Office directly to Schoolcraft.

4 Apply for Financial Aid

- Apply online at www.fafsa.gov. Complete and submit financial aid forms as directed.
- Apply a minimum of 10 weeks before the semester begins.
- Guest and non-degree seeking students are not eligible for financial aid.
- Office of Financial Aid
734-462-4433.

5 Provide Placement Scores

- Submit ACT or SAT scores or college transfer credit demonstrating your ability in reading, writing and mathematics
- OR**
- Take a placement test in the Testing Center. Bring photo identification and your student number. No appointment is needed. There is no charge for your first test, however there will be a fee for subsequent attempts.
 - Testing Center
734-462-4806.

6 Participate in Orientation

- Schedule an on-campus orientation, at www.schoolcraft.edu/orientation or by calling 734-462-4683
- OR**
- Complete the orientation online at www.schoolcraft.edu/orientation.

7 Meet with a Counselor/Academic Advisor

- Explore options, create an educational plan, and select your classes.
- Counseling and Academic Advising Center
734-462-4429.

8 Register for Classes

- See pages 15–21 for registration information.
- Bring your photo identification to the Registration Center to get a student identification card.
- Answer Center Help Line
734-462-4426.

9 Pay Tuition and Fees

- Spring and Summer tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. Students who register for Fall 2013 classes have until July 8 to pay their tuition and fees. On July 9, students who have not paid will be dropped from their classes. Beginning July 9, tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan which allows for tuition to be paid in installments.
- The college accepts cash, checks (in person or online), money orders, VISA, MasterCard, Discover, and debit cards.
- To use financial aid for tuition and fees, you need to have completed the Financial Aid process.
- Cashier's Office
734-462-4449.

10 Attend Class

Welcome to Schoolcraft!

SEE WHAT

WWW.SCHOOLCRAFT.EDU

CAN DO FOR YOU

A WEALTH OF INFORMATION IS JUST A MOUSE-CLICK AWAY

- Apply for admission
- With WebAdvisor you can register for courses; pay for tuition; print your schedule and unofficial transcripts; request enrollment verification and official transcripts; check your grades; check your degree completion progress and manage your academic plan
- Review course descriptions and programs
- Get financial aid questions answered using FATV
- Get the latest information on class closings and cancellations
- See a list of upcoming events and student activities

Guest students **SAVE MONEY** with **ONLINE** and **ON-CAMPUS** classes at Schoolcraft College

Save money by taking on-campus, online or open entry/open exit courses at Schoolcraft College and transferring the credits to your current college or university.

Visit www.schoolcraft.edu/guest to explore your options. Then work with a counselor at your current college to identify the specific Schoolcraft courses that you will transfer.

Applying is as easy as 1, 2, 3...

1 Obtain a Guest Application

- Contact the Registrar's Office at your **current** college to obtain a Michigan Uniform Guest Application, out-of-state Guest Application, or download a Michigan Uniform Guest Application from our website.
- www.schoolcraft.edu/guest

2 Submit Your Application

- Complete your guest application designating the courses you plan to take at Schoolcraft College.
- Submit your completed application to the Schoolcraft College Registration Center.

3 Register for Classes

- As a guest student you may register for courses without taking an assessment test or meeting with a counselor.
- Register online or walk-in; see pages 15–21 for registration information.

Questions? Call the Answer Center Help Line at 734-462-4426.

APPLY TODAY!

Applications are accepted throughout the year

Apply online at www.schoolcraft.edu/apply
your social security number is required

Interested in a campus tour?
www.schoolcraft.edu/tour

Transcripts

Electronic transcript requests through www.parchment.com are the fastest and easiest way to have your transcripts sent to Schoolcraft College.

OR

First year students

Send your high school transcripts and/or GED scores to the Student Records office, or fax to 734-462-4506.

Transfer students

Request that your official college transcripts be sent directly from the transfer institution to the Student Records office.

**Schoolcraft College
Student Records
18600 Haggerty Road
Livonia, MI 48152-2696
734-462-4426**

Submit test scores

First year students

ACT/SAT (ACT code 2070, SAT code 1764)
if taken within the last three years.

OR

Take a placement test. Details at www.schoolcraft.edu/placementtesting
or call the Testing Center at 734-462-4806.

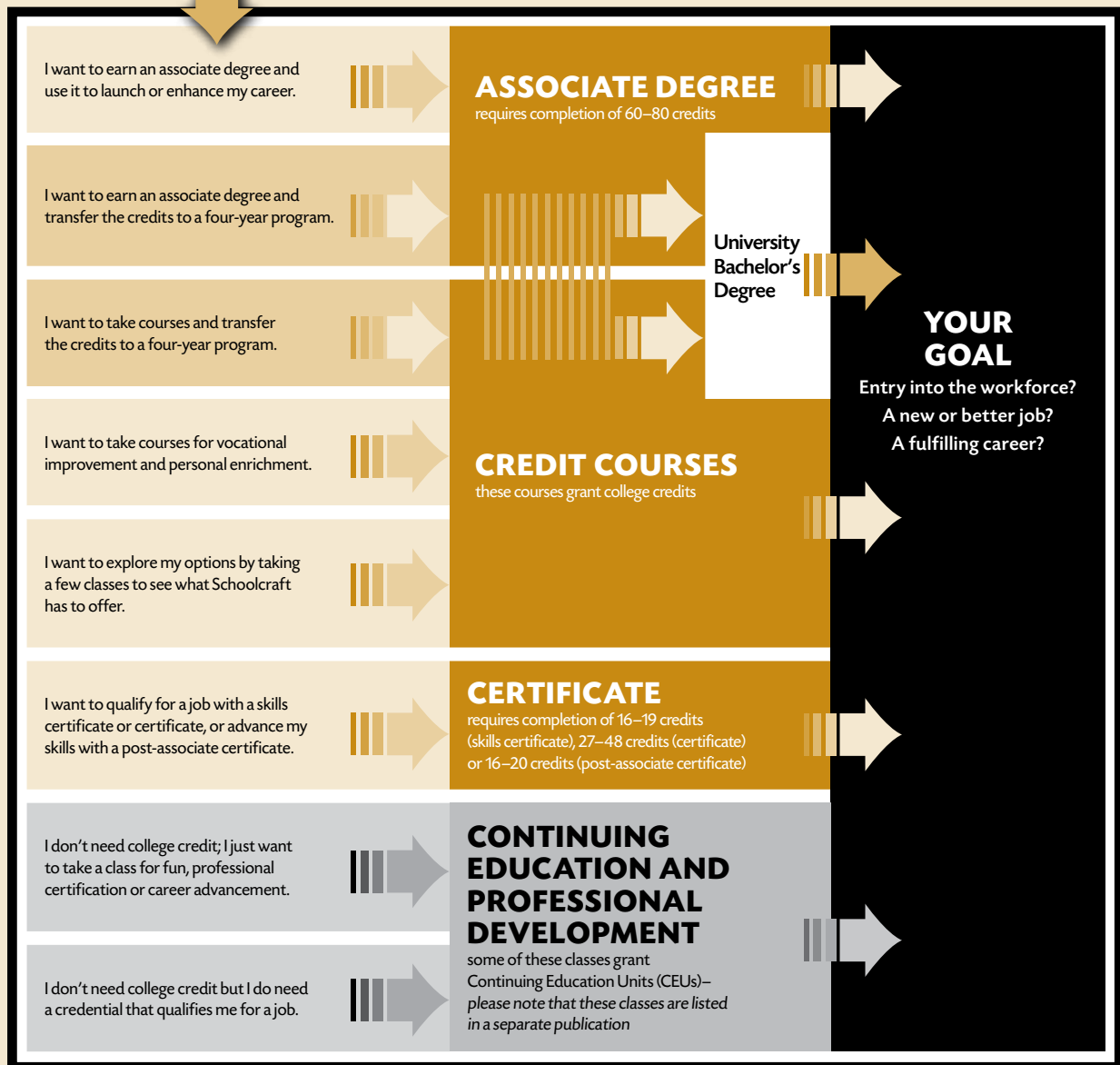
Transfer students

Students with college transfer credits or placement test scores
should meet with an advisor before testing.

Questions? Contact the Answer Center Help Line at 734-462-4426
or email us at gotoSC@schoolcraft.edu.

what do YOU want to do?

Follow your Path



take the next step

For associate degrees, credit courses and certificates:
Make an appointment to meet with a counselor or academic advisor.
Email counseling@schoolcraft.edu or call 734-462-4429.

For Continuing Education and Professional Development:
Get more information at www.schoolcraft.edu/cepd,
cepd@schoolcraft.edu or 734-462-4448.

Departments and Programs

Students can choose from more than 70 different majors at Schoolcraft College. In addition, Schoolcraft offers a variety of paths by which students can pursue their education and career goals.

Skills certificates average five or six courses, requiring 16–19 credit hours. Most skills certificates can be completed in only one or two semesters of full-time study.

Certificates average 10–12 courses, requiring 27–48 credit hours, depending on the program. By attending Schoolcraft College full-time, students can earn a certificate in as little as two or three semesters. Most credits earned for a certificate can also be applied to an associate degree in the same, or a similar, area of study.

Associate degrees average 20–22 courses, requiring 60–80 credit hours, depending on the program. Associate degrees generally take four or five semesters of full-time study, or approximately two years to complete. Occupational program degrees are designed to prepare students for employment upon completion of their associate degree. Transfer associate degrees, which

are offered in several areas of study, are designed to prepare those students who plan to transfer to a four-year college or university after completing their coursework at Schoolcraft College.

Post-associate certificates average five or six courses, requiring an average of 16 credit hours. They can generally be completed in one or two semesters of full-time study. A student may enter a post-associate program after earning an associate degree from any accredited college, and provides the degree holder with advanced job skills.

Courses are offered in a number of subject areas for which there is not a certificate or degree program available. However, many of these courses can be applied toward a Schoolcraft certificate or degree in another area of study. These courses can be taken for personal or professional interest, or for transfer to a four-year college or university.

Most of the associate degree programs offered by Schoolcraft College are transferable to four-year colleges and universities. Consult with your counselor or academic advisor to ensure your credits will transfer.

