

Registration checklist for High School Guest and Dual Enrollment Students

Students applying for the ***first time*** must complete the following steps:

Academic Assessments

SC4 requires all new students to complete pre-registration assessments of their math, reading, and writing skills. The scores will be used to ensure proper course placement. Call 810-989-5500 to schedule your assessments. Students also may submit ACT or SAT scores for course placement, which may be available from your high school counseling office.

Academic Advising

SC4 requires all first-time high school guest and dual enrollment students to meet with an advisor. The advising appointment helps students plan for classes for the first semester and obtain information regarding degrees/certificates. Call 810-989-5500 to schedule an appointment.

Activate your SC4 Portal

The SC4 Portal is a critical piece of your college experience. From within your portal, you can check your student email, register for classes, and more. Your SC4 acceptance letter provides you with username and password detail; use this information to activate your portal account. Contact the One-stop Student Service Center at 810-989-5500 with questions.

Register and Pay for Classes

Once you have completed the above enrollment steps, you may register and pay for any remaining tuition balance, if applicable, either online at portal.sc4.edu or in the One-stop Student Service Center, first floor, SC4 Welcome Center. Some college courses may cost more than the tuition cap indicated by your high school. Be sure to pay any remaining tuition balance to ensure your seat in class.

Get photo taken for Skippers OneCard

Visit second floor, SC4 Welcome Center, to get your student ID photo taken. You must provide photo ID (valid driver license, state ID or passport) to verify identity.

Buy textbooks

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

Programs of Study (five-letter program codes)

Please select a program code that closely matches your potential field of study
(you may change your program at a later date)

| Category | Minimum number of credits | Approximate time frame (attending full time) | Description |
|--------------------------------------------------|---------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------|
| Skill Sets* | 16 | 1 semester | Programs designed as building blocks to certificate programs |
| Certificate* | 30 | 1 year | Programs designed to prepare students for entry-level careers |
| Associate degrees (AAS – Applied Arts & Science) | 62 | 2 years | Programs designed to prepare students for employment in a specific career field |
| Transfer associate degree programs | 62 | 2 years | Programs designed to prepare students for transfer to a four-year college or university |

Skill Sets

| | |
|-------|--------------------------------------|
| SSCJC | Criminal Justice – Corrections |
| SSCJG | Criminal Justice – Generalist |
| SSHLS | Criminal Justice – Homeland Security |
| SSCJL | Criminal Justice – Law Enforcement |
| SSMKI | Internet Marketing |
| SSMKS | Professional Sales |

Certificate programs (Occupational)

| | |
|-------|----------------------------------------------------------|
| CERGB | Business, General |
| CERAP | Computer Information Systems – Applications for Business |
| CERTE | Engineering Technology |
| CERMN | Management, Professional Certification |
| CERMK | Marketing |
| CERPM | Paramedic |

Allied health programs (Certificate programs)

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|-------|--------------------|
| AGEGE | Medical Assisting |
| AGEGE | Nursing, Practical |

(Associate degree programs)

| | |
|-------|------------------------------------------|
| AGEGE | Health Information Technology |
| AGEGE | Magnetic Resonance Imaging |
| AGEGE | Nursing – Associate Degree Nursing (ADN) |
| AGEGE | Radiologic Technology |

Note: These programs require a secondary application and admittance to the program.

Associate degree programs (AAS - Applied Arts & Science Occupational)

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|-------|---------------------------------------------------|
| AASAC | Accounting |
| AASGB | Business, General |
| AASIS | Computer Information Systems |
| AASCN | Computer Information Systems – Networking |
| AASPR | Computer Information Systems – Programming |
| AASWD | Computer Information Systems – Web Development |
| AASCG | Criminal Justice – Generalist |
| AASER | Engineering Technology – Electronics |
| AASEG | Engineering Technology – Engineering Graphics/CAD |
| AASEM | Engineering Technology – Mechatronics |
| AASEP | Engineering Technology – Precision Machining |
| AASEW | Engineering Technology – Welding and Fabricating |
| AASGD | Graphic Design |
| AASMN | Management – Business |
| AASMK | Marketing |
| AASTM | Therapeutic Massage |

Transfer associate degree programs

Associate in Business – ABTGB

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|------------|------------------|
| Accounting | General Business |
| Economics | Management |
| Finance | Marketing |

Associate in General Education – AGEGE

Associate in Liberal Arts – AATLA

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|------------------|-------------------|
| Anthropology | Journalism |
| Art | Linguistics |
| Communication | Music |
| Criminal Justice | Political Science |
| Education | Pre-Law |
| English | Pre-Psychology |
| Fine Arts | Pre-Social Work |
| Graphic Design | Pre-Sociology |
| History | |

Associate in Science – ASTSC

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|----------------------|--------------------------|
| Agricultural Science | Pre-Dentistry |
| Biology | Pre-Engineering |
| Chemistry | Pre-Medicine |
| Forestry | Pre-Occupational Therapy |
| Mathematics | Pre-Pharmacy |
| Physical Science | Pre-Physical Therapy |
| Physics | Pre-Veterinary Medicine |

* The U.S. Department of Education requires institutions who participate in financial assistance programs to disclose information regarding gainful employment to prospective students who may pursue certain certificate programs. This information includes, but is not limited to, program costs, graduation rates, median debt of those who have completed a program, etc. This information for SC4's Skill Set/Certificate programs can be found at sc4.edu/about/consumer-information/gainful-employment-program-disclosures/.

