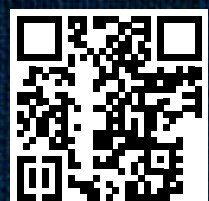


WINTER 2024
**REGISTRATION
GUIDE**

**Registration Begins
Saturday
October 28, 2023**



**Schoolcraft
College®**

Log in to Ocelot Access to register for classes at schoolcraft.edu/OcelotAccess

CONTENTS

Student Checklist	1
Important Dates	2
Tuition & Fees	3
Payment Plan	4
Financial Aid	5
Courses by Semester	6–8
Course Format Options	8
Student Resources	9
Directory	10
General Information	11

REGISTRATION CENTER

Registration Center: 734-462-4426

schoolcraft.edu/registration



VETERAN PRIORITY REGISTRATION

Military Affiliated Students
Pre-Register for
Winter 2024 Semester on
Friday, October 27, 2023
8 a.m. – 11 p.m.

Register at schoolcraft.edu/OcelotAccess

Pre-registration is available for veterans, service members, spouses using educational benefits, and dependents of veterans and service members that are using educational benefits.

Winter 2024 Registration opens for all students on Saturday, October 28.

Veterans Resource Center • 734-462-4352
McDowell Student Center, Room 240





Use STUDENT PLANNING to Register for Classes.

Register for Courses **WITH** your Education Plan

1. Go to *Ocelot Access* at:
schoolcraft.edu/OcelotAccess
2. Click the Traditional Credit Student card
3. Log-in
4. Click the Register and Drop Courses card
5. Click the Registration and Student Planning card
6. Click the right arrow next to the term until you reach the desired term.
7. Under the listed courses on the left side, click *View Other Sections*.
8. The sections will be listed below the course. Use the arrows to navigate to view each section.
9. Click *Filter Sections* to narrow your search (including days, times, locations, online, availability).
10. Select the course and view section details; Click *Add Section* (the section will show up on your calendar).
11. Click the *Register Now* button above the calendar to register (the course will turn green on your calendar).

Register for Courses **WITHOUT** an Education Plan

1. Follow steps numbered 1 – 5 listed above.
2. Type the name(s) of the course and the course number (or just the subject) in the search bar and click the *Search Button* or *Enter*.
3. Select the course and click *Add Course to Plan*. Do this for each of the courses you want to take.
4. Return to *Plan and Schedule*. Follow steps numbered 7 – 11 above.

ADMITTED STUDENT CHECKLIST

Follow these steps to ensure that you are ready to register and start classes.

New Student Password Setup

If you are a first-time student at Schoolcraft, you will need to create your New Student Password. Go to schoolcraft.edu/newstudentpassword.

You will use your username and password to login to SC Mail, Ocelot Access, Scholarship Universe, WI-FI and more.

Log In To Your SC mail Email Account

Login to schoolcraft.edu/OcelotAccess. On the **My Info** card, click on **log in to your student email**.

The college will send all important communications, such as financial aid, to this email address. Be sure to check it often.

Submit Transcripts

First Year Students

Request to have your high school transcripts sent through parchment.com or email your transcripts to admissions@schoolcraft.edu.

Transfer Students

Official college transcripts must be sent directly from the transfer institution to Schoolcraft.

Submit Test Scores or Take a Placement Test

First Year Students

Have you taken the SAT or ACT within the last 3 years?

Yes: Request SAT scores at collegeboard.org and/or ACT scores at act.org/the-act/scores, or email your Score Report to admissions@schoolcraft.edu

No: Make sure you have the most recent version of your high school transcript sent to Schoolcraft College then call Advising to discuss your next steps. You may be asked to take our placement test.

Transfer Students

If transferring credits, call Advising at 734-462-4429 to determine if you need to take a Placement Test.

Complete New Student Orientation

Orientation is mandatory for first-time college students. Complete orientation at schoolcraft.edu/orientation.

Make an Academic Advising Appointment

Schedule an appointment with an Academic Advisor by calling 734-462-4429. Please have your student ID number available.

Register for Classes

Login to Ocelot Access to register for classes at schoolcraft.edu/OcelotAccess

With Ocelot Access you can:

- Search, register, waitlist, drop, and pay for classes.
- Set up a tuition payment plan or make an international payment.
- Check on financial aid and get important dates.
- Access your student education plan and get information on transfer and degree requirements.
- View student records, including billing statements, unofficial transcripts, and enrollment verifications.

Pay for Classes

Payment is due within 3 business days, including holidays, from the date of registration.

If you do not pay in full, have financial aid in place, or commit to our payment plan option, you could be dropped from your classes for non-payment. It is your responsibility to drop your classes if you are not planning to attend, even if you have a Financial Aid award on your offer letter in Ocelot Access greater than zero.