Departments and Programs		Skills certificate	Certificate	Associate/Transfer degree	Post-associate certificate	Courses only
Business & Information Technology	Accounting		✓	✓		
	Accounting for Small Business	✓ ♦				
	Aviation Management	✓ ♦		✓		
	Business		✓ ♦	✓		
	Business—Marketing and Applied Management			✓		
	Business—Small Business for Entrepreneurs		✓ ♦	✓		
	Business—Associate in Business (Transfer) May be applicable in such areas as Accounting, Computer Information Systems, Finance, Human Resource Management, International Business, Management and Marketing.			✓		
	Business Information Technology		✓ ♦	✓		
	Computer Information Systems				✓	
	Computer Information Systems—Introductory		✓			
	Computer Information Systems—Microcomputer Support Technician			✓		
	Computer Information Systems—Networking Technology Integration		✓ ♦			
	Computer Information Systems—Programming	✓ ♦		✓		
	Computer Information Systems—Web Specialist		✓ ♦	✓		
	Computer Service Technician		✓ ♦			
	Cosmetology Management			✓		
Economics			‡		✓	
Office Information Systems	✓ ♦	✓	✓			
Culinary Arts	Culinary Arts •		✓	✓		
	Culinary Baking and Pastry Arts •		✓ ♦			
	Culinary Management					✓
Education & Human Services	Child Care and Development	✓	✓ ♦	✓		
	Child Care and Development—Special Needs Paraprofessional		✓	✓		
	Education Transfer May be applicable in such areas as Elementary and Special Education.			✓		

Departments and programs list continued →

Departments and Programs continued

	Skills certificate	Certificate	Associate/Transfer degree	Post-associate certificate	Courses only
Arts, Humanities & Communication	Arabic		‡		✓
	Art and Design		‡		✓
	Arts—Associate in Fine Arts (Transfer)		✓		
	Broadcast Communications (articulation with Specs Howard School of Broadcasting)			✓	
	Chinese			‡	✓
	Communication Arts			‡	✓
	Computer Graphics Technology				✓ ♦
	Computer Graphics Technology—3D Animation		✓		
	Computer Graphics Technology—3D and Video Graphics			✓	
	Computer Graphics Technology—Digital Art		✓	✓	
	Computer Graphics Technology—Foundation	✓ ♦			
	Computer Graphics Technology—Graphic Design			✓	
	Computer Graphics Technology—Interactive Media and Game Design		✓	✓	
	Computer Graphics Technology—Publishing		✓		
	Computer Graphics Technology—Video Graphics		✓		
	Computer Graphics Technology—Web Design		✓		
	English			‡	✓
	English as a Second Language				✓
	French			‡	✓
	German			‡	✓
	History			‡	✓
	Humanities			‡	✓
	Italian			‡	✓
	Liberal Arts Transfer May be applicable in a wide range of areas of study such as Anthropology, Art, Communications, Conservation, Criminal Justice, Economics, English, Fine Arts, Foreign Language, Geography, Geology, History, Mathematics, Music, Philosophy, Political Science, Psychology, Secondary Education, Social Work, Sociology, Statistics and Theatre.			✓	
	Music—Foundations		✓ ♦		
	Music—Intermediate		✓		
	Music—Piano Teacher		✓ ♦		
	Philosophy			‡	✓
	Sound Recording Technology		✓ ♦	✓	
	Spanish			‡	✓
Theatre			✓		
Healthcare & Health Sciences	Allied Health Education				✓
	Emergency Medical Technology Paramedic •		✓ ♦	✓	
	Health Information Technology •			✓	
	Health Information Technology—Coding Specialist •		✓ ♦		
	Health Transfer May be applicable in such health and science specialties as Biology, Chemistry, Dental Hygiene, Nursing, Occupational Therapy, Pre-Dental, Pre-Medicine, Pre-Physical Therapy and Pre-Physician Assistant.			✓	
	Massage Therapy •		✓ ♦	✓	
	Medical Assisting •		✓ ♦		
	Medical Assisting—Medical Biller/Receptionist	✓ ♦			
	Medical Assisting—Phlebotomy	✓ ♦			
	Medical Assisting—Physician Office Medical Transcription	✓ ♦			
	Nursing •		✓ ♦	✓	
	Nursing Assistant Training Program •	✓ ♦			
	Pharmacy—Pre-Pharmacy			✓	
	Physical Education				✓

Departments and programs list continued →

Departments and Programs continued

	Skills certificate	Certificate	Associate/Transfer degree	Post-associate certificate	Courses only	
Manufacturing & Technology	Biomedical Engineering Technology •		✓	✓ ♦		
	Computer Aided Design—Mechanical		✓			
	Computer Aided Drafting—Technical		✓ ♦			
	Design					✓
	Electronic Technology	✓ ♦	✓ ♦	✓		
	Engineering Transfer <small>May be applicable in such special engineering areas as Chemical, Civil, Computer Systems, Electrical, Environmental, Industrial, Manufacturing, Materials Science, Mechanical and Sustainability.</small>			✓		
	Manufacturing—Advanced Manufacturing	✓	✓	✓		
	Metallurgy and Materials Science		✓	✓	✓ ♦	
	Quality Management					✓
	Welding Sculpture	✓				
	Welding—Fabrication		✓ ♦			
Welding—Joining Technology			✓			
Natural Sciences	Biology		‡		✓	
	Chemistry		‡		✓	
	Environmental Studies		✓ ♦	✓		
	Geography			‡		✓
	Geology			‡		✓
	Mathematics			‡		✓
	Physics			‡		✓
Public Safety	Correctional Science				✓	
	Criminal Justice		✓			
	Criminal Justice with Academy			✓		
	Fire Technology		✓ ♦	✓		
	Fire Technology with Academy			✓		
	Homeland Security			✓		
Social Sciences	Anthropology		‡		✓	
	Political Science		‡		✓	
	Psychology		‡		✓	
	Sociology		‡		✓	
Degree Seeking	Associate Degree Seeking, Undecided		✓			
	Transfer Degree Seeking, Undecided		✓			
	Non-Degree Seeking <small>(Federal financial aid is not available for this option)</small>				✓	
Other Programs	College and Beyond				✓	
	Collegiate Skills				✓	
	Human Development Services				✓	
	Learning Resources				✓	

Most of the associate degree programs offered by Schoolcraft College are transferable to four-year colleges and universities. Consult with your counselor or academic advisor to ensure your credits will transfer.

• Student must be officially admitted to the Limited/Restricted Enrollment Program prior to enrolling in core/major courses. Call the Registration Center at 734-462-4426 for more information.

♦ See Gainful Employment Disclosure information for this program at www.schoolcraft.edu/academicprograms

‡ These areas of study may be applicable toward Transfer associate degrees.

Program Planning Chart

Projected Course Offerings by Semester

Key to Learning Options

- traditional
- alternative
- traditional & alternative

Courses not listed are offered on an as-needed basis—contact the associate dean for information. Alternative classes are defined as Online, Open Entry/Open Exit or Hybrid—see pages 12–13. Course listings are subject to change. *Updated 2/13.*

	Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer						
ACCT 103	■	■	■			237	■	●	●		116	■	■	■		125	■	■	■		EDUC 101	■	■	■	
138	■	■				238	■	■	■		118	■	■	■		129	■	■	■	●	201	■	■	■	
139		●				240	■	■			121		●			170	■	■	■		ELECT 131	■	■	■	●
201	■	■	■			243	■	■	■		126	●	●	●		171	■	■	■		133	■	■	■	
202	■	■	■			BMET 116	●				130	●	●	●		172	●	●	●		137	■	■	■	
221	●					204	●				140	●	●	●		173	●	●	●		138	■	■	■	
222	●	●				254	●				150	■	■	■		176	■	●	■		139	■	■	■	
226	●					255	●	●			155	■	■	●		178	■	●	■		144	■	■	■	
238		●				BUS 101	■	■	■	■	200	■	■	■	●	180	■	■	■		145	■	■	■	
260			■			103	■	■	■	■	211	■	■	■	■	185	■	■	■		180	●	●	●	
262	●		●			104	■	■	■	■	214	■	■	■	■	211	■	■	■		215	●	●	●	
263	■	●				120	■	■	■	■	215	●	●	●		215	■	■	■		218	●	●	●	
AHE 101	■	■	■			122	■	■	■	■	216	■	■	■		221	●	●	●		219	●	●	●	
ANTH 112	■	■	■	■		123	●	●	■		218	■	■	■		223	■	■	■		251	●	●	●	
117	■	■	■	■		161	●	●	●		221	●	●	●		225	■	■	■		EMT 115	■	■	■	●
201	■	■	■	■		202	■	■	■	■	224	■	■	■		235	■	■	■		210	●	●	●	
211	■	■	■	■		204	■	■	■	■	CGT 109	●	●	●	●	238	■	■	■		220	●	●	●	
214	●					205	■	■	■		123	●	●	●	●	250	●	●	●		230	●	●	●	
ARB 101	●	●				207	■	■	■		125	●	●	●	●	251	■	■	■		ENG 050	●	●	●	●
102	●	●				208	■	■	■		127	●	●	●	●	255	●	●	●		055	●	●	●	●
ART 105	●	●	●	●		215	■	■	■		136	●	●	●	●	265	●	■	■		100	■	■	■	■
106	●	●	●	●		217	■	■	■	■	141	●	●	●	●	267	●	●	●		101	■	■	■	■
109	●	■				220	■	■	■	■	149	●	●	●	●	271	●	●	●		102	■	■	■	■
110	●	●				226	■	■	■	■	154	●	●	●	●	273	■	■	■		106	■	■	■	■
113	●	●	●			230	■	■	■	■	157	●	●	●	●	276	■	■	■		107	■	■	■	■
115	■	■	■			240	■	■	■		161	■	■	■		290	●	●	●		116	■	■	■	■
116	■	■	■			CAB 100	●	●	■	■	163	●	●	●		CJ 102	■	■	■	●	200	■	■	■	■
118	●	●	●	●		101	■	■	■	■	166	●	●	●	●	104	■	■	■	●	203	●	●	●	
119	●	●	●	●		CAD 103	●	●	●	●	168	●	●	●	●	107	●	●	●	●	205	●	■	■	
125	■	■	■			106	●	●	●		206	●	●	●	●	113	■	■	■	■	206	■	■	■	■
126	●	■				107	■	■	■		208	●	●	●	●	201	●	●	●	●	221	●	●	●	
201	■	■	■	■		211	●	●	■		210	●	●	●	●	209	●	●	●	●	243	■	■	■	■
205	●	●				212	●	●	■		211	●	●	●	●	211	■	■	■	■	244	■	■	■	■
211	●	●	●			221	●	●	■		212	●	●	●	●	212	■	■	■	■	245	■	■	■	■
212	●	●	●			CAP 102	●	●	■	■	215	●	●	●	●	221	■	■	■	■	246	●	●	●	
218	●	●	●	●		103	■	■	■	■	226	●	●	●	●	287	●	●	●	●	248	●	●	●	
219	●	●	●	●		124	●	●	●		231	●	●	●	●	CM 107	●	●	●	●	251	■	■	■	■
236	●	●				125	●	●	●		234	●	●	●	●	109	●	●	●	●	252	■	■	■	■
239	●	■				128	●	●	●		237	●	●	●	●	203	●	●	●	●	280	■	■	■	■
243	●	●				142	●	●	●		242	●	●	●	●	210	●	●	●	●	ENGR 100	■	■	■	■
244	●	●				143	●	●	●		244	●	●	●	●	COLLS 045	●	●	●	●	201	■	■	■	■
AVM 101	■					144	●	●	●		246	●	●	●	●	049	●	●	●	●	ENVR 107	■	■	■	■
102	■	■				215	●	●	●		247	●	●	●	●	050	●	●	●	●	206	■	■	■	■
103	■	■				227	●	●	●		250	●	●	●	●	053	●	●	●	●	230	●	●	●	●
104	■	■				240	●	●	●		252	●	●	●	●	105	●	●	●	●	232	■	■	■	■
201		■				241	■	■	■		254	●	●	●	●	111	■	■	■	■	235	■	■	■	■
202		■				242	●	●	■		256	●	●	●	●	130	●	●	●	●	ESL 051	●	●	●	●
203		■				243	●	●	●		257	●	●	●	●	COMA 103	■	■	■	■	052	●	●	●	●
204	■	■				244	●	●	●		CHEM 051	■	■	■	■	200	●	●	●	●	100	●	●	●	●
BIOL 050	■	■	■	■		247	●	●	●		100	●	●	●	●	201	■	■	■	■	101	●	●	●	●
100	■	■	■	■		260	●	●	●		111	●	●	●	●	230	●	●	●	●	102	●	●	●	●
101	■	■	■	■		267	●	●	●		117	●	●	●	●	COMPS 124	■	■	■	■	FIRE 112	■	■	■	■
103	■	■	■	■		295	●	●	●		120	●	●	●	●	126	●	●	■	■	119	●	●	●	●
104	■	■	■	■		CBPA 103	●	●	●	●	213	●	●	●	●	147	■	■	■	■	124	●	●	●	●
105	■	■	■	■		125	●	●	●		214	●	●	●	●	COR 110	■	■	■	■	125	●	●	●	●
114	■	■	■	■		144	●	●	●		CHIN 101	●	●	●	●	DSGN 180	■	■	■	■	128	●	●	●	●
115	■	■	■	■		CCD 100	●	●	●	●	102	●	●	●	●	250	■	■	■	■	130	●	●	●	●
120	●	●	●			101	■	■	■		CIS 105	■	■	■	■	280	■	■	■	■	135	●	●	●	●
130	●	●	●			102	■	■	■		115	■	■	■	■	ECON 103	●	●	●	●	200	●	●	●	●
140	●	●	●			105	●	●	●		120	■	■	■	■	201	■	■	■	■	205	●	●	●	●
236	■	■	■	■		115	●	■			122	■	■	■	■	202	■	■	■	■	207	●	●	●	●

