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

Internet Marketing SSMKI SSMKS Professional Sales

Certificate programs

(Occupational)

CERGB Business, General CERAP Computer Information Systems - Applications for Business CERTE Engineering Technology

CERMN Management, Professional Certification

Marketing CERPM

Allied health programs

(Certificate programs)

Medical Assisting AGEGE Nursing, Practical

(Associate degree programs)

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

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

Associate degree programs

(AAS - Applied Arts & Science Occupational)

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 Engineering Technology - Electronics **AASER**

Engineering Technology - Engineering Graphics/CAD AASEG AASEM Engineering Technology - Mechatronics Engineering Technology - Precision Machining

AASEP Engineering Technology - Welding and Fabricating **AASEW** AASGD Graphic Design

AASMN Management - Business AASMK Marketing AASTM Therapeutic Massage

Transfer associate degree programs

Associate in Business - ABTGB

Accounting General Business **Economics** Management Finance Marketing

Associate in General Education – AGEGE

Associate in Liberal Arts – AATLA

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

Associate in Science – ASTSC

Agricultural Science Pre-Dentistry Pre-Engineering Biology Pre-Medicine Chemistry Forestry Pre-Occupational Therapy Mathematics Pre-Pharmacy Pre-Physical Therapy Physical Science 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/.

Early admission and dual enrollment authorization form

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Parent/Legal Guardian (if student is younger than 18)