Learn about financial aid options, including grants, loans, and scholarships at schoolcraft.edu/aid.

- **In Person:** Go to the Cashier's Office located in the McDowell Student Center. Visa, MasterCard, Discover, American Express, debit cards, checks and cash are accepted.
- **Online:** Login to Ocelot Access at schoolcraft.edu/OcelotAccess.
- **Tuition Payment Plan:** Get payment plan information at schoolcraft.edu/payments

Apply for Schoolcraft scholarships at schoolcraft.edu/scholarships

INTERNATIONAL STUDENTS: F-1, B-1, B-2, or M-1 International Students: Additional information is required before an I-20 Form is issued. Go to schoolcraft.edu/apply. Follow the International Student link to download the Prospective International Student Information and Application Packet.

WINTER 2024 IMPORTANT DATES

REGISTRATION TIPS

Waitlist: If a course is full, you can add your name to a waitlist. If a spot becomes available, the first student on the waitlist will be notified via Schoolcraft email. Notifications go out each day at 6 a.m. If you receive a notification, you will have until the following day at 11 p.m. to register for that class. If you do not register, the seat will be offered to the next student on the waitlist.

Late Entry/Overload: Students wishing to register for a class after it has met for the first time (late entry), or want to try to get into a class that is full (overload), need written approval from the instructor.

Please visit schoolcraft.edu/registration/overload-and-late-entry for more details.

Schedule Adjustment: During the first week of the term, you can adjust your schedule as needed, including Late Entry and Overload classes.

Prerequisites: A prerequisite is a condition that students are required to meet before registering for a class. For example, a class that must be taken before taking another class. Students must complete prerequisites as required before enrolling in some courses. Contact your academic advisor for assistance.

Academic Program Information: View the Schoolcraft College Catalog at schoolcraft.edu/catalog for information about academic programs.

For more information, visit schoolcraft.edu/registration

Check schoolcraft.edu/semester-guide for Important Information, including:

- **Last Day for Schedule Adjustment/Refund**
- **Last Day for Withdrawal from Classes**
- **Last Day of Classes**

Mark Your Calendar!

Winter 2024

January 8	Winter Semester Begins
January 15	Martin Luther King Day - No Classes
February 1	Last Day for Address Changes that Impact Tuition Rates
March 4-10	Mid-Winter Break
May 4	Commencement

Winter 2024 Police Academy

Application Deadline	November 13, 2023
Interview Date	Week of December 4, 2023 (tentative)
Academy Orientation	January 19, 2024 (tentative)
Academy Starts	January 22, 2024 (tentative)
Graduation	May 16, 2024 (tentative)

For additional Police Academy information call 734-462-4306.



TUITION AND FEES FOR WINTER 2024

	Credit Hours	Registration Fee	Service Fee	Instructional Equip. Fee	Infrastructure Fee	Resident Rates		Non Resident Rates	
						Tuition	Total*	Tuition	Total*
less than half time	0.5	\$44.00	\$4.50	\$5.50	\$4.50	\$67.50	\$126.00	\$97.00	\$155.50
	1	\$44.00	\$9.00	\$11.00	\$9.00	\$135.00	\$208.00	\$194.00	\$267.00
	2	\$44.00	\$18.00	\$22.00	\$18.00	\$270.00	\$372.00	\$388.00	\$490.00
	3	\$44.00	\$27.00	\$33.00	\$27.00	\$405.00	\$536.00	\$582.00	\$713.00
	4	\$44.00	\$36.00	\$44.00	\$36.00	\$540.00	\$700.00	\$776.00	\$936.00
half time	5	\$44.00	\$45.00	\$55.00	\$45.00	\$675.00	\$864.00	\$970.00	\$1,159.00
	6	\$44.00	\$54.00	\$66.00	\$54.00	\$810.00	\$1,028.00	\$1,164.00	\$1,382.00
three quarter time	7	\$44.00	\$63.00	\$77.00	\$63.00	\$945.00	\$1,192.00	\$1,358.00	\$1,605.00
	8	\$44.00	\$72.00	\$88.00	\$72.00	\$1,080.00	\$1,356.00	\$1,552.00	\$1,828.00
	9	\$44.00	\$81.00	\$99.00	\$81.00	\$1,215.00	\$1,520.00	\$1,746.00	\$2,051.00
full time	10	\$44.00	\$90.00	\$110.00	\$90.00	\$1,350.00	\$1,684.00	\$1,940.00	\$2,274.00
	11	\$44.00	\$99.00	\$121.00	\$99.00	\$1,485.00	\$1,848.00	\$2,134.00	\$2,497.00
	12	\$44.00	\$108.00	\$132.00	\$108.00	\$1,620.00	\$2,012.00	\$2,328.00	\$2,720.00
	13	\$44.00	\$117.00	\$143.00	\$117.00	\$1,755.00	\$2,176.00	\$2,522.00	\$2,943.00
	14	\$44.00	\$126.00	\$154.00	\$126.00	\$1,890.00	\$2,340.00	\$2,716.00	\$3,166.00
	15	\$44.00	\$135.00	\$165.00	\$135.00	\$2,025.00	\$2,504.00	\$2,910.00	\$3,389.00
	16	\$44.00	\$144.00	\$176.00	\$144.00	\$2,160.00	\$2,668.00	\$3,104.00	\$3,612.00
	17	\$44.00	\$153.00	\$187.00	\$153.00	\$2,295.00	\$2,832.00	\$3,298.00	\$3,835.00
	18	\$44.00	\$162.00	\$198.00	\$162.00	\$2,430.00	\$2,996.00	\$3,492.00	\$4,058.00
Advisor approval required	19	\$44.00	\$171.00	\$209.00	\$171.00	\$2,565.00	\$3,160.00	\$3,686.00	\$4,281.00
	20	\$44.00	\$180.00	\$220.00	\$180.00	\$2,700.00	\$3,324.00	\$3,880.00	\$4,504.00