Program Planning Chart

Projected Course Offerings by Semester

Key to Learning Options

- traditional
- alternative
- ◻ traditional & alternative

Courses not listed are offered on an as-needed basis—contact the associate dean for information. Alternative classes are defined as Online, Open Entry/Open Exit or Hybrid—see pages 12–13. Course listings are subject to change. *Updated 2/13.*

	Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer					
FR 101	◻	◻	◻		LR 135	●	●			114	●	●			269	●	●			POLS 105	◻	◻	◻	◻
102	◻	◻			MA 110	●	●	●		116	●	●			282	●	●			109	◻	◻		
201	●				134	◻	◻	◻		117	●	●			283	●	●			205	●			
202		●			140	◻	◻	◻		118	●	●			284	●	●			207	●			
GEOG 105	●	●	●		155	●	●	●		121	●	●			285	●	●			209	●			
133	◻	◻	◻	◻	174	●	●			122	●	●			286	●	●			PSYCH 153	◻	◻	◻	◻
135	●				180	●	●			124	●	●			287	●	●			201	◻	◻	◻	◻
203		●			195	◻	◻	◻		127	●	●			288	●	●			206	◻	◻	◻	
212	◻	◻	◻		MAS 112	●		●		131	●	●			289	●	●			207	●			
217		◻			113	●		◻		132	●	●			290	●	●			209	◻	◻	◻	
225	◻				114	◻		◻		133	●	●			291	●	●			219	◻	◻	◻	
GEOL 133	●	●	●		115	◻		◻		134	●	●			292	●	●			229	◻	◻	◻	◻
134		●			122	◻	◻	◻		135	●	●			293	●	●			239	◻	◻	◻	◻
GER 101	◻	●	◻		123	◻	◻			136	●	●			NATP 110	●	●	●	●	249	◻	◻	◻	
102	●	●			124	◻	◻			137	●	●			NURS 102	●	●	●		QM 107	◻	◻	◻	◻
HDS 110	◻	◻	◻		125	◻	◻			138	●	●			104	●	●	●		SOC 101	●	●		
HIST 134	◻	◻	◻	◻	132	◻	●			140	●	●			110	●				201	◻	◻	◻	◻
137	◻	◻	◻	◻	133	◻	◻			141	●	●			124	●	●			205	◻	◻	◻	◻
138	◻	◻	◻	◻	134	●	●			142	●	●			125	●	●			209	◻	◻	◻	◻
141	●	●			135	●	●	◻		143	●	●			128	●	●	●		210	●	●	●	
151	◻	◻	◻	◻	MATH 045	●	●	●		144	●	●			139	●		●		290	●			
152	◻	◻	◻	◻	047	◻	◻	◻	◻	149	●	●			245	●	●			SPAN 101	◻	◻	◻	◻
153	◻	◻	◻	◻	053	◻	◻	◻	◻	153	●	●			246	●	●			102	◻	◻	◻	◻
230	●				101	◻	◻	◻	◻	154	●	●			248	●	●			201	●	●	●	
HIT 100	◻	◻	◻		105	●	●			155	●	●			259	●	●			202	●		●	
104	◻	◻	◻		106	●	●			164	●	●			OIS 100	◻	◻	◻		SRT 110	●	●	●	
109	◻	◻			111	◻	◻	◻		165	●	●			102	◻	◻			121	●	●	●	
112	●	●	●		113	◻	◻	◻	◻	168	●	●			105	◻	◻			122	●	●	●	
113	●	●	●		119	●	●	●	●	169	●	●			165	◻	◻			150	●	●	●	
114	◻	◻	◻		122	◻	◻	◻	◻	171	●	●			185	◻	◻			221	●	●	●	
116	●	●			128	●	●	●		172	●	●			195	◻	◻			222	●		●	
117	●	●			129	●	●	●	●	201	●	●			255	◻	◻			THEA 120	●	●	●	
158		●			135	●	●			202	●	●			260	◻	◻			121	●	●	●	
210	●				145	●	●	●		204	●	●			265	◻	◻			204	●	●	●	
213		◻			150	●	●	●		205	●	●			PE 104	●	●	●		207	●	●	●	
216	◻		●		151	●	●	●		214	●	●			105	●	●	●		208	●	●	●	
217	●				230	●	●	●		216	●	●			106	●	●	●		209	●	●	●	
219		◻			240	●	●	●		217	●	●			114	●	●	●		220	●	●	●	
222	●	●			252	●	●			218	●	●			115	●	●	●		221	●	●	●	
231		●			MET 102	●	●			224	●	●			116	●	●	●		WELD 110	●	●	●	
232	●	●			114	●	●			227	●	●			121	●	●	●		111	●	●	●	
234	●	●			120	●	●			231	●	●			132	●	●	●		112	●	●	●	
235	●	●			152	●	●			232	●	●			141	●	●	●		113	●	●	●	
236	●	●			211	●	●			233	●	●			157	●	●	●		115	●	●	●	
240	●	●			215	●	●			234	●	●			194	●	●	●		118	●	●	●	
255	●	●			217	●	●			235	●	●			202	●	●	●		119	●	●	●	
256	◻				248	●	●			236	●	●			240	●	●	●		120	●	●	●	
HS 101	◻	◻	◻		271	●	●			240	●	●			PHARM 101	●	●	●		130	●	●	●	
102	◻	◻	◻	◻	280	●	●			241	●	●			201	●	●	●		205	●	●	●	
103	●	●			MFG 101	●	●	●		242	●	●			PHIL 243	◻	◻	◻	◻	206	●	●	●	
201	●	●	●		102	●	●	●		243	●	●			247	●	●	●	●	208	●	●	●	
202	●	●	●		103	●	●	●		244	●	●			257	●	●	●	●	210	●	●	●	
203	●	●	●		105	●	●	●		245	●	●			277	◻	◻	◻	◻	211	●	●	●	
HUM 106	◻	◻	◻	◻	106	●	●	●		246	●	●			PHYS 051	◻	◻	◻	◻	212	●	●	●	
150	●	●			203	●	●	●		248	●	●			104	◻	◻	◻	◻	214	●	●	●	
190	●	●			206	●	●	●		249	●	●			123	●	●	●		223	●	●	●	
210	◻	◻	◻	◻	211	●	●	●		253	●	●			181	●	●	●		262	●	●	●	
212	●	●			MT 108	●	●	●		256	●	●			182	●	●	●						
215	◻	◻			MUSIC 104	◻	◻	◻	◻	263	●	●			211	●	●	●						
ITAL 101	●	●			105	◻	◻	◻	◻	264	●	●			212	●	●	●						
102	●	●			107	●	●	●		268	●	●												

Learning Options—Make Any Time Class Time

Learning Options are courses that offer an alternative to the traditional classroom experience. These classes use the college's learning management system, Blackboard—see page 31 for more information.

ONLINE

Internet-based courses.

OE/OE

Open Entry/Open Exit offers maximum flexibility to start and finish courses.

HYBRID

Traditional classroom instruction combined with flexible online delivery.

Online Courses

For more information

734-462-4532

dl@schoolcraft.edu

Online courses offer new opportunities and challenges to Schoolcraft College students. You can take an online course when and where it is convenient for you and still have opportunities to interact with your instructor and other students. You will cover the same learning objectives you would in a traditional on-campus course.

If you are an independent learner, highly self-motivated and interested in accelerating your course of study, online learning may be appropriate for you. Since the coursework can be completed any time of the day or night, it is ideal for those who are unable to attend classes in the evenings or on weekends. However, if you cannot set and maintain a schedule which allows you to keep up with your coursework assignments, it is likely you will fall behind. In that case, online learning may not be a good option.

Earn your entire associate degree online or select from an array of individual online courses in numerous academic disciplines. Most courses are well-suited for transfer to a four-year college or university. See a counselor to get more details on the transferability of individual courses.

SPRING online courses become available in Blackboard on **May 9, 2013, which is the official beginning of spring classes.**

SUMMER online courses become available in Blackboard on **July 5, 2013, which is the official beginning of summer classes.**

FALL online courses become available in Blackboard on their **official start dates:**

- 15-week & 1st 7-week courses: August 28, 2013
- 2nd 12-week courses: September 18, 2013
- 2nd 7-week courses: October 23, 2013

Students are encouraged to access the college's learning management system, Blackboard, at <http://bb.schoolcraft.edu> prior to semester start and investigate the Getting Started Module to learn about:

- How To Login
- How To Navigate Blackboard
- How Do I?
- FAQ's
- Help Support

General hardware and software requirements along with a link to any course specific requirements are at www.schoolcraft.edu/sysreq. Books can be purchased at the Livonia campus bookstore or online at www.schoolcraftbooks.com.

For more information call 734-462-4532 or send an email to dl@schoolcraft.edu. The Distance Learning Office is located in the McDowell Center, room 305.

Hybrid Courses

For more information

734-462-4525

Hybrid classes—the best of both worlds

Are you considering an online class?
Do you enjoy the familiarity of traditional classrooms?
If you are curious to try them both...*together*...

enroll in a hybrid class.

Hybrid classes combine some in-class instruction with flexible online learning. Students attend classes on campus for presentations, laboratory work and discussions, while reading assignments, research, and some projects are completed online. Students benefit from the flexibility of online delivery along with the personal interactions of a classroom setting.

www.schoolcraft.edu/hybrid has more information, including the dates and times the course will meet on campus as well as the instructor listed for each class. You can click on the instructor's name to email any questions you have about the course. The first class session is held on campus.

Hardware and software requirements for hybrid classes are listed at www.schoolcraft.edu/sysreq.

For more information, call 734-462-4525, send an email to hybrid@schoolcraft.edu or log on the college website at www.schoolcraft.edu/hybrid.

More Learning Options

Open Entry/Open Exit Courses

For more information
734-462-4588

Open Entry/Open Exit classes provide an alternative to traditional classroom learning. OE/OE students have greater control over their learning schedules and can complete a course in several weeks, a month or a semester. Students attend no regular classes or lectures.

Students can complete these self-paced courses at home, in the college's computer labs, or in the OE/OE lab where instructors are available for help during posted hours. The OE/OE Lab and Testing Center are located in the Biomedical Technology Center, room 120. Homework may be submitted via email, through Blackboard and/or by using the designated OE/OE drop-off area. At least one on-campus assessment is required. **All course work must be completed by the dates below.**

General hardware and software requirements along with a link to any course specific requirements are at www.schoolcraft.edu/sysreq.

All students registering for the OE/OE program must attend a **mandatory orientation** before beginning course work. Failure to attend orientation may result in the loss of financial aid.

- An on-campus orientation will be held for students registering at the beginning of the semester. See the chart below for dates and www.schoolcraft.edu/oeoe for times and locations.
- Students who enroll after that date or who cannot attend the scheduled orientation must contact their instructor to arrange an orientation meeting during the instructor's posted lab hours. Contact information is available at www.schoolcraft.edu/oeoe.

For more information call 734-462-4588, send an email to oeoe@schoolcraft.edu or access information on the college's website at www.schoolcraft.edu/oeoe. The Open Entry/Open Exit Office is located in the McDowell Center, room 305.

