

# On-Campus Recruiting Request Form

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Schoolcraft College welcomes college recruiters from our partner four-year colleges and universities to visit our campus and meet with potential students. Please follow the steps below to request an on-campus recruitment day and time (**fall and winter terms only**):

1. Please **check** your requested dates with the college calendar located at <http://www.schoolcraft.edu/webcalendar/calendarnow.aspx>
  - a. Make sure that classes are in session and students will be on campus
2. **Type** in the requested dates and times, typing one request per line
3. Type in your **contact** information
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 (cafeteria located in the Waterman Wing of the VistTaTech Center)
- Liberal Arts (most of the liberal arts, Child and Family Services and performance courses are taught there)
- Radcliff Campus (located in Garden City and hosts Allied Heath, Criminal Justice and Fire Technology programs)

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 48 business hours. Parking and maps are located at <http://www.schoolcraft.edu/maps>.

If you have questions, please email them to Laurie Kattuah-Snyder at [lsnyder@schoolcraft.edu](mailto:lsnyder@schoolcraft.edu)

Date	Day	Time	Location
1			Applied Sciences
			Biomedical Technology Center
			Forum
			Henry's
			Liberal Arts
			Radcliff
2			Applied Sciences
			Biomedical Technology Center
			Forum
			Henry's
			Liberal Arts
			Radcliff
3			Applied Sciences
			Biomedical Technology Center
			Forum
			Henry's
			Liberal Arts
			Radcliff

<b>Name of recruiter or representative</b>	
<b>College or university</b>	
<b>Recruiter or representative email</b>	
<b>Office phone number</b>	
<b>Cell phone number</b>	

**Clear Form**

**Save Form**

**Print Form**

**Submit Form**