	Credit Hours	Registration Fee	Service Fee	Instructional Equip. Fee	Infrastructure Fee	Out of State/International Rates		Resident Senior Rates	
						Tuition	Total*	Tuition	Total*
less than half time	0.5	\$44.00	\$4.50	\$5.50	\$4.50	\$134.00	\$192.50	\$33.75	\$92.25
	1	\$44.00	\$9.00	\$11.00	\$9.00	\$268.00	\$341.00	\$67.50	\$140.50
	2	\$44.00	\$18.00	\$22.00	\$18.00	\$536.00	\$638.00	\$135.00	\$237.00
	3	\$44.00	\$27.00	\$33.00	\$27.00	\$804.00	\$935.00	\$202.50	\$333.50
	4	\$44.00	\$36.00	\$44.00	\$36.00	\$1,072.00	\$1,232.00	\$270.00	\$430.00
half time	5	\$44.00	\$45.00	\$55.00	\$45.00	\$1,340.00	\$1,529.00	\$337.50	\$526.50
	6	\$44.00	\$54.00	\$66.00	\$54.00	\$1,608.00	\$1,826.00	\$405.00	\$623.00
	7	\$44.00	\$63.00	\$77.00	\$63.00	\$1,876.00	\$2,123.00	\$472.50	\$719.50
three quarter time	8	\$44.00	\$72.00	\$88.00	\$72.00	\$2,144.00	\$2,420.00	\$540.00	\$816.00
	9	\$44.00	\$81.00	\$99.00	\$81.00	\$2,412.00	\$2,717.00	\$607.50	\$912.50
	10	\$44.00	\$90.00	\$110.00	\$90.00	\$2,680.00	\$3,014.00	\$675.00	\$1,009.00
full time	11	\$44.00	\$99.00	\$121.00	\$99.00	\$2,948.00	\$3,311.00	\$742.50	\$1,105.50
	12	\$44.00	\$108.00	\$132.00	\$108.00	\$3,216.00	\$3,608.00	\$810.00	\$1,202.00
	13	\$44.00	\$117.00	\$143.00	\$117.00	\$3,484.00	\$3,905.00	\$877.50	\$1,298.50
	14	\$44.00	\$126.00	\$154.00	\$126.00	\$3,752.00	\$4,202.00	\$945.00	\$1,395.00
	15	\$44.00	\$135.00	\$165.00	\$135.00	\$4,020.00	\$4,499.00	\$1,012.50	\$1,491.50
	16	\$44.00	\$144.00	\$176.00	\$144.00	\$4,288.00	\$4,796.00	\$1,080.00	\$1,588.00
	17	\$44.00	\$153.00	\$187.00	\$153.00	\$4,556.00	\$5,093.00	\$1,147.50	\$1,684.50
	18	\$44.00	\$162.00	\$198.00	\$162.00	\$4,824.00	\$5,390.00	\$1,215.00	\$1,781.00
	Advisor approval required	19	\$44.00	\$171.00	\$209.00	\$171.00	\$5,092.00	\$5,687.00	\$1,282.50
	20	\$44.00	\$180.00	\$220.00	\$180.00	\$5,360.00	\$5,984.00	\$1,350.00	\$1,974.00

*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.

DETERMINE TUITION AND FEES

Payment is due within 3 business days, including holidays, from the date of registration.