	Spring	Summer	Fall
On-campus orientation for students registering at the beginning of the semester	Saturday, May 11, 2013	Saturday, July 6, 2013	Saturday, August 24, 2013
Last day to register or drop a class for refund	Saturday, May 18, 2013	Friday, July 12, 2013	Sunday, October 20, 2013
Last day to withdraw	Friday, July 12, 2013	Thursday, August 8, 2013	Tuesday, November 5, 2013
Day classes must be completed by— <i>homework and testing must be completed by 9 pm</i>	Friday, June 21, 2013	Friday, August 16, 2013	Monday, December 9, 2013

Search class listings and register for classes at <https://webadvisor.schoolcraft.edu>



With WebAdvisor you can:

Search for Classes. Check back frequently; class sections are continually being added based on student demand.

Use Schedule Planner. Enter the classes you want and days/times you are not available and Schedule Planner generates all possible class schedules that would work for you.

Register for classes. If you don't have a computer, you can use one of the computers available on campus, including those available in the Registration Center.

THE SC NO-CLASSES-CANCELLED GUARANTEE

- ✓ If the class has students registered, it will run.
- ✓ New sections are added to meet demand; see the latest class listings through WebAdvisor or at www.schoolcraft.edu/schedules



The SC No-classes-cancelled Guarantee will better serve students by not cancelling credit classes based on the number of students registered. The hope is that students will be better able to plan ahead and to achieve their educational goals at Schoolcraft if they know that certain classes are going to be available. As class sections fill up, Schoolcraft uses just-in-time scheduling to add sections based on student demand.

There are situations in which a class might be cancelled for reasons other than the number of students enrolled. For example, if an instructor originally scheduled to teach a class becomes unavailable and the college is unable to find another instructor for that class, the college reserves the right to cancel that class.

The latest information about the guarantee can be found at www.schoolcraft.edu/schedules

**NO LAST-MINUTE CANCELLATIONS—
YOU CAN COUNT ON IT!**

Assigned Registration Start Times

Spring, Summer and Fall 2013

Assigned registration start times make it easier for students close to graduation to register for classes, while reducing the burden on the system for the benefit of all students. The system permits students to register based on their total number of credits.

Credits are calculated at the end of the Fall 2012 semester.

Need a Hand with Registration?

Help will be available in the Registration Center. See page 17 for more information.

Active students have taken a class and earned a credit in one or more semesters from Spring 2011 through Fall 2012 **OR** are currently enrolled in Winter 2013

Cumulative credits* earned through the Fall 2012 semester	Register online on or after the date listed below	
	SPRING & SUMMER SESSIONS	FALL SEMESTER
Active students with 50 or more credits	Saturday, March 30 at 7 a.m.	Saturday, April 13 at 7 a.m.
Active students with 40–49 credits	Saturday, March 30 at 11 a.m.	Saturday, April 13 at 11 a.m.
Active students with 30–39 credits	Saturday, March 30 at 3 p.m.	Saturday, April 13 at 3 p.m.
Active students with 20–29 credits	Saturday, March 30 at 7 p.m.	Saturday, April 13 at 7 p.m.
Active students with 10–19 credits	Sunday, March 31 at 7 a.m.	Sunday, April 14 at 7 a.m.
Active students with 1–9 credits	Sunday, March 31 at 11 a.m.	Sunday, April 14 at 11 a.m.
<p><i>*Schoolcraft earned hours and transfer credits awarded as of the end of Fall 2012 are included in this total. Classes in progress and transfer credits pending evaluation are not included.</i></p> <p><i>To see your cumulative credits, log in to your WebAdvisor account at https://webadvisor.schoolcraft.edu.</i></p>		
Any student can register	Sunday, March 31 at 3 p.m.	Sunday, April 14 at 3 p.m.

Registration approval

Current and former students in good standing may select their own classes. New students with no previous college experience or those interested in limited or restricted enrollment programs must meet with a counselor/advisor before registering. Call 734-462-4429 for additional information.

Students must also have a counselor approve their schedule if:

- they take more than 18 credit hours in fall or winter semesters;
- they take more than 9 credit hours in spring or summer sessions;
- they are on academic probation, dismissal or registration hold.

New to Schoolcraft?

Search for classes in the *Prospective Students* menu at <https://webadvisor.schoolcraft.edu>

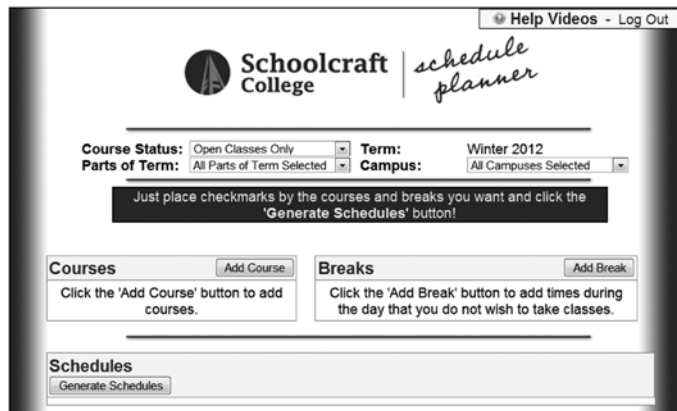
How to Register in 3 Easy Steps

Step 1

Explore your options and have a plan

If you're not sure what classes to take or how they'll apply to your degree requirements, visit your counselor/academic advisor. They'll help you build your education plan in WebAdvisor. Need to change your plan? They can help with that too.

- Go to the WebAdvisor homepage at <https://webadvisor.schoolcraft.edu>, log in, and click on the *Students* menu. Under Registration select *Schedule Planner*.
- You can search based on location, instructor, and parts of the term.
- Enter the classes you want, and the times during the day that you don't wish to take classes (work, sports practice, family commitments, etc.). Schedule Planner generates all possible class schedules for you.
- Select the schedule that works best for you and be sure to either print out your selected schedule or write down the six-digit section numbers. You may use the chart below.



Classes not held on the Livonia campus are indicated by the following Building/Room code:
RC=Raddliff Center—Garden City ATC=Academy Training Center—Livonia FTC=Firearms Training Center—Livonia

DEPT. & COURSE #	SECTION # (SIX DIGITS)	COURSE TITLE	CREDIT HOURS	CAMPUS

You are not registered for classes until you complete Step 3.

Step 2

Are you ready?

Log in to WebAdvisor, go to the *Students* menu, and under Registration select *Am I Ready to Register?*

- Verify and update your personal information.
- Check your academic program. If a change is needed, locate the *Academic Program Change Form* under Academic Planning in the *Students* menu, or contact your counselor/advisor. This change will not prevent you from registering.
- Check restrictions to be sure you can register. Guest students from previous semesters must re-apply prior to each semester in which they want to take classes.

How to Register

Step 3

Register for classes

You may register for classes until the first class meeting.

After that, you must follow the schedule adjustment process on page 21.

Assigned registration start times begin at 7 am: Saturday, March 30 for Spring and Summer
Saturday, April 13 for Fall

See page 15 for details.

WebAdvisor hours: Monday–Saturday, 2 am–11 pm; Sunday, 2 am–9 pm

- Log in to WebAdvisor at <https://webadvisor.schoolcraft.edu>, go to the *Students* menu, and under Registration select *Register for Sections*.
- If you know the 6 digit section number, select *Express Registration*; otherwise, choose the *Search & Register* option.
- Follow the on-screen instructions to complete your registration.

Spring and Summer tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. Students who register for Fall 2013 classes have until July 8 to pay their tuition and fees. On July 9, students who have not paid will be dropped from their classes. Beginning July 9, tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. If you do not pay the day you register, you will be dropped for nonpayment. See Schoolcraft College's payment policy on page 21.

Need a Hand with Registration?

Registration is accomplished online. The Registration Center has computers available for student use and helpful staff who would be happy to help you learn how to use WebAdvisor to register for your classes.

Visit or call the Center if you need assistance:

- starting at 8 am, Monday, April 1 for Spring and Summer registration
- starting at 8 am Monday, April 15 for Fall registration

Office hours (the college will be closed May 27, July 4 and September 2):

- Monday through Thursday: 8 am–6 pm
- Friday: 8 am–4:30 pm

Office hours for May 13–17:

- Monday through Thursday: 8 am–7 pm
- Friday: 8 am–4:30 pm

How to reset your WebAdvisor password

You can reset your password by following these instructions:

- Visit WebAdvisor at <https://webadvisor.schoolcraft.edu>. Click on *Reset My Password*.
- Type in your last name and either your Social Security number or your Schoolcraft student ID number and click the submit button.
- Select your email address from the drop down screen.
- You will receive an email containing a temporary password.
- If you don't receive the message, check your SPAM mail as you may have a high security set in your email.
- Return to WebAdvisor to log on.

If you are experiencing problems or have no email address, please call the Answer Center Help Line.

Registration Center
registration@schoolcraft.edu 734-462-4426

Spring Session Dates

SPRING assigned registration start times begin Saturday, March 30 at 7 a.m. See page 15 for details.

SPRING 2013 IMPORTANT DATES

Class duration	Classes begin	Last day for schedule adjustments/refunds	Last day for W grade	Last day of classes	Final grades available
7 weeks	May 9	May 16	June 12	June 26	June 28
12 weeks	May 9	May 17	July 3	August 1	August 6
15 weeks	May 9	May 18	July 17	August 21	August 27
first 2 weeks	May 13	May 16	May 18	May 24	June 29
second 2 weeks	June 10	June 13	June 15	June 21	June 29

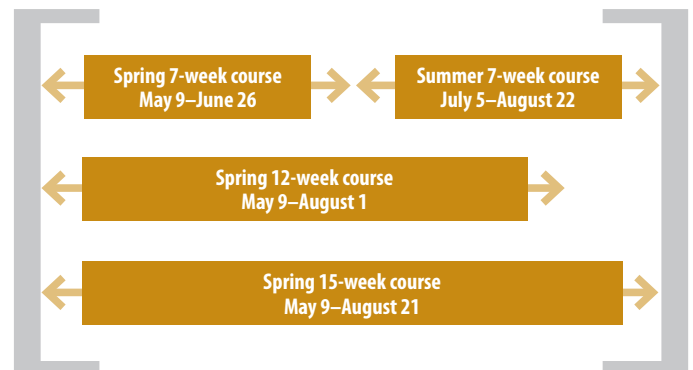
Final exams are given in the last week of class.

Call the Answer Center Help Line at 734-462-4426 for dates on any class duration not listed above.

Open Entry/Open Exit classes	May 11: Orientations May 18: Last day for registration/refund June 12: Last day for W grade June 21: Last day of testing and homework due— must be completed by 9 pm	
Purchase books in campus bookstore	Spring 2013 semester books will be available for purchase April 15.	Students with loans, scholarships, grants, third party billing, etc. may charge books and supplies to their student account for the Spring 2013 semester May 1–15.
Deadline to participate in commencement	March 22	
Last day for address changes that impact tuition	June 5	
Student holidays— <i>No classes</i>	May 27: Memorial Day July 4: Independence Day	

SUMMER 2013 registration begins online March 30. Classes begin July 5.

Spring 12- and 15-week classes overlap Summer classes. Check your schedule carefully for conflicting dates and times.



Summer Session Dates

SUMMER assigned registration start times begin Saturday, March 30 at 7 a.m. See page 15 for details.

