Registration Information

Fax 734-462-4572
Now until one week before class meets.

Mail-In Registration
Mail registration form and your payment to:
Schoolcraft College
Cashier/Kids on Campus Summer 2009
18600 Haggerty Rd.
Livonia, MI 48152-2696

We encourage you to register early for the best selection. You also may use the drop boxes located at McDowell Center in Livonia and at Radcliff Center in Garden City.

Walk-In Registration
McDowell Center
Monday, Thursday 8 am to 7 pm
Tuesday, Wednesday, Friday 8 am to 4 pm

Schoolcraft College is conveniently located on Haggerty Road between Six and Seven Mile Roads, just west of I-275 in Livonia.

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 disability, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

Refunds must be requested in writing to the Admissions & Enrollment Center. The refund policy is:
★ Through the day before the first class meets—100 percent course fees.
★ Thereafter—no refund.
Refund checks are issued in the student’s name and mailed to the student’s address on record.
Refund requests are to be mailed, faxed or walked in to the Admissions & Enrollment Center and must be initiated by the student. The request must contain the following:
• Student’s name
• Student or social security number
• CES course and section number
• A brief statement requesting the refund, signature and date.
Note: credit card charges will not be automatically credited.

Cancellation Policy: Schoolcraft College reserves the right to cancel all classes that do not receive a minimum number of registrations. Students will be contacted by phone before the first class and will receive a full refund. Every effort will be made to accommodate these students in other classes. The college may change the day, time of day, location or instructor of a class.

Eligibility for TAG classes

NOTE: Certification is not necessary for children in kindergarten through grade 2

Please submit a new recommendation each semester when registering.

Students registering for a TAG class may qualify by meeting one of two criteria:

Option A: Students registering for a TAG class must be classified as talented and academically gifted according to their local school criteria. Students with this designation may register for any TAG class.

Option A certification: This is to certify that __________________________ is classified as an academically talented and gifted student according to the school’s criteria.

Signed  ____________________________________________________________________________________________________
Principal, Coordinator, or Teacher (please circle appropriate title)

OR

Option B: Students not classified by their school districts as gifted may be recommended by a school staff member who feels the student will benefit from the challenges of a specific TAG class or group of TAG classes. The recommending school staff member should sign below and note the subject area(s) of recommendation.

Option B certification: This is to recommend __________________________ for the following TAG class or group of TAG classes (i.e. math, science)

___________________________________________________________________________________________________________

Signed  ____________________________________________________________________________________________________
Recommending School Staff Member/Title