If you do not pay in full, have financial aid in place, or commit to our payment plan option, you could be dropped from your classes for non-payment. You are responsible for dropping any classes you are not attending, even if you have a Financial Aid award on your offer letter in Ocelot Access greater than zero.

Use the table on page 3 to determine your tuition and fees. Locate the number of credit hours you will be taking for the term, then go to the Total Column for Resident or Non-Resident Rates. The total includes all fees as outlined in the table.

The college verifies a student's residency at admission and for each semester's registration. To qualify for Resident Tuition Rates, students must reside within Schoolcraft College's district, which includes the public school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth- Canton and part of Novi.

TUITION PAYMENT PLAN

For information about the Tuition Payment Plan, including deadline for payment plan enrollment, steps to enroll, and payment deadlines visit mycollegepaymentplan.com/schcraft

For more information, visit schoolcraft.edu/payments or call Student Accounts at 734-462-4586.



PURCHASE OR RENT TEXTBOOKS

Please visit schoolcraftbooks.com for information including:

- Bookstore hours.
- Date that books will be available for each semester.
- Financial aid dates.

ANSWER CENTER

Call the Answer Center with questions at 734-462-4426.

Hours of Operation:

Monday through Thursday 8 a.m. – 7 p.m.
Friday 8 a.m. – 6 p.m.
Saturday 9 a.m. – 2 p.m.

Email questions to answers@schoolcraft.edu.

FINANCIAL AID AND COLLEGE FEES

FINANCIAL AID

The first step in qualifying for Financial Aid is to fill out the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov.

Schoolcraft's FAFSA code is 002315.

Once a student qualifies for Financial Aid, it is applied to the student's account each semester based on the start date of classes to pay for tuition and fees. Any excess funds can then be used to purchase books and necessary class supplies at the Schoolcraft Bookstore.

Schoolcraft College students may qualify for one of the following financial aid programs:

Grants

A grant is a form of financial aid that does not have to be repaid. It is based primarily on demonstrated financial need.

Scholarships

Generally based on academic merit or particular area of study and does not have to be repaid. Apply for Schoolcraft Scholarships at schoolcraft.edu/scholarships. The FAFSA may not be a requirement for all scholarships.

Work Study

Students are placed in jobs on campus and wages are paid in part by the work-study program. For more information, contact Career Services at 734-462-4421 or email careerservices@schoolcraft.edu.

Student Loans

You must complete a FAFSA application to qualify for student loans. If you would like to request a student loan, you must submit a Loan Request Form. Information and steps are found at schoolcraft.edu/aid/loans. All student loans must be repaid after graduation or not maintaining half time enrollment.

For more information about Financial Aid programs visit schoolcraft.edu/aid or contact the Office of Financial Aid at 734-462-4433.

- The Financial Aid Department will send financial aid information to only your SCmail account.
- The FAFSA must be completed every year that you wish to apply for Financial Aid. The FAFSA is available beginning on October 1, annually.

FEE DESCRIPTIONS

Registration Fee

This fee is a refundable fee charged one time per semester regardless of how many credit hours a student registers for during the semester. This fee is \$44 per semester.

Service Fee

This fee defrays the cost of several free services that Schoolcraft provides to students, such as career services, student activities, graduation, parking and admittance to the SC Fitness Center each semester the student is registered. This fee is \$9 per credit.

Lab Fees/Learning Management Fees

This fee is used to cover the cost of special materials, equipment, student assistants, specialized support and other services. Our learning management system fee (currently Blackboard) is \$12 per class, with an additional fee of \$10 for classes held in computer labs, allowing the use of additional technology that is otherwise not available in a standard classroom.

Excess Contact Hours Fees

The College charges \$126 per excess contact hour with a maximum of 4 excess contact hours per class. An excess contact hour occurs when the weekly class meeting hours exceed the class credit hours. For example, if Biology meets 4 hours per week, but Biology is a 3 credit hour class, the student is charged a \$135 excess contact hour fee. If a Nursing class meets 10 hours per week, but the Nursing class is a 4 credit hour class, the student will be charged a \$540 excess contact hour fee.

Instructional Equipment Fee

This fee is used to defray the increasing cost of maintaining, upgrading, and replacing the wide variety of electronic equipment and personal computers used in our classrooms. Software purchases, maintenance agreements, and upgrades are also covered by this fee. Every student is charged \$11 per credit hour for this fee.

Infrastructure Fee

This fee is used to defray the increasing costs associated with maintaining and enhancing the College's buildings, facilities, and campus grounds. Deferred maintenance and depreciation of campus infrastructure is also covered by this fee. Every student is charged \$9 per credit hour for this fee.