SUMMER 2013 IMPORTANT DATES

Class duration	Classes begin	Last day for schedule adjustments/refunds	Last day for W grade	Last day of classes	Final grades available
7 weeks	July 5	July 12	August 8	August 22	August 27
first 2 weeks	July 8	July 11	July 13	July 18	August 27
second 2 weeks	July 15	July 18	July 20	July 26	August 27
third 2 weeks	August 5	August 8	August 10	August 16	August 27
4 weeks	July 5	July 8	July 16	August 1	August 27

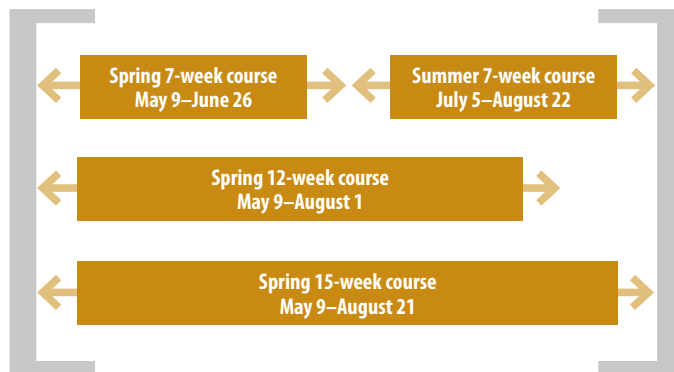
Final exams are given in the last week of class.

Call the Answer Center Help Line at 734-462-4426 for dates on any class duration not listed above.

Open Entry/Open Exit classes	July 6: Orientations July 12: Last day for registration/refund August 8: Last day for W grade August 16: Last day of testing and homework due — must be completed by 9 pm	
Purchase books in campus bookstore	Summer 2013 semester books will be available for purchase June 17.	Students with loans, scholarships, grants, third party billing, etc. may charge books and supplies to their student account for the Summer 2013 semester June 24–July 12.
Deadline to participate in commencement	March 22	
Last day for address changes that impact tuition	August 1	
Student holidays— <i>No classes</i>	July 4: Independence Day	

FALL 2013 registration begins online April 13. Classes begin August 28.

Spring 12- and 15-week classes overlap Summer classes. Check your schedule carefully for conflicting dates and times.



Fall Semester Dates

FALL assigned registration start times begin Saturday, April 13 at 7 a.m. See page 15 for details.

FALL 2013 IMPORTANT DATES

Class duration	Classes begin	Last day for schedule adjustments/refunds	Last day for W grade	Last day of classes	Final grades available
15 weeks	August 28	September 7	November 5	December 16	December 19
first 7 weeks	August 28	September 5	October 1	October 15	October 18
first 12 weeks	August 28	September 6	October 22	November 19	November 22
second 12 weeks	September 18	September 26	November 12	December 15	December 19
second 7 weeks	October 23	October 30	November 26	December 15	December 19
17 weeks	July 15	July 24	September 25	November 8	December 19
9 weeks	September 3	September 10	October 14	November 2	November 22
4 weeks	August 28	August 31	September 6	September 21	October 18
first 5 weeks	August 28	August 31	September 14	September 27	October 18
second 5 weeks	September 30	October 3	October 17	November 1	November 22
third 5 weeks	November 4	November 7	November 21	December 13	December 19

Final exams are given in the last week of class.

Call the Answer Center Help Line at 734-462-4426 for dates on any class duration not listed above.

Open Entry/Open Exit classes	August 24: Orientations October 20: Last day for registration/refund November 5: Last day for W grade December 9: Last day of testing and homework due— must be completed by 9 pm	
Purchase books in campus bookstore	Fall 2013 semester books will be available for purchase August 5.	Students with loans, scholarships, grants, third party billing, etc. may charge books and supplies to their student account for the Fall 2013 semester August 12–September 20.
Application for graduation deadline	March 7, 2014	Fall 2013 Police Academy Application deadline is May 6 Academy begins July 15 Call 734-462-4747 for more information
Last day for address changes that impact tuition	September 24	
Student holidays— <i>No classes.</i>	September 2: Labor Day November 27–December 1: Thanksgiving Recess	

WINTER 2014 registration begins online October 26, 2013. Classes begin January 6.

Registration Information

Student Responsibilities

Students assume full responsibility for course selection and completion of prerequisites. Observe course prerequisites carefully.

Course Auditing

Students may enroll in courses for which they do not receive credit. The intention for an audit should be made known at the time of registration. Students declaring an audit must register in person. Full tuition and fees apply. A change from credit to audit after the registration period must be authorized through instructor/student consultation and instructor's written notification to the Registration Center. Changes must be completed prior to the last day for a withdrawal grade. Any student auditing a class may participate as a regular enrolled student except that no final grade is issued.

Waitlist

If a course is full, students can add their names to a waitlist for that section. If a spot in the section opens up, the first person on the waitlist is notified by email. The email provides a deadline date for the student to register. If the deadline is missed, the seat is offered to the next student on the list.

Students that receive permission to register after the class has met must obtain a written consent of the instructor to register for the class. Consent must be returned to the Registration Center before the deadline on the notification.

If you have not yet logged into your Schoolcraft issued email account, visit www.schoolcraft.edu/email.

Payment

Spring and Summer tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. Students who register for Fall 2013 classes have until July 8 to pay their tuition and fees. On July 9, students who have not paid will be dropped from their classes. Beginning July 9, tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. If you do not pay the day you register, you will be dropped for nonpayment. Use the chart on page 25 to calculate your tuition and fees. The college accepts cash, checks, money orders, VISA, MasterCard, Discover and debit cards. **Reminder: the Cashier's Office is closed on Saturdays and Sundays.**

Our tuition payment plan is an option which allows for tuition to be paid in installments using a credit card or automatic bank payment. For more details, see page 23 in this guide, look for the e-Cashier icon under *Payment Options* at <https://webadvisor.schoolcraft.edu>, or call Student Accounts at 734-462-4586.

If your check is returned because of insufficient funds in your account, we may redeposit it electronically and you will be charged a \$25 fee. Call Student Accounts for information.

Refunds

Students can receive refunds by Direct Deposit. See *Bank Info—Direct Deposit* under the Financial Information heading in the WebAdvisor student menu to select this refund option.

Schedule Adjustment

Schedule adjustment will take place during the week that classes begin. Students cannot use WebAdvisor to register once the course is full or has already met for the first time.

Late Entry: Students wishing to enter a class after it has met for the first time need written approval from the instructor, even if seats are available. Not all instructors accept late entry; OE/OE courses cannot be added after the last day for OE/OE registration.

Overload: Students who want to try and overload into a full class can attempt to do so from the time the class starts through the end of the schedule adjustment period. Students must obtain written approval from the instructor to overload. Not all instructors accept overloads.

How to get overload/late entry consent

1. Contact the instructor. A Faculty and Academic Directory is on the website.
2. Obtain consent in one of the two ways described below (you do not need both):
 - Instructors can email you directly, or us at registration@schoolcraft.edu, from their Schoolcraft email account**OR**
 - Get an overload/late entry form from the Registration Center and have your instructor sign it.
3. Register for your class(es) by bringing the consent to the Registration Center within **two business days** of receipt to enroll. If your instructor issued consent via email, please print the email which shows the sent address and bring it with you.

Drop from Classes with a Withdrawal Grade

Withdrawal from class(es) may affect financial aid eligibility for current and future semesters.

- Students may withdraw from a class online using WebAdvisor on or before the last date for withdrawal (W grade will be issued). Withdrawal deadlines vary depending on the start date of the course and length of the section. Refer to pages 18–20 in this guide for deadline dates.
- Students do not receive refunds for classes from which they have withdrawn.
- Nonattendance does not represent a withdrawal. You are responsible for classroom activity until you officially withdraw.

Financial Aid—What You Need to Know

Financial Aid

Grants, scholarships, work-study and loans are available to qualified students.

- Grants do not have to be repaid and are based primarily on demonstrated financial need.
- Scholarships do not have to be repaid and are primarily based on academic achievement.
- Work-study students are placed in jobs on campus and their wages are paid in part by the work-study program.
- Student loans are borrowed money and require repayment. Students need to complete the Free Application for Federal Student Aid (FAFSA) before a loan can be considered.

The FAFSA is available online at www.fafsa.gov. Guest and non-degree seeking students are not eligible for financial aid. Class attendance is required to receive financial aid.

Students who are awarded financial aid can view their award letter online. Log in to WebAdvisor at <https://webadvisor.schoolcraft.edu> and click on the *Student* menu. Additional information is also available under *Financial Aid*.

Financial Aid is applied to the student's account each semester based on the start date of the class. For example, if the student has three (3) credits which begin at the start of the semester and three (3) credits which start later in the semester, financial aid funds will not be released until after the start date of the last class. However, the classes will not be dropped for non-payment during that period.

Buying Books with Financial Aid Funds

Students with financial aid in excess of tuition and fee charges will have a credit balance available to them at the Schoolcraft Bookstore. Students can have their books and necessary supplies charged at the Schoolcraft Bookstore utilizing this credit balance. Financial aid book purchase dates are available at www.schoolcraftbooks.com.

Note: Students registering for a late starting class (including OE/OE) after financial aid bookstore dates have ended and/or financial aid credit balances have been released will not be able to use their financial aid at the Schoolcraft Bookstore. The student will need to purchase their books out-of-pocket at this time.

Financial Aid Credit Balances

Remaining credit balances after book purchases and tuition charges are paid will be refunded to the student after the fourth week of the semester. Financial Aid refunds will be processed on a weekly basis after this time.

Financial Aid refunds are not issued until a review of the student's eligibility and class attendance is verified. If you are registered for a late starting class (second 12-week, second 7-week, or OE/OE class), changes in enrollment status due to dropping classes or withdrawing after the 100% tuition refund period for that class can result in refund delays or a reduction in the student's financial aid. **The student may be responsible for repaying financial aid refunds and/or tuition costs.**

The scenarios listed below could cause you to lose your financial aid eligibility and potentially cause you to owe a balance.

- If you **do not** drop your classes, officially withdraw from your classes, never attend, or just stop attending, you will be responsible for all charges resulting from the loss of your financial aid.
- If you are registered for a second 12-week, second 7-week or OE/OE course, a course withdrawal made after the 100% refund period for that course may decrease your award and cause you to owe money.
- Dropping courses or completely withdrawing from Schoolcraft College may affect both your current financial aid award and your eligibility for future financial aid assistance.

If you have questions, please contact the Office of Financial Aid **before** dropping or withdrawing from courses to discuss your plans and the potential consequences.

Student Loans (Federal Direct Stafford Loans)

To receive a student loan the student must do the following:

- Submit a Federal Direct Loan request form: www.schoolcraft.edu/loans
- Complete Entrance Counseling: www.studentloans.gov
- Complete a Master Promissory Note: www.studentloans.gov
- Register for at least six (6) credit hours

Note: If the student has a combination of 15-week, 12-week and 7-week classes, half-time enrollment is determined based on the start date of the last class. For example, if the student has three (3) credits starting in August and three (3) credits starting in October, the loan will not pay out until October when the student reaches half-time enrollment.

You don't have to pay your tuition all at once

You can: *Make a down payment on your tuition.*

Pay the balance in 1–5 additional payments.

Use a credit card or automatic bank payment.

How to sign up

1. Register for your classes.
2. Go to <https://webadvisor.schoolcraft.edu>, choose *Students* and then *Log In*.
3. Under *Registration*, choose *Pay Balance*.
4. Choose your payment option from the menu and then proceed.



What to have with you when you sign up

1. Your seven-digit student number, date of birth and email address.
2. The name and address of the person responsible for making the payments.
3. Bank or credit card account information of the person responsible for making the payments. Credit cards accepted are American Express, MasterCard and Discover.
4. If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
5. If paying by credit card, you will need the credit number and expiration date.

