



HIGH SCHOOL DUAL ENROLLMENT

Student Checklist

Congratulations on your acceptance to Schoolcraft College! Your Student Number is: _____

Confirm That You Are Ready to Register

Check your *Welcome to Dual Enrollment at Schoolcraft* email to find out about your Academic Advising requirements, then follow these steps to register for your approved classes. Contact the Admissions and Welcome Center at 734 462-4683 for assistance.

Academic Advising services are available as needed. Please call 734 462-4429 to schedule an appointment.

Log In to Your College Email Account

As a Schoolcraft student you have been assigned a college email. Log in to schoolcraft.edu/OcelotAccess. On the *My Info* card, click on *log in to your student email*.

The college will send all important communications to this email address. Make sure to check it frequently.

Username: _____
(lower case first initial followed by student number)

Password: _____
(first name followed by student number)

Log in to OcelotAccess

Ocelot Access is Schoolcraft's online system where you can:

- Search, register, waitlist, drop, and pay for classes.
- View student records, including billing statements, unofficial transcripts, and enrollment verifications.

Log in at schoolcraft.edu/OcelotAccess

Register for Approved Dual Enrollment Classes

Register for classes at schoolcraft.edu/OcelotAccess

Register for **ONLY** your approved classes.

- If you need to change the course you were approved for, submit the Dual Enrollment Course Revision Form available at schoolcraft.edu/dual.
- Visit schoolcraft.edu/register for information about the registration process, including important deadlines.

Pay for Classes

Payment will be processed based on the Tuition Payment Authorization completed with the Dual Enrollment Application.*

High School Paid: Payment is not due at the time of Registration. Schoolcraft will invoice the student/parent(s) after the drop/add period with an outstanding tuition/fee balance if:

- The school district or Michigan Department of Education does not cover the entire amount.
- The student does not complete his/her course(s).
- The student registers for any courses other than those approved on their application.

Self Paid: Payment is due at time of registration. Tuition may be paid in installments by enrolling in our Tuition Payment Plan. Get payment plan information at schoolcraft.edu/payments.

Purchase Books

If you are eligible for book funding, please contact the Student Accounts department at 734-462-4586 prior to purchasing your books. Purchase or rent books through the campus bookstore at schoolcraftbooks.com.

Get your Student ID Card

Get your Schoolcraft Student ID Card at the Registration Center, in the McDowell Student Center. Bring a copy of your schedule and another form of photo identification for verification.

***IMPORTANT - High School Paid Classes**

You must submit the signed Payment Authorization and Parent Approval Form to Student Accounts **EACH SEMESTER**. This approval form acts as payment. If it is not received, you will be dropped from your classes for non-payment.

The form is available at schoolcraft.edu/dual.

Transcripts

Your transcript will be sent to your high school after the end of each semester. If you need a transcript for any other reason such as transferring to another college, you will need to request it at getmytranscript.com.