

## On-Campus Recruiting Request Form

Schoolcraft College welcomes college recruiters from our partner four-year colleges and universities to visit our campus and meet with potential students. Recruitment requests will be honored if sent to us a minimum of five (5) business days in advance of the requested visit.

1. Please **check** your requested dates with the [college calendar](#) located [online](#) under the “News and Events” section
  - a. Make sure that classes are in session and students will be on campus
2. Type in your **contact** information
3. Type in the requested dates and times, typing one request per line
4. Click “**Submit**”; you will receive an email dialog box
  - a. If sending through your desktop email (ex: Microsoft Outlook), click the “Desktop Email Application” button
  - b. If sending through Internet email service (ex: Yahoo, Gmail...), click the “Internet Email” button

Below is a list of buildings where you can recruit:

- Applied Sciences (most of the business and technology courses are taught there)
- Biomedical Technology Center (most of the math, science and nursing courses are taught there)
- Forum (most of the art and science courses are taught there)
- Henry’s Food Court (located in the Waterman Wing of the VisTaTech Center)
- Liberal Arts (most of the liberal arts, Child and Family Services, and performance courses are taught there)
- Radcliff Campus (located in Garden City; all Allied Health and some general education courses are taught there)
- Public Safety Training Complex (all public safety courses taught there)

Please complete all the fields in this form, and click the “Submit Form” button located on the bottom of this page. Once submitted, a confirmation of your request will be sent to you within 2 business days. Parking and maps are located [online](#) under the “Connect” page.

If you have questions, please email them to [hlaird@schoolcraft.edu](mailto:hlaird@schoolcraft.edu).

Name of recruiter or representative	
College or university	
Recruiter or representative email	
Office phone number	
Cell phone number	
Are you able/willing to receive text messages on your cell phone?	<input type="checkbox"/> YES <input type="checkbox"/> NO

				Location (Select one location per row)					
	Date	Day	Time	Applied Science	Biomedical Technology Center	Forum	Liberal Arts	Henry’s	Radcliff
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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