Important Dates

Spring 2013	Assigned registration start times begin March 30, 2013. See page 15 for details.			
	Number of payments	Months of payments	Required down payment	Last day to enroll in payment plan
	2	May, June	20%	April 22
1	June only	50%	May 21	

Summer 2013	Assigned registration start times begin March 30, 2013. See page 15 for details.			
	Number of payments	Months of payments	Required down payment	Last day to enroll in payment plan
	2	May, June	20%	April 22
	1	June only	50%	May 21
1	July only	50%	June 20	

Fall 2013	Assigned registration start times begin April 13, 2013. See page 15 for details.			
	Number of payments	Months of payments	Required down payment	Last day to enroll in payment plan
	5	June, July, Aug., Sept., Oct.	none	May 21
	4	July, Aug., Sept., Oct.	10%	June 20
	3	Aug., Sept., Oct.	20%	July 22
	2	September, October	40%	August 21
1	October only	50%	September 23	

Questions? Contact Student Accounts at 734-462-4586 or studentaccounts@schoolcraft.edu

Tuition & Fees

Spring and Summer tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan. Students who register for Fall 2013 classes have until July 8 to pay their tuition and fees. On July 9, students who have not paid will be dropped from their classes.

Beginning July 9, tuition and fees are payable in full the same day you register, unless you are enrolled in our tuition payment plan—see page 23.

Tuition and fees are subject to change, without notice, by action of the Board of Trustees.

To determine your tuition and fees

Locate the number of credit hours you have selected. Add the credit hour tuition, registration fee, service fee, instructional equipment fee, and course fees if applicable (course fees are found in the online course listings).

Example: 9 credits as a resident

Tuition	\$783.00
Registration Fee (per semester)	40.00
Service Fee	45.00
Instructional Equipment Fee	36.00
Course Fees (if applicable)	*
Total Payment Due	\$904.00

* Check the course listings online and add course fees if applicable.

Senior Adult Tuition

Individuals 60 years or older receive a discount equal to 50 percent of the **resident** tuition rate. Required fees, however, must be paid. In order to receive senior adult status, persons over sixty (60) years of age must verify their age (using a birth certificate, driver's license, or other legal documents) with the Registration Center, (main campus), Continuing Education and Professional Development office, or at the Radcliff Center (Garden City) at the time of registration or prior to the start of the course in order to receive the senior rate. No rate adjustments will be made after a course has started.

Non-resident seniors may use the following example to calculate their tuition total:

Example: 3 credits as nonresident senior

Tuition (non-resident rates)	\$381.00
Less 50 percent of \$261.00 resident rate	-130.50
Total adjusted tuition	250.50
Registration Fee (per semester)	40.00
Service Fee	15.00
Instructional Equipment Fee	12.00
Course Fees (if applicable)	*
Total Payment Due	\$317.50

* Check the course listings online and add course fees if applicable.

Tuition and fees may change for the Fall 2013 semester, pending approval by the Board of Trustees. Check the college website for updated information April 5.

College District Residency and Verification

The college district includes the public school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton, and part of Novi. The college verifies a student's residency each semester. To receive resident tuition rates, proof of residency will be required at the time of admission and registration. We accept the following items as proof of resident status: valid driver's license or state ID with current address, copy of lease, property tax receipt or other proof the college finds acceptable. See page 18–20 for residency change dates which impact tuition.

Company Paid Tuition/Fees

The college will invoice companies for students' tuition, fees, books and supplies if authorized by the employer in the form of a purchase order, voucher, or letter of authorization. A current authorization needs to be on file with Student Accounts each semester prior to registration. Contact Student Accounts at 734-462-4586 for additional information.

Refunds

Students will receive a refund if they drop a class **by the last day of schedule adjustment**. Refund timeframes vary depending on the length of the course. See page 18–20 for refund dates. Credit card payments will be credited to the account used for payment. All other refunds will be issued to the student by check or direct deposit. See *Bank Info—Direct Deposit* under the Financial Information heading in the WebAdvisor student menu to select the direct deposit refund option. Allow four weeks after the last day of schedule adjustment to receive your refund.

CAB 100 exception: This course is required for all new students without college experience and can't be dropped after the class starts.

Tuition & Fees for Spring/Summer 2013

Credit Hours	Registration Fee	Service Fee	Instructional Equip. Fee	Resident Rates		Non-Resident Rates	
				Tuition	Total*	Tuition	Total*
0.5	\$40.00	\$2.50	\$2.00	\$43.50	\$88.00	\$63.50	\$108.00
1	\$40.00	\$5.00	\$4.00	\$87.00	\$136.00	\$127.00	\$176.00
2	\$40.00	\$10.00	\$8.00	\$174.00	\$232.00	\$254.00	\$312.00
3	\$40.00	\$15.00	\$12.00	\$261.00	\$328.00	\$381.00	\$448.00
4	\$40.00	\$20.00	\$16.00	\$348.00	\$424.00	\$508.00	\$584.00
5	\$40.00	\$25.00	\$20.00	\$435.00	\$520.00	\$635.00	\$720.00
6	\$40.00	\$30.00	\$24.00	\$522.00	\$616.00	\$762.00	\$856.00
7	\$40.00	\$35.00	\$28.00	\$609.00	\$712.00	\$889.00	\$992.00
8	\$40.00	\$40.00	\$32.00	\$696.00	\$808.00	\$1,016.00	\$1,128.00
9	\$40.00	\$45.00	\$36.00	\$783.00	\$904.00	\$1,143.00	\$1,264.00
10	\$40.00	\$50.00	\$40.00	\$870.00	\$1,000.00	\$1,270.00	\$1,400.00
11	\$40.00	\$55.00	\$44.00	\$957.00	\$1,096.00	\$1,397.00	\$1,536.00
12	\$40.00	\$60.00	\$48.00	\$1,044.00	\$1,192.00	\$1,524.00	\$1,672.00
13	\$40.00	\$65.00	\$52.00	\$1,131.00	\$1,288.00	\$1,651.00	\$1,808.00
14	\$40.00	\$70.00	\$56.00	\$1,218.00	\$1,384.00	\$1,778.00	\$1,944.00
15	\$40.00	\$75.00	\$60.00	\$1,305.00	\$1,480.00	\$1,905.00	\$2,080.00
16	\$40.00	\$80.00	\$64.00	\$1,392.00	\$1,576.00	\$2,032.00	\$2,216.00
17	\$40.00	\$85.00	\$68.00	\$1,479.00	\$1,672.00	\$2,159.00	\$2,352.00
18	\$40.00	\$90.00	\$72.00	\$1,566.00	\$1,768.00	\$2,286.00	\$2,488.00
19	\$40.00	\$95.00	\$76.00	\$1,653.00	\$1,864.00	\$2,413.00	\$2,624.00
20	\$40.00	\$100.00	\$80.00	\$1,740.00	\$1,960.00	\$2,540.00	\$2,760.00

Counselor or Academic Advisor approval required to exceed 9 credits per session

Credit Hours	Registration Fee	Service Fee	Instructional Equip. Fee	Out of State/International Rates		Resident Senior Rates	
				Tuition	Total*	Tuition	Total*
0.5	\$40.00	\$2.50	\$2.00	\$94.00	\$148.50	\$21.75	\$66.25
1	\$40.00	\$5.00	\$4.00	\$188.00	\$237.00	\$43.50	\$92.50
2	\$40.00	\$10.00	\$8.00	\$376.00	\$434.00	\$87.00	\$145.00
3	\$40.00	\$15.00	\$12.00	\$564.00	\$631.00	\$130.50	\$197.50
4	\$40.00	\$20.00	\$16.00	\$752.00	\$828.00	\$174.00	\$250.00
5	\$40.00	\$25.00	\$20.00	\$940.00	\$1,025.00	\$217.50	\$302.50
6	\$40.00	\$30.00	\$24.00	\$1,128.00	\$1,222.00	\$261.00	\$355.00
7	\$40.00	\$35.00	\$28.00	\$1,316.00	\$1,419.00	\$304.50	\$407.50
8	\$40.00	\$40.00	\$32.00	\$1,504.00	\$1,616.00	\$348.00	\$460.00
9	\$40.00	\$45.00	\$36.00	\$1,692.00	\$1,813.00	\$391.50	\$512.50
10	\$40.00	\$50.00	\$40.00	\$1,880.00	\$2,010.00	\$435.00	\$565.00
11	\$40.00	\$55.00	\$44.00	\$2,068.00	\$2,207.00	\$478.50	\$617.50
12	\$40.00	\$60.00	\$48.00	\$2,256.00	\$2,404.00	\$522.00	\$670.00
13	\$40.00	\$65.00	\$52.00	\$2,444.00	\$2,601.00	\$565.50	\$722.50
14	\$40.00	\$70.00	\$56.00	\$2,632.00	\$2,798.00	\$609.00	\$775.00
15	\$40.00	\$75.00	\$60.00	\$2,820.00	\$2,995.00	\$652.50	\$827.50
16	\$40.00	\$80.00	\$64.00	\$3,008.00	\$3,192.00	\$696.00	\$880.00
17	\$40.00	\$85.00	\$68.00	\$3,196.00	\$3,389.00	\$739.50	\$932.50
18	\$40.00	\$90.00	\$72.00	\$3,384.00	\$3,586.00	\$783.00	\$985.00
19	\$40.00	\$95.00	\$76.00	\$3,572.00	\$3,783.00	\$826.50	\$1,037.50
20	\$40.00	\$100.00	\$80.00	\$3,760.00	\$3,980.00	\$870.00	\$1,090.00

Counselor or Academic Advisor approval required to exceed 9 credits per session

* Check the course listings online and add course fees if applicable.
Tuition and fees are subject to change, without notice, by action of the Board of Trustees.

College Services

Children's Center

734-462-4442

The Children's Center provides child care and instruction year-round for children six weeks through Kindergarten. Interested families may call for more information about this nationally accredited program. Drop-off care is not available.

Fitness Center

734-462-4348

www.schoolcraft.edu/fitnesscenter

Hours: check the website or call

The Schoolcraft College Fitness Center, located in the Physical Education Building, offers free memberships to all registered credit students. Open seven days a week, services include:

- state-of-the-art fitness equipment
- free fitness assessments and equipment orientation
- complimentary lockers
- free towel service.

Open Computer Labs

Livonia Campus: McDowell Center room 100

734-462-4400, ext. 5147 (information) or ext. 5529 (hours)

Radcliff Center: room 140

734-462-4400, ext. 6112 (information) or ext. 5529 (hours)

Schoolcraft College provides two open computer labs for students working on course assignments and academic research. Students must present a Schoolcraft student ID or current schedule for admittance to computer labs and must abide by posted lab rules and guidelines regarding computer use.

Wireless Internet Access

Wireless service is available in all campus buildings. Wireless accounts will have Internet access only, not access to the internal Schoolcraft network. Visit <http://faq.schoolcraft.edu> for more information, including instructions on how to get an account.



Schoolcraft College FITNESS CENTER

The new Fitness Center offers free memberships to all registered credit students.

- State-of-the-art fitness equipment
- Complimentary lockers
- Free towel service
- Free fitness assessments and equipment orientation

*Open 7 days a week
Conveniently located
in the Physical
Education Building*

Get fit for
FREE!

*Get fit, reduce your stress, meet new friends!
Degreed professional staff are waiting to help
you meet your health and fitness goals!*

734-462-4348 • www.schoolcraft.edu/fitnesscenter

College Services



Schoolcraft College Bookstore

Livonia 734-462-4409

Radcliff Center 734-462-4778

Visit our online store at www.schoolcraftbooks.com

Owned and operated by Schoolcraft College, the bookstores stock new and used textbooks, school supplies, computers, software, Schoolcraft College clothing, gift items and more. Textbook costs are available on the bookstore website.

visit our **TECHZONE**
for software, electronics and computers—
located inside the Livonia Campus Bookstore



Authorized Campus Store

Semester	Beginning date textbooks will be available for purchase	Dates students with loans, scholarships, grants, third party billing, etc. may charge books and supplies to their student account
Spring	April 15	May 1–15
Summer	June 17	June 24–July 12
Fall	August 5	August 12–September 20

A current class schedule must be presented to purchase textbooks or software.