If you have any concerns, please contact either of the following:

Cashier's Office734-462-4449
Student Accounts734-462-4586

COURSES BY SEMESTER

Projected Course Offerings for each semester

Courses not listed are offered on an as-needed basis. Contact the associate dean for information. Course listings are subject to change. Visit self-service.schoolcraft.edu/Student/Courses to search for courses and course sections.

		Spring	Summer	Fall	Winter			Spring	Summer	Fall	Winter			Spring	Summer	Fall	Winter			Spring	Summer	Fall	Winter						
PLAST 150					T	RAD 105					T	SOC 220					T	SURG 100					T	WELD 110	T				T
PLAST 160					T	RAD 110	T				T	SOC 290					T	SURG 101					T	WELD 113	T				T
PLAST 215					T	RAD 115	T				T	SPAN 101	M	O	M	M	T	SURG 102	T				T	WELD 115	T				T
PLAST 240					T	RAD 200	T				T	SPAN 102	O	M	M	M	T	SURG 110					T	WELD 119	T				T
PLAST 251					T	RAD 210					T	SPAN 201	T		M	M	T	SURG 120					T	WELD 120	T				T
PLAST 291	I*				I*	RAD 215					T	SPAN 202		T	T	T	SURG 130					T	WELD 130	T				T	
POLS 105	O	O	M	M		RAD 230					T	SPE 100	O		M	M	T	SURG 201					T	WELD 205	T				T
POLS 109					O	RAD 235					T	SPE 102			T*	T	T	SURG 202					T	WELD 206	T				T
POLS 205					T	RAD 240	T				T	SPE 105			T		T	SURG 203	T				T	WELD 210	T				T
POLS 207					T	RAD 250	T				T	SPE 112			T*		T	SURG 210					T	WELD 211	T				T
POLS 209					T	RE 101	T*				T*	SPE 115			T		T	SURG 220					T	WELD 212	T				T
PSYCH 153	M	M	M	M		RE 110	T*				T*	SPE 122			T*		T	SURG 250	T				T	WELD 214					T*
PSYCH 201	M	M	M	M		RE 150					T*	SPE 125	T*		T		T	SURG 260					T	WELD 223	T				T
PSYCH 205						RE 290	I*	I*			I*	SPE 132			T		T	SURG 290					T	WELD 225	T				T
PSYCH 206						ROBAT 101	T*				T	SPE 135			T		T	THEA 101					T*	WELD 240	T				T
PSYCH 207	O		M	M		SCM 100	T				T	SPE 142			T*		T	THEA 120					T	WELD 262	T*				T
PSYCH 209	O		M	O		SCM 200	T*				T*	SPE 155			T*		T	THEA 121					T	WELD 291	I*				I*
PSYCH 213						SCM 220	T*				T*	SPE 210			T		T	THEA 204					T						
PSYCH 219						SCM 230					T	SPE 220			T		T	THEA 207					T						
PSYCH 229	M	O	M	M		SCM 291	I*	I*			I*	SPE 275			T		T	THEA 210					T						
PSYCH 239	M	O	M	M		SOC 101	T				T	SRT 110			S	T	T	THEA 211					T						
PSYCH 249	O	O	O	O		SOC 201	M	O			M	SRT 121	T		S	T	T	THEA 220					T						
PSYCH 252						SOC 205	T	O			M	SRT 122	T	T*		T	T	THEA 221					T						
QM 106						SOC 209	O	O			M	SRT 150	T	T*	S	T	T	THEA 231					T*						
QM 107						SOC 210	T				T	SRT 221	T		S		T	THEA 232					T*						
RAD 100						SOC 211	T				T	SRT 222	T		T		T	THEA 241					T*						

*Course not offered annually. Consult advising for next offering

Key to course formats

- T Traditional
- O Online
- H Hybrid (Online & Traditional)
- I Internship
- S SYNC (Synchronous Remote)
- M Multiple course offerings (These courses may be offered in a variety of formats including online, traditional, synchronous remote, or hybrid.)

COURSE FORMATS

Traditional (On Campus)

Traditional courses include set meeting times held live on a physical campus. Traditional courses require students to attend and actively participate in on-campus class sessions for the duration of the semester.

Online (ONL)

Online (ONL) courses do not include set meeting times but will have assignment deadlines. ONL courses require students to log in to a learning management system and consistently participate in each online course section during a given semester. Participation includes engaging in module activities, interacting in asynchronous online discussions, and submitting assignments within the course by their respective due dates. Assignments may include online group projects to further build community and mimic real-world experiences. NOTE: Online MATH courses require several on-campus proctored exams.

