

Culinary Arts Program

Information and Application Packet 2012-13

PROGRAM DESCRIPTION

The Culinary Arts Program (CAP) prepares students for work in all areas of food service operations including food preparation, menu planning, purchasing food supplies, hiring staff, establishing safety and sanitation procedures, and promoting the business. Students learn and practice their art in the most advanced instructional kitchens in the Midwest, if not the entire country. Important information about the Culinary Arts Program:

- Ninety-six (96) students are admitted in the fall semester.
- Culinary Arts courses are offered at the Livonia campus.
- The American Harvest restaurant, a student run program, provides lunches and dinners prepared and presented by Culinary Arts students.
- Students are required to register for one rotation (3 courses) per fall and winter semester. Culinary courses are on 5 week rotations.

APPLICATION REQUIREMENTS

The Culinary Arts Program (CAP) requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Apply to Schoolcraft College online at www.Schoolcraft.edu .
2. Transcripts	Request official undergraduate college transcripts from <u>all</u> schools previously attended. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
3. Verify Transcripts	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all official undergraduate college transcripts have been received.
4. Counseling and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
5. Obtain Sanitation Certificate	Submit proof of a valid ServSafe certificate earned within the last five years to the Admissions or Enrollment Center. Students may prepare to complete this requirement by taking Schoolcraft's CAP 102 Culinary Sanitation course, Continuing Education class or other opportunities in the community.
6. Obtain a CAP 103 Permit	Once all assessment requirements have been met and any necessary foundation coursework is completed, students must meet with a Schoolcraft counselor or academic advisor to obtain a permit to register for CAP 103. Please note that CAP 103 is restricted to regularly admitted students; Dual and Special high school students are not eligible.
7. College Prerequisite Coursework – CAP 103	Complete CAP 103 – <i>Introduction to Professional Cooking Skills and Technique</i> with a grade of <u>2.5</u> or better. Your grade must be posted to your transcript before you submit a program application. Application to the program must be made within five years of completing the CAP 103 course.
7. Cumulative GPA	Attain a cumulative grade point average of <u>2.0</u> or better for all Schoolcraft college courses.
8. Apply to Culinary Arts Program	Submit the attached Culinary Arts Program Application to the Admissions and Enrollment Center with appropriate signatures.

CULINARY ARTS INFORMATION SESSION

The Culinary Arts Department highly recommends that you attend a Culinary Arts Campus Tour. This will include an information session to learn more about the Culinary Arts Program, application process and a tour of the facilities. The information sessions are offered every other Thursday at 3:30 p.m. Sign up for a culinary tour online www.schoolcraft.edu/recruit/tours.aspx or call by phone at 734-462-4683.

CAP 103 CLASS AND WAITLIST

- A waitlist may exist for the CAP 103 class. To attempt registration for CAP 103, you must apply to the College, obtain a student number, satisfy assessment and sanitation requirements, and meet with a counselor or academic advisor for assessment review.
- Meet with a counselor or academic advisor who will verify that all CAP 103 prerequisites are met. Qualified students will be issued an electronic permit that will allow them to attempt to register for CAP 103.
- On the first day of registration, as early as possible, you may attempt to register for this course online at <http://webadvisor.schoolcraft.edu> **if you have obtained a permit.**
- The class tends to fill quickly. Be sure to register as early as possible.

APPLICATION PROCESS

The Student Recruitment Office is responsible for maintaining the acceptance list for the Culinary Arts Program. Program applications are received and processed on an on-going basis. For the purpose of fairness, applications received at the end of the CAP 103 class will be held for three business days after final grades are available and then will be dated received.

The order of acceptance of qualified applicants will be based on the date the Admissions and Enrollment Center receives a valid application to the program. In the event that more than one qualified student applies on the same day for the last remaining spot, the order of acceptance will be as follows for semester placement:

1. Date of valid Culinary Arts Program application.
2. Grade earned in CAP 103 – Ranked high to low.
3. Residence:
 - A. United States Citizens and Resident Aliens.
 1. Applicants who are residents of the College district.
 2. Applicants who are residents of the State of Michigan but who reside outside the College district.
 3. Applicants who reside outside of the State of Michigan.
 - B. Nonimmigrant Aliens (Aliens who are approved by the Immigration and Naturalization Service to attend institutions of higher education in the United States.)

ACCEPTANCE NOTIFICATION

Applicants will be notified of acceptance by mail.

ENROLLMENT REQUIREMENTS

Prior to the start of your acceptance term, you will receive detailed information about registration for the upcoming semester. Once accepted to the Culinary Arts Program, you will be required to register for the program rotations as determined by the Culinary Arts Department. All Culinary Arts students are encouraged to meet with a counselor or academic advisor prior to registration to review course requirements and to discuss their overall educational plan.

ESTIMATION OF TUITION AND FEES

ESTIMATE OF TUITION AND FEES – CULINARY ARTS ASSOCIATE DEGREE			
(Estimate based on 81 credit hours)			
	Resident	Non-Resident	Out of State
Tuition:	\$7,047.00	\$10,287.00	\$15,228.00
Registration Fees:	\$240.00	\$240.00	\$240.00
Instructional/Equipment Fees:	\$324.00	\$324.00	\$324.00
Service Fee	\$405.00	\$405.00	\$405.00
Lab Fees:	\$1,900.00	\$1,900.00	\$1,900.00
Uniforms:	\$225.00	\$225.00	\$225.00
Knife Set:	\$350.00	\$350.00	\$350.00
Books:	\$982.00	\$982.00	\$982.00
TOTAL:	\$11,473.00	\$14,713.00	\$19,654.00

The above figures are based on 2012-2013 rates and are subject to change. A Resident student is one whose legal residence is in the school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or pay out-of-state tuition

NOTE

Requirements for admission to the Culinary Arts Program are subject to change at any time.