The bookstores will be closed
June 26–28 for inventory
and all student holidays (see important dates).

Student Success—Resources to Support You

Admissions and Welcome Center

McDowell Center
734-462-4683

New Student Support

- New Student Orientations
- Assistance in applying for admission

Community Support

- Volunteer Peer Counselors
- Divorce Financial Planner & Support Group
- Ask an Attorney

Counseling and Academic Advising Center

McDowell Center
734-462-4429

Provides the following services:

- Counselors/advisors available to all students.
- Counseling/advising for new students with no previous college experience or those interested in limited or restricted enrollment programs.
- Counseling/advising for students with registration holds.
- Assistance for students interested in transferring out to a college or university.
- Programs for individuals to develop their personal, educational, social, career and life goals.
- Veterans support includes assistance with VA application and benefits; and liaison between the VA and veteran.

Testing Center

McDowell Center
734-462-4806

Walk-in testing for placement, distance learning and classroom makeup tests. Testing by appointment for CLEP, DSST, GED, MTELP and TEAS.

Career and Disability Services

McDowell Center
734-462-4421

A comprehensive array of services and resources available to help students learn about careers and finding employment. Services include:

Career and Employment Services

- Career counseling.
- Assistance in finding part- or full-time employment.
- Career and job fairs.
- Resumé writing and interviewing assistance.
- On-campus jobs.

Disability Support Services

Services to assist students who have or may have disability related issues in education. Services may include counseling, referral for evaluation, academic counseling, academic accommodations, and referrals to appropriate organizations in the community.

Learning Assistance Center

Bradner Library
734-462-4436

Academic skills advising and free workshops. Additional services include:

Free Drop-in and Online Tutoring

Trained, instructor-recommended peer tutors help students become independent learners by strengthening students' study and problem-solving skills while assisting with concept comprehension, homework and test preparation.

Faculty Facilitators

One-on-one help from learning professionals with expertise in study and test-taking strategies, math skills, note taking and time management.

International Student Services

Academic support and tutoring to enhance English language skills.

Peer Assisted Learning (PAL)

Instructor-selected former student students help current students with course work, assignments and exam preparation.

University Bound

Seminars, university visits, career guidance and academic support for students planning to transfer to a four-year college.

Writing Fellows

Students trained to assist other students with written assignments. They do not write or edit papers, but provide direction to improve the quality of written work. Writing Fellows are available in the Learning Assistance Center and online.

Libraries

Bradner Library 734-462-4440
Radcliff Center Library 734-462-4400 ext. 6020

Schoolcraft College Libraries feature computers, wireless and data port connectivity, electronic databases, and expert librarians to provide hands-on research assistance.

Student Activities Office

VisTaTech Center, Lower Waterman Wing
734-462-4422

With more than 20 student-run clubs and organizations, students have the opportunity to develop leadership skills, organize campus-wide events and interact with the community. A sampling of the organizations include:

- The Student Activities Board.
- The Phi Theta Kappa Honor Society.
- *Connection*, the award-winning student newspaper.
- Student-interest clubs organized around art, music, nursing, feeding the hungry, culinary arts and international relations.

General Information

Cancelled Classes

Schoolcraft College reserves the right to cancel any class for a valid reason.

- Students are contacted to select another class or request a refund. Refunds are processed back in the method they were paid.
- The college may change the day, time or location of classes.

Classes cancelled on a one-time basis during the semester due to instructor illness, etc. will be listed on the *Cancellations & Closings* link on our website.

Weather

For college closings due to weather or other emergencies, listen to major area radio or TV stations for updates, or check the *Cancellations & Closings* link on our website. Weather conditions may vary widely, even over a small geographic area. You must exercise your own judgment with regard to safety, whether the college remains open or closes. Students may also register for *SCAlerts* at www.getrave.com/login/schoolcraft to receive text, email and voicemail messages alerting them to weather-related college closings and other emergencies affecting Schoolcraft and the surrounding area.

Kiosks

Kiosks are electronic information centers located in many college buildings that provide college information and individual student schedules.

Health Insurance for Students

Sickness and accident insurance is available for full- and part-time students. Information on this program is available in student service offices in the McDowell Center and at www.schoolcraft.edu/services/health.asp.

Voter Registration

Forms for voter registration are available from the Registration area of our website. Please exercise your right to vote.

Drug Free

Federal Drug Free Schools and Communities Act Amendments of 1989 require that colleges receiving federal funds develop a program to prevent the use of illicit drugs and alcohol by students and employees. Consistent with local, state and federal laws, Schoolcraft College will impose sanctions or seek legal remedy against students or employees who unlawfully possess, use, or distribute illicit drugs and alcohol on college property or as part of any college activity.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Written consent of the student is required for the college to disclose education records or personal information. Students have the right to review their own education records. Consult the college catalog or website for further information.

COMMUNICATE, SHARE & CONNECT with Schoolcraft College



[www.facebook.com/
SchoolcraftCollege](http://www.facebook.com/SchoolcraftCollege)



[www.youtube.com/
SchoolcraftCollege](http://www.youtube.com/SchoolcraftCollege)



twitter.com/schoolcraftnow

Nondiscrimination Clause

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 disability, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

Accreditation

Schoolcraft College is accredited by The Higher Learning Commission of the North Central Association, 30 North LaSalle, Suite 2400, Chicago, IL, 60602-2504; phone 800-621-7440; fax 312-263-0456 or access the Commission's website at www.ncahigherlearningcommission.org

Student Consumer Contact Information

Information is located on the college website, in the catalog or handbook, and individual offices as indicated below:

- College costs, refunds, withdrawals, academic programs: Registration Center, 734-462-4426.
- Student privacy and rights under Family Education Rights and Privacy Act (FERPA): Student Records, 734-462-4677.
- Student loans, deferments, available financial assistance and return of Title IV funds: Office of Financial Aid, 734-462-4433.
- Services for students with disabilities: Career and Disability Services, 734-462-4421.
- Campus security report and crime statistics: www.schoolcraft.edu/cleryact or Campus Security Police Department, 734-462-4424.
- Accreditation and licensing: Office of Instruction, 734-462-4431.
- Athletic program participation rates and financial support, completion/graduation rate and, if applicable, transfer out rate: Organizational Development Research, 734-462-4454.

Stay Connected

SC mail

- Student email is required for all credit students and is the college's primary means for communicating.
- You can set up the account to automatically forward messages to the personal email account of your choice.
- Access your *SCmail* account at www.schoolcraft.edu/email

SC alerts

- Students and employees can receive text, email and voicemail messages alerting them to weather-related college closings and other emergencies affecting Schoolcraft and the surrounding area.
- It is recommended that you use your Schoolcraft email address to register for *SCAlerts*. Once registered you can add additional email addresses to receive alerts.
- Sign up for *SCAlerts* at www.getrave.com/login/schoolcraft

SC cares

- *SCcares* is an online reporting tool for students, faculty and staff. It can be used to:
 - Submit an academic appeal or express a concern about academic integrity
 - Report concerning or threatening behavior
 - Report an incident that is of general concern to the submitter
- Reports can be submitted with a name or anonymously.
- Access the *SCcares* online reporting tool at www.schoolcraft.edu/sccares

SC mobile

- Schoolcraft's mobile website delivers helpful content to your smart phone and other mobile devices.
- See if your class meeting has been cancelled due to instructor absence or other reason.
- Access the college events calendar, news announcements, sports schedules and departmental directory.
- Get a full description and discover all *SCmobile* features at www.schoolcraft.edu/scmobile
- Get *SCmobile* at www.schoolcraft.edu/m

Blackboard Learn and SCmail

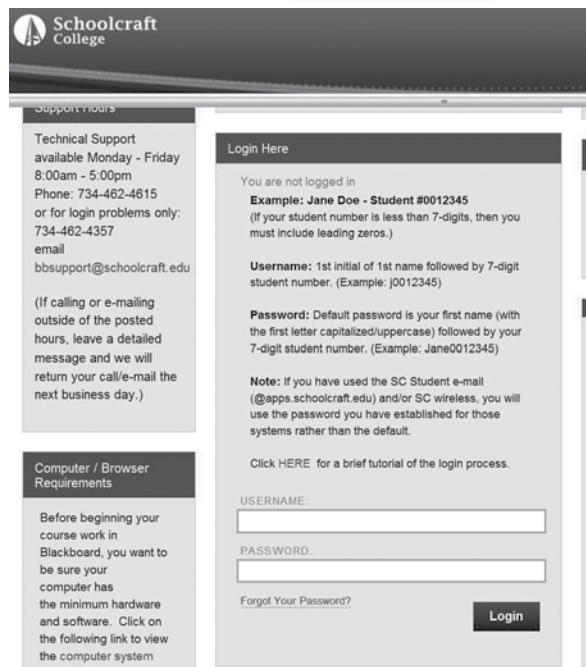
Blackboard Learn is the college's learning management system. Many courses use Blackboard, including all Online, OE/OE and Hybrid courses.



How to log in to Blackboard Learn

1. Go to <http://bb.schoolcraft.edu>.
2. Under "Login Here" enter your Username and password.
 - Your Username is the initial of your first name and your 7-digit student number. Include leading zeros if your student number is less than 7 digits. (Example: c0123456, the c is lower case).
 - Your default password is your first name with the first letter capitalized/uppercase, followed by your 7-digit student number. (Example: Michael0123456—NOT: Mike0123456).
 - Click *Login*.

Note: If you have an existing Schoolcraft email account or wireless network login, then your Blackboard Learn Username and password will be the same as those accounts.
3. If you would like to change your default password once you have logged in, go to <https://mypassword.schoolcraft.edu>.



The screenshot shows the Blackboard Learn login interface for Schoolcraft College. On the left, there is a 'Support Hours' sidebar with contact information for technical support. The main area is titled 'Login Here' and contains instructions for logging in, including an example username 'Jane Doe - Student #0012345' and a note about the default password. There are input fields for 'USERNAME:' and 'PASSWORD:', a 'Forgot Your Password?' link, and a 'Login' button. A 'Computer / Browser Requirements' section is also visible at the bottom.

SCmail = Schoolcraft Student Email

All credit students will be assigned an SCmail account within 24 hours of being admitted.

Your **Blackboard Learn** course will use your SCmail address for all communications. It is important that you log in to your Schoolcraft email as it will be the **primary** method of communication with your instructor. You will need to do the following.

Verify that your SCmail account is being used in Blackboard Learn:

- a. Log in to Blackboard Learn.
- b. Locate the box labeled Tools in the upper left corner.
- c. Select *Personal Information*.
- d. Select *Edit Personal Information*.

If you have not yet logged into your Schoolcraft student email account, you can find information on accessing it at www.schoolcraft.edu/email. You'll enter the same Username and password that you use to get into Blackboard Learn.

Note: You can set up your SCmail account to automatically forward messages to the personal email account of your choice. Please refer to the *Email User Guide* at www.schoolcraft.edu/email.

For assistance, contact Blackboard Support at bbsupport@schoolcraft.edu or 734-462-4615.

It's all about **U!**

Your bachelor's degree starts here, with a Schoolcraft College transfer program. By taking your first two years at Schoolcraft, you benefit from:

- Outstanding faculty
- Small class sizes
- Great student support
- Lower tuition
- Credit hours that transfer to a four-year college

Transfer degrees include:

- Business Administration (for accounting, computer information systems, finance, human resource management, international business, management and marketing majors)
- Elementary education
- Engineering
- Fine Arts
- Health (for biology, dental hygiene, nursing, occupational therapy, pre-dental, pre-med, pre-physical therapy, and pre-physician assistant majors)
- Liberal Arts

Partnership agreements between Schoolcraft College and many four-year institutions:

- Provide a specific plan of study to follow at Schoolcraft
- Make transferring as simple and efficient as possible
- Allow you to earn an associate degree at Schoolcraft while completing transfer requirements.