Synchronous Remote (SYNC)

Synchronous remote (SYNC) courses include set meeting times with each meeting held as a live virtual session via a web conferencing tool. SYNC courses require students to log in, attend, and participate in each SYNC live class session during a given semester. Active participation includes engaging in live discussions and submitting completed assignments in the course by their respective due dates. Assignments may include online group projects to further build community and mimic real-world experiences.

Hybrid (HYB)

Hybrid (HYB) courses combine on-campus live set meeting times and asynchronous online course work. HYB courses require students to attend and participate in the live on-campus classroom sessions, as scheduled. The asynchronous online course portion does not include set meeting times on-campus or via live web conferencing. Students participate in asynchronous online discussions and submit completed assignments in the course by their respective due dates. Assignments may include online group projects to further build community and mimic real-world experiences.

COURSE FORMAT	ON-CAMPUS INSTRUCTION	DISTANCE LEARNING INSTRUCTION
Traditional	Yes - Live	No
Online	No	Yes
Synchronous Remote	No	Yes - Live
Hybrid	Some - Live	Some

STUDENT RESOURCES

Academic Advising

An academic advisor will recommend courses and help you with an academic plan. Schedule an appointment by calling 734-462-4429.

You are required to meet with an academic advisor if:

- You want to register for more than 18 credit hours in fall or winter semesters.
- You want to register for more than 9 credit hours in spring or summer sessions.
- You are on academic probation, dismissal or have a registration hold.

Career Services

The Career Services office features licensed professional career counselors who can assist students with a variety of resources for career exploration and planning, improving employable skills, resume writing and student employment. For more information, call 734-462-4421 or email careerservices@schoolcraft.edu.

Computers and Technology

All students enrolled in credit classes are given a user ID and password that provides access to the school's wireless network, SC mail, and Blackboard Learn system. Students can access numerous open computer labs to work on academic assignments and research while on campus.

SERVING SCHOOLCRAFT COLLEGE STUDENTS, ALUMNI, AND COMMUNITY MEMBERS

CAREER SERVICES

McDowell Student Center, Room 123

- Career Resources
- Internships
- Job Fairs
- Job Board
- Mock Interviews
- On-Campus Recruiting
- Resume Help
- Student Employment

schoolcraft.edu/careerservices

734-462-4421 • careerservices@schoolcraft.edu

HINKLE STUDENT RESOURCE CENTER

McDowell Student Center, Room 175

- Ask an Attorney
- Community Resources
- Campus Food Pantry
- Money Matters in Divorce
- Mi Bridges Partnership
- Scholarship Funding
- Suit Up Career Attire
- Technology Loan Program
- Textbook Assistance

schoolcraft.edu/hinklecenter

734-462-4443 • hinklecenter@schoolcraft.edu

Disability Support Services

The Disabilities Support Services office ensures students have equal access to programs and activities by facilitating accommodations and by providing encouragement and support for individuals with disabilities.

For more information on the services available, contact the office at 734-462-4330.

Drop or Withdrawal Policy

Dropping a class during the refund/schedule adjustment period means the student no longer wishes to attend the class and wants to receive a refund. Dropped courses do not appear on the official transcript and no grade is issued for dropped courses.

Students may withdraw from classes online through Ocelot Access on or before the last day for withdrawal. Withdrawing from a class means the student no longer wishes to attend the class, but will not receive a refund because the refund/schedule adjustment period has ended. Withdrawing from a class will result in a "W" grade on the official college transcript.

For more information about drop and withdrawal, visit schoolcraft.edu/registration/processes/drop-and-withdrawal

Learning Center (LC)

Services offered at the LC include:

- Academic Success Coaches
- Drop-in Tutoring — Free tutoring provided by peer tutors
- Peer Assisted Learning (PAL) — peer led, class-specific, learning assistance
- Writing Support Studio — peer writing consultants
- JumpStart! Math Class Prep
- Final Exam Reviews

Mental Health Support

Our Student Support Specialist is a licensed counselor that is available to assist students in an emotional/mental health crisis, helping them to deescalate, feel safe and supported. Mental health community referrals are provided as needed. Our Student Support Specialist can be contacted by calling Student Relations at 734-462-4486.

Veterans Resource Center

Schoolcraft College's Veterans Resource Center provides assistance to veterans and military members as prospective or current students, including assistance with:

- The VA educational benefits application process
- Course selection and degree requirements
- Planning a program of study in accordance with Schoolcraft and VA policies and guidelines
- Submission of enrollment certification paperwork
- For more information, call 734-462-4351.