Please contact the Admissions and Enrollment Center for updates of any applicable changes.

Phone: 734-462-4426 Fax: 734-462-4553

E-mail: admissions@schoolcraft.edu Web: www.schoolcraft.edu

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

Requirements for Obtaining a CAP 103 Permit

Please schedule to meet with a Schoolcraft counselor or academic advisor to complete the following application. Please note that eligibility for CAP 103 requires issuance of an electronic permit by a counselor or academic advisor. To be issued a permit, you must work with a counselor or academic advisor who will verify that the following requirements have been completed.

Name _____ Student Number _____

Complete the following with a Schoolcraft College Counselor or Academic Advisor:

Part A: ADMISSION CAP 103 is restricted to regularly admitted students. Dual and Special high school students are not eligible for CAP 103. Student must be admitted as a regular student.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has been regularly admitted to Schoolcraft College		

Part B: OFFICIAL TRANSCRIPTS Transcripts document coursework and appropriate assessment.

Schoolcraft College:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has received all official undergraduate college transcripts.		
<input type="checkbox"/> no previous college transcripts needed (new student)		

Part C: ASSESSMENT TESTING Take an assessment test unless you are exempt (approved by an academic advisor or counselor).

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has taken assessment test or ⇒		
<input type="checkbox"/> is exempt from assessment.		

Part D: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate fundamental courses to improve your skills.

Minimum Scores:	ACT	ACCUPLACER/CPT
Writing	15+	51+
Reading	15+	57+
Numerical/Arithmetic	16+	60+

Student:		Test Scores/ Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum English score or ⇒	<input type="checkbox"/> has successfully completed appropriate course (ENG 050 or higher)			
<input type="checkbox"/> has met minimum reading score or ⇒	<input type="checkbox"/> has successfully completed appropriate course (COLLS 050 or higher)			
<input type="checkbox"/> has met minimum math score or ⇒	<input type="checkbox"/> has successfully completed appropriate course (MATH 045 or higher)			

Part E: ServSafe Certificate Submit proof of a valid ServSafe certificate earned within the last five years.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has current ServSafe Certificate (must submit certificate for evaluation)		

Part F: OBTAIN CAP 103 PERMIT Once all assessment requirements have been met and any necessary foundation coursework is completed, you must meet with a counselor or academic advisor to obtain a CAP 103 permit. This permit will allow you to attempt registration/wait listing for CAP 103. Upon completion of CAP 103 with a grade of 2.5 or above, plan to meet with a counselor or academic advisor to complete an application to the Culinary Arts Program. Your CAP 103 grade must be posted to your transcript before you submit a program application.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met requirements for CAP 103 permit ⇒		



This application is required for the Culinary Arts Program. You may submit this application to the Admissions and Enrollment Center after you complete the following:

- 1) Are admitted to Schoolcraft College. (Dual and Special Enrollment students are not eligible to apply.)
- 2) Review and meet all requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts and complete assessment requirement unless exempt.
- 4) Meet with an academic advisor/counselor to review your progress toward meeting program requirements and to obtain appropriate signatures.
- 5) Completion of all sections of this application with signatures from academic advisor/counselor is required to be accepted into the Culinary Arts program. Return application to the Admissions and Enrollment Center. Applications are accepted on a continuous basis.

Section I: To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College.

Name

Last (Family Name) First Middle Former (If Applicable)

Address

Number Street Apt. City State Zip + 4 Digit Code

Day Phone () **Evening Phone** ()

Email _____ **Birth Date** _____

Student Number _____ **Social Security Number** _____

Month / Day
Last 4 Digits

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

Section II: To be completed with academic advisor/counselor

THE ITEMS IN SECTION II ARE REQUIRED. MEET WITH AN ACADEMIC ADVISOR OR COUNSELOR TO OBTAIN APPROPRIATE SIGNATURES BEFORE APPLYING TO THE PROGRAM.

Part A: OFFICIAL TRANSCRIPTS *Transcripts document coursework and appropriate assessment.*

Schoolcraft College:

- has received all official undergraduate college transcripts
- no previous college transcripts needed

Counselor or Academic
Advisor Signature Date

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Part B: ServSafe Certificate. Submit proof of a valid ServSafe certificate earned within the last five years.

Student:

- has a current ServSafe Certificate

Counselor or Academic
Advisor Signature Date

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Part C: CAP 103 Complete Introduction to Professional Cooking Skills and Technique with a grade of 2.5 or better within five years of application to the program.

Student:

has successfully completed CAP 103 (2.5 or better)

Semester _____ Grade _____

Counselor or Academic
Advisor Signature

Date

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Part H: CUMULATIVE SCHOOLCRAFT COLLEGE GPA Attain a 2.0 or better cumulative grade point average for all courses attempted at Schoolcraft College.

Student has a cumulative GPA of 2.0 or better.

Counselor or Academic
Advisor Signature

Date

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Section III: Application to be signed by student

X

Applicant Signature

Date

RETURN TO:

Admissions and Enrollment Center
McDowell Center
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696

Phone: 734-462-4426
Fax: 734-462-4553

DATE RECEIVED: