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 if you are required to meet with an Academic Advisor, then follow these steps to register for your approved classes. Please contact the Answer Center at 734 462-4426 if you have questions.

Academic Advising services are available as needed. Schedule an appointment by calling 734 462-4429.

☐ Set Up Your New Student Password

If you are a first-time student at Schoolcraft College, you will need to create a New Student Password. You will use your username and password to login to SC Mail, Ocelot Access, Scholarship Universe, WI-FI and more.

Set up your password at **schoolcraft.edu/newstudentpassword.**

☐ 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.

☐ Log in to Ocelot Access

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 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 *Payment Authorization* submitted with your Dual Enrollment Application.*

High School Paid: Payment is not due at the time of registration. Schoolcraft College 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 State of Michigan requires students to reimburse the school or the state if:

- 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 or Rent 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

You must submit the signed *Payment Authorization and Parent Approval Form* to the Admissions Department **EACH SEMESTER**. The form is available at **schoolcraft.edu/dual**. This approval form acts as payment. If it is not received, you will be dropped from your classes for non-payment.

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**.