Special agreements are available with Davenport, Eastern Michigan, Ferris State, Franklin, Lawrence Technological, Madonna and Wayne State Universities, University of Detroit Mercy and Walsh College.

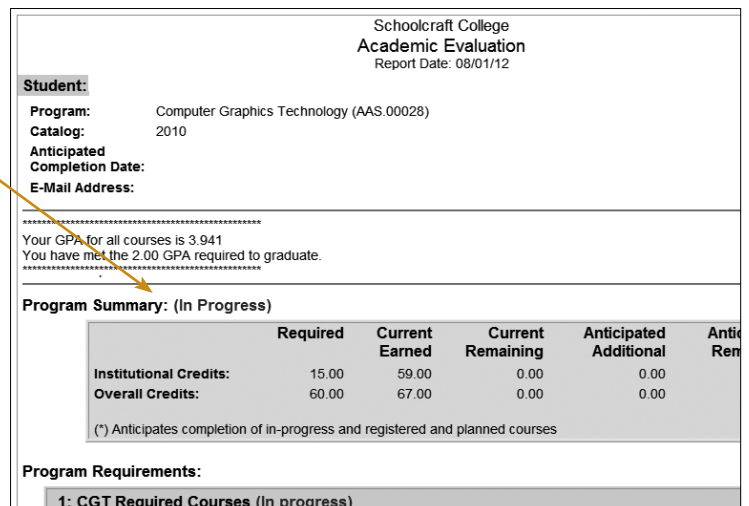
Talk with a counselor/advisor and review the transfer guide to the four-year program you plan to attend.

**Contact your counselor/advisor at 734-462-4429
or visit www.schoolcraft.edu/transfer for more information**

Are you on target to finish your degree?

Want to check your progress?

1. Log into WebAdvisor. Click on *Students*.
2. Under Academic Planning, click *Check Progress Toward Your Degree*. Choose the program you are actively enrolled in.
3. Select the work that you want to include. It is recommended that you select "All (includes planned)". Click *Submit*.
4. Review the Program Summary at the top of the screen.
 - a. If it says "Pending Anticipated Complete" or "Complete", you should apply for graduation.
 - b. If it says "In Progress", additional course work may be needed to meet graduation requirements. Contact your counselor/advisor for more information.
 - c. Thinking about changing your major? Contact your academic advisor/counselor to discuss options and adjust your academic plan to ensure that you will complete your degree or certificate.



Schoolcraft College
Academic Evaluation
Report Date: 08/01/12

Student:
Program: Computer Graphics Technology (AAS.00028)
Catalog: 2010
Anticipated Completion Date:
E-Mail Address:

.....
Your GPA for all courses is 3.941
You have met the 2.00 GPA required to graduate.
.....

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	15.00	59.00	0.00	0.00	
Overall Credits:	60.00	67.00	0.00	0.00	

(*) Anticipates completion of in-progress and registered and planned courses

Program Requirements:
1: CGT Required Courses (In progress)

Don't have an education plan?

**Visit your counselor/academic advisor.
They'll help you build your education plan in WebAdvisor.**

**Counseling and Academic Advising Center
McDowell Center, Room 275
eadvise@schoolcraft.edu
734-462-4429**

Earn an endorsement with your Schoolcraft degree

Global Endorsement

Students who understand the global forces shaping their lives and the lives of people worldwide are better positioned for success in the 21st Century. This understanding can come only from exposure to a variety of cultures and from the study of the interdependence of all peoples and nations.

To make this global literacy available to all students, the Schoolcraft College International Institute offers a Global Endorsement. You can earn the endorsement by choosing 15 credits of specific global coursework (from Fall 2006 on) in your associate degree. There are 80 different classes across 22 academic disciplines, that make it easy for you to find courses that simultaneously meet your degree requirements and contribute to the global endorsement.

All sections of the courses listed below fulfill requirements for the Global Endorsement.

ANTH 112	CHIN 101	GEOG 133	HIST 230	MUSIC 164
ANTH 117	CHIN 102	GEOG 241	HUM 106	PHIL 243
ANTH 201	CM 107	GER 101	HUM 150	POLS 207
ANTH 211	CM 210	GER 102	HUM 201	POLS 209
ANTH 214	ENG 203	GER 201	HUM 202	SOC 201
ARB 101	ENG 243	GER 202	HUM 203	SOC 205
ARB 102	ENG 275	HIST 134	HUM 204	SOC 209
ARB 201	ESL 100	HIST 137	HUM 210	SOC 210
ARB 202	ESL 101	HIST 138	HUM 215	SPAN 101
ART 115	FR 101	HIST 141	HUM 231	SPAN 102
ART 116	FR 102	HIST 151	HUM 232	SPAN 201
ART 201	FR 201	HIST 152	ITAL 101	SPAN 202
BUS 240	FR 202	HIST 153	ITAL 102	

Check online for semester specific sections that have been internationalized to meet requirements for the Global Endorsement.

FOR MORE INFORMATION: 734-462-4400 ext. 5271 • international@schoolcraft.edu • www.schoolcraft.edu/scii

Service Learning Endorsement

Schoolcraft College now offers a Service Learning Endorsement, which afford hands on experiences which many employers view favorably. Linking academic courses to volunteerism benefits both students and the community. Through Service Learning, you will master course objectives, apply new learning skills in guided service opportunities and make a difference in the world. Volunteering with a community organization, unlike other types of homework assignments, enhances your learn-

ing through real-world experiences and application. To receive a Service Learning Endorsement, you must complete a minimum of 15 credit hours of classes designated as Academic Service Learning courses taken after spring semester 2008. To qualify as an Academic Service Learning course, students must spend a minimum of 15 hours of course time during the semester preparing for service, doing work internally or with one or more community organization, and assessing learning outcomes.

Here are some service partners and service projects our faculty work with:

- Friends of the Rouge: Fall Bug Hunt and Water Monitoring
- Detroit Association for the Education of Young Children: Hines Elementary School
- A School for My Village: Building a School for HIV-AIDs Orphans in Uganda
- NorWayne Red Wagon: Early Childhood Literacy Project
- Dawn Farms: Substance Abuse Rehabilitation and Education

All sections of the courses listed below fulfill requirements for the Service Learning Endorsement.

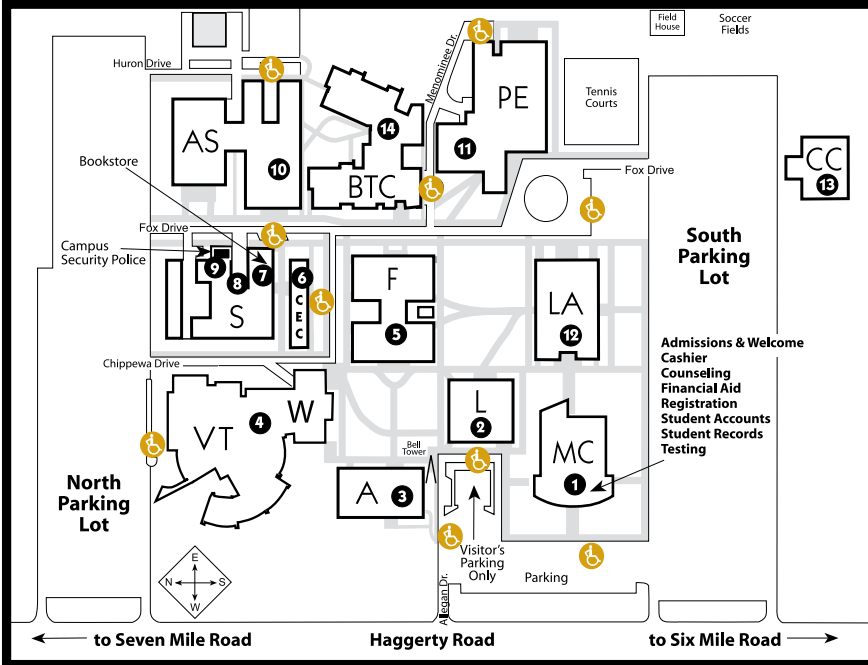
HUM 190 Individual Humanism—An Honors Colloquium
SOC 290 The Individual and Community—An Honors Capstone Course

Check online for semester specific sections that meet the requirements for the Service Learning Endorsement.

FOR MORE INFORMATION: 734-462-4400 ext. 5804 • servicelearning@schoolcraft.edu

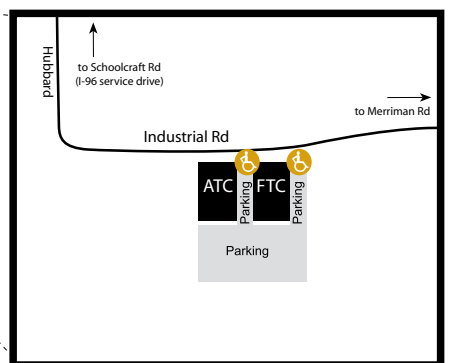
Campus & Area Maps

Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152-2696



Building Directory

Livonia Campus	
Applied Sciences Building—AS	10
Business Programs	Nursing
Classrooms	Technology Programs
Computer Programs	
Biomedical Technology Center—BTC	14
Classrooms	Science Programs
Health Professional Simulation Lab	Technology Programs
Open Entry/Open Exit Lab	
Bookstore—S	7
Bradner Library—L	2
Learning Assistance Center	Media
Continuing Education Center—CEC	6
Children's Center (Child Care)—CC	13
Forum Building—F	5
Art Programs	Music Programs
Classrooms	Science Programs
Forum Recital Hall	
Grote Administration Center—A	3
Human Resources	Organizational Development Research
Marketing Department	Office of the President
Liberal Arts Building—LA	12
Classrooms	Liberal Arts Theatre
Liberal Arts Programs	
McDowell Center—MC	1
Admissions & Welcome Center	Financial Aid
Career & Disability Services	Office of Instruction
Cashier	Operations, Curriculum & Assessment
Classrooms	Registration Center
Computer Lab	Student Accounts
Counseling & Academic Advising Center	Student Records
Distance Learning	Student Services Office
Finance & Business Services	Testing Center
Physical Education Building—PE	11
Fitness Center	Gymnasium
Classrooms	Pool
Receiving Dock—S	8
Service Building—S	8
Lost & Found	Facilities Management
Campus Security Police 734-462-4424—S	9
VisTaTech Center—VT	4
American Harvest Restaurant	Foundation
Business Development Center	Grants
Classrooms	Institutional Advancement
Culinary Arts Program	Main Street Cafe
Waterman Wing—W	
Henry's Food Court	Student Activities
Meeting Rooms	Student Clubs
Recreational Areas	Study Area
Radcliff Center	
1751 Radcliff Street, Garden City, 48135	RC
Allied Health Programs	Library
Classrooms	Massage Therapy Program
Emergency Medical Technology	
Public Safety Training Complex	
31777 Industrial Road, Livonia, 48150	PSTC
Academy Training Center	ATC
Classrooms	Fire Academy
Police Academy	
Firearms Training Center	FTC
Classrooms	Criminal Justice
Fire Technology	Firearms Training
Homeland Security	



Make **Any** Time **Class** Time

- * Online courses that lead to an associate degree.
- * Open Entry/Open Exit courses that allow students to study at their own pace.
- * Hybrid courses that blend on-campus and online instruction.

See pages 12–13 for more information.

- * Online bachelor's degree completion programs offered by several 4-year colleges.

**Call the Counseling and Academic Advising Center
at 734-462-4429 for more information.**



www.schoolcraft.edu

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