DIRECTORY

Academic Advising

McDowell Student Center (MC)

734-462-4429

schoolcraft.edu/advising

Admissions & Welcome Center

McDowell Student Center (MC)

734-462-4683

schoolcraft.edu/admissions

Answer Center

McDowell Student Center (MC)

734-462-4426

schoolcraft.edu/answers

Bookstore

Main Campus (S)

734-462-4409

Visit schoolcraftbooks.com for hours and information

Campus Security Police 24 hours

Jeffress Center (JC)

734-462-4424

schoolcraft.edu/safety

Career Services

McDowell Student Center (MC)

734-462-4421

schoolcraft.edu/careerservices

Cashier

McDowell Student Center (MC)

734-462-4449

schoolcraft.edu/cashier

Computer Labs

McDowell Student Center (MC):

734-462-4400, ext. 5147 (information)

Disability Support Services

McDowell Student Center (MC)

734-462-4330

schoolcraft.edu/dss

Distance Learning (Online Courses)

McDowell Student Center (MC)

734-462-4573

schoolcraft.edu/dl

Financial Aid

McDowell Student Center (MC)

734-462-4433

schoolcraft.edu/financialaid

Fitness Center

Physical Education Building (PE)

734-462-4348

schoolcraft.edu/fitnesscenter

Hinkle Student Resource Center

McDowell Student Center (MC)

734-462-4443

Henry's

Waterman Wing (W) of

Vistatech Center (VT)

International Students

McDowell Student Center (MC)

734-462-4429

schoolcraft.edu/international

Learning Center

Bradner Library (L)

734-462-4436

Library

Bradner (L)

734-462-4440

schoolcraft.edu/library

Office of Instruction

Grote Center (G)

734-462-4419

Records Office

McDowell Student Center (MC)

734-462-4677

schoolcraft.edu/records

Registration Center

McDowell Student Center (MC)

734-462-4426

schoolcraft.edu/registration

Student Accounts

McDowell Student Center (MC)

734-462-4586

schoolcraft.edu/studentaccounts

Student Activities

Waterman Wing (W) of

Vistatech Center (VT)

734-462-4422

schoolcraft.edu/sao

Student Relations

McDowell Student Center (MC)

734-462-4486

schoolcraft.edu/student-relations

Testing Center

McDowell Student Center (MC)

734-462-4806

schoolcraft.edu/testing

Veterans Resource Center

McDowell Student Center (MC)

734-462-4352

schoolcraft.edu/veterans

Online Department Directory: schoolcraft.edu/department-directory



GENERAL INFORMATION

Class Cancellations

Schoolcraft College may cancel a section of a class if:

- The instructor becomes unavailable and a replacement can't be found.
- The college changes the day, time, or location of the class.

Classes canceled on a one-time basis during the semester due to instructor illness or other unforeseen circumstances will be listed on the Cancellations & Closings links under the News and Events tab of the website.

College Closure Due to Weather or Emergencies

If the college needs to close due to weather or emergencies, the closure notice will be posted on the home page of the Schoolcraft website and on the Cancellations & Closings links under website's Campus Life tab. It will also be broadcast on local news radio stations and TV news shows that announce school closings.

Upon registration for classes, all students are automatically enrolled in SAlerts to receive text, email and voicemail alerts regarding college closures due to weather or other emergencies.

College Policies

Drug Free Campus

The 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 on school property. Consistent with local, state and federal laws, Schoolcraft College will impose sanctions or seek legal action against students or employees, who unlawfully possess, use or distribute illicit drugs or alcohol on Schoolcraft College property as part of any college class or activity.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA requires written consent of a student to enable the college to disclose education records or personal information with anyone other than the student. Students have the right to review their own education records.

Accreditation

Schoolcraft College is accredited by the Higher Learning Commission of the North Central Association, 30 North LaSalle, Suite 2400, Chicago, Illinois, 60602-2504. Phone: 800-621-7440; Fax: 312-263-0456. Website: ncahigherlearningcommission.org.

