

Schoolcraft College McDowell Center OFFICE INFORMATION

Admissions and Enrollment Center—Rm. 240 734-462-4426

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

Register online, or in-person. See the current class schedule for registration instructions, times and dates.

Career and Transfer Center—Rm. 205 734-462-4421

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

The Career and Transfer Center provides services and resources to help students learn about career, employment and transfer options.

Cashier—Rm. 250 734-462-4449

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

Pay for your classes with cash, money order, check, VISA, MasterCard, Discover Card or financial aid. Another option is our tuition management plan, which allows for tuition to be paid in installments. Payment method availability depends on the registration method used. See the current class schedule for payment instructions, times and dates.

Counseling—Rm. 275 734-462-4429

Monday–Thursday 8 a.m. to 7:30 p.m.
Friday 8 a.m. to 4:30 p.m.

During orientation, learn program requirements, how to select and register for classes, and college success tips. After orientation, call or visit the Counseling Center to meet with an advisor or counselor. Next you will be ready to register for your classes.

Financial Aid—Rm. 260 734-462-4433

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

Records—Rm. 255 734-462-4677

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

Hours subject to change

Student Recruitment—Rm. 255 734-462-4683

Monday–Friday 8 a.m. to 4:30 p.m.

Testing Center—Rm. 220 734-462-4806

Monday–Thursday 8 a.m. to 7:30 p.m.
Friday 8 a.m. to 4:30 p.m.
Saturday 10 a.m. to 2 p.m.

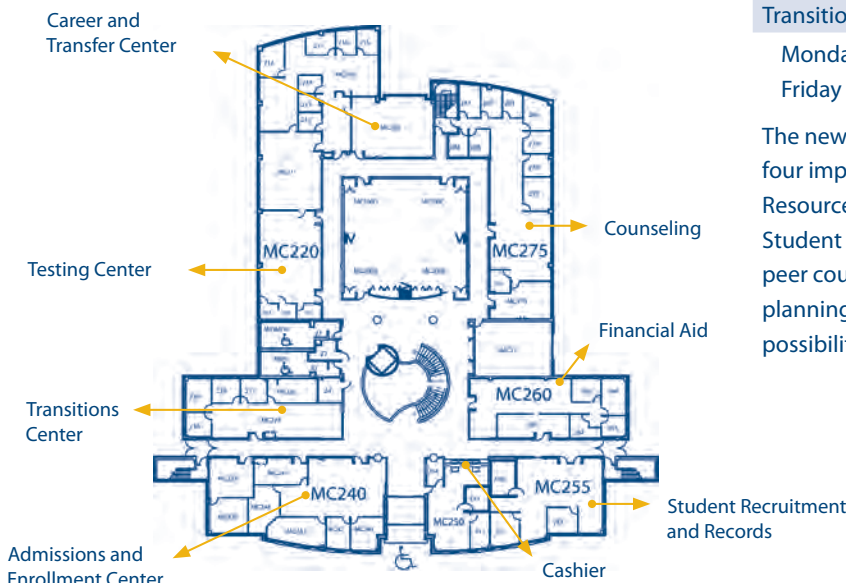
Placement testing is available on a walk-in basis, first time at no cost, and takes about 1½–2 hours. Placement testing includes mathematics, English and reading skills. If you believe that you might be exempt from testing because of past college experience, contact the Counseling Center.

Transition Center—Rm. 225 734-462-4443

Monday–Thursday 8 a.m. to 6:00 p.m.*
Friday 8 a.m. to 4:30 p.m.*

The new Transitions Center, located in McDowell Center, is home to four important service areas for students, including the Women’s Resource Center, Adult Student Services, Family Resources and Student Engagement Programs. At the center, staff and volunteer peer counselors are specially trained to assist those who are planning to enter or re-enter college, want to research new career possibilities, or need to talk through a difficult situation.

* Extended hours during registration.
See current class schedule for dates.



Front of McDowell Center

WELCOME TO Schoolcraft College!

All the steps that lead to registration take place in the McDowell Center and are listed below.

- Apply for Admission.** Complete an Application for Admission online at www.schoolcraft.edu. If you need assistance contact the Admissions and Enrollment Center. Your Student Number is: _____
- Visit our campus.** Sign up online at www.schoolcraft.edu/tour to schedule a guided campus tour. You also can view a virtual tour at www.schoolcraft.edu/virtualtour.
- Submit transcripts.** Send your high school transcripts and/or GED scores to the Admissions and Enrollment Center or fax 734-462-4553. Official college transcripts must be sent directly from the transfer institution's Registrar's Office to Schoolcraft College. Guest students are not required to submit transcripts.
- Send in your ACT or SAT scores or take a placement test.** If you have taken an ACT or SAT test within the last three years, send your scores to the Admissions and Enrollment Center. If you have not taken the ACT test but plan to, the Schoolcraft College ACT code is 2070.

Placement testing is available in the Testing Center. You must have your student number and photo identification to take the placement test. Sample placement questions are available at www.schoolcraft.edu/assessment. There is no fee for your first placement test. You must obtain counseling approval and will be charged a fee for subsequent attempts. Call 734-462-4806 for assistance.

- Explore financial aid and scholarship opportunities.** Apply online at www.fafsa.gov and list the Schoolcraft College code 002315. Call Financial Aid at 734-462-4433 for help.
- Participate in orientation.** Orientation is available on campus or online at www.schoolcraft.edu/olo. Visit or call the Counseling Center at 734-462-4429 to make arrangements.
- Meet with an advisor or counselor.** Visit or call the Counseling Center at 734-462-4429.
- Register for classes.** Go online at www.schoolcraft.edu, or visit the Admissions and Enrollment Center. To obtain a student identification card, bring photo identification to the Admissions and Enrollment Center.
- Choose a payment method.** Pay for classes online, in person at the Cashier's Office, or by using our tuition payment plan. Payment must be made in full the same day you register.
- Attend your classes!**

Special Notes:

New Student Checklist

Web site:
www.schoolcraft.edu

- If you have a disability and require any accommodations, please call the Career and Transfer Center at 734-462-4421.
- Admission to limited enrollment programs has additional criteria and may include a waiting list. See the specific program information and application packet.