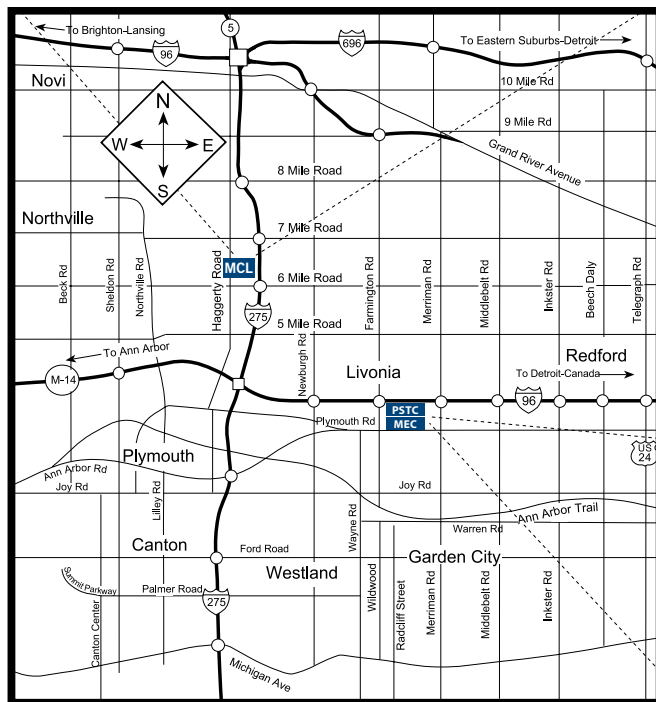
Non-Discrimination Policy

It is the policy of Schoolcraft College that no person shall, on the basis of age, color, creed, disability, gender, marital status, national origin or race be excluded from participating in, be denied benefits of, or be subjected to discrimination during any activity or program or in employment.

For more information about College Policies visit schoolcraft.edu/college-policies.

AREA MAP

View Campus maps at schoolcraft.edu/visit



Main Campus-Livonia (MCL) 734-462-4400

Public Safety Training Complex (PSTC) 734-462-4306

Manufacturing & Engineering Center (MEC) 734-462-7020

For more information visit schoolcraft.edu or call 734-462-4426

Campus Maps



Building Directory

Main Campus-Livonia—MCL

18600 Haggerty Road, Livonia, 48152-2696

Biomedical Technology Center—BTC11

Classrooms
Health Professional Simulation Lab
Science Programs
Technology Programs

Bookstore—S3

Bookstore Parking—S5

Bradner Library—L9

Classrooms
Learning Center
Media

Forum Building—F6

Art Programs
Classrooms
Forum Recital Hall
Music Programs
Science Programs

Grote Center—GC1

Academic Systems & Programming & Software Applications
Center for Academic and Faculty Excellence (CAFE)
Curriculum & Assessment
Research & Analysis

Health Sciences Center—HS4

Classrooms
Emergency Medical Technology
Health Information Technology
Home Health Aide
Medical Assisting
Medical Imaging
Nursing
Nursing Assistant
Occupational Therapy Assistant
Pharmacy Technician
Surgical Services

Jeffress Center—JC12

Business Development Center
Classrooms
Finance & Business Services
Foundation
Human Resources
Marketing & Communications (MARCOM)
Office of the President
Personal and Professional Learning

Schoolcraft College Police Department 734-462-4424

Lost & Found

Liberal Arts Building—LA8

Classrooms
Liberal Arts Programs
Liberal Arts Theatre

Livonia Medical Center—LMC15

IHA Primary Physicians
St. Joe's Outpatient Surgical Center

McDowell Student Center—MC10

Academic Advising
Admissions and Welcome Center
Career Services/Student Employment
Cashier
Classrooms
Computer lab
Distance Learning
English as a Second Language (ESL) lab
Financial Aid/Student Financial Services
Hinkle Student Resource Center/
Specialized Grants/Community Resources
International Center
Office of Instruction
Registration Center
Student Accounts
Student Records/Registrar
Student Support Services/Disability Support/
Counseling & Mental Health Support/Student
Relations/SC aware/Title IX Coordinator.
Testing Center
Veterans Resource Center

Physical Education Building—PE7

Classrooms
Fitness Center
Gymnasium
Pool

Receiving Dock—S3

Service Building—S3

Facilities Management

TrinityElite Sports Center—ESC14

Movement Sciences Classroom
Sports Game Area
Sports Performance Space

Trinity Health Sports Dome—SD13

Athletic Fields

Vistatech Center—VT2

American Harvest Restaurant
Classrooms
Culinary Arts Program
Conference & Event Services
Kehrl Auditorium
Main Street Cafe

Waterman Wing—W

Henry's Food Court
Meeting Rooms
Recreational Areas
Student Activities
Student Clubs
Study Area



Public Safety Training Complex—PSTC

Academy Training CenterATC

31777 Industrial Road, Livonia, 48150-1821

Classrooms
Police Academy
Fire Academy

Firearms Training CenterFTC

31623 Industrial Drive, Livonia, 48150-1821

Classrooms
Fire Technology
Homeland Security
Criminal Justice
Firearms Training



Manufacturing & Engineering Center—MEC

13001 Merriman Road, Livonia, MI, 48150-1826

Biomedical Engineering Technology
CAD
Electronics
Engineering
Manufacturing
Mechatronics
Metallurgy
Occupational Safety and Health
Plastic Technology
Quality Management
Robotics
Welding



Schoolcraft
College®



**YOUR PRIDE AWAITS.
WE'RE READY. ARE YOU?**

#OCELOTPRIDE

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