

Culinary Baking and Pastry Arts Program Information and Application Packet 2012-2013

PROGRAM DESCRIPTION

The Culinary Baking and Pastry Arts Program (CBPA) prepare students for baking and pastry chef careers which includes a variety of baked goods from artisan breads to European and classical pastry preparation. The program provides advanced training beginning with fundamentals through the most refined and advanced skills and techniques. 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 Baking and Pastry Arts Program:

- Thirty-two (32) students are admitted in the fall semester.
- Culinary Baking and Pastry courses are offered at the Livonia campus.
- Students in the Culinary Baking and Pastry program prepare baked goods and pastries sold in the American Harvest Restaurant and Main Street Café.
- Students who satisfactorily complete the Program Courses qualify for a Certificate of Program Completion.

APPLICATION REQUIREMENTS

The Culinary Baking and Pastry Arts Program (CBPA) require 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	Submit <u>official undergraduate</u> 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 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 CBPA 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 CBPA 103. Please note that CBPA 103 is restricted to regularly admitted students; Dual and Special high school students are not eligible.
7. College Prerequisite Coursework – CBPA 103	Complete CBPA 103 – <i>Introduction to Baking and Pastry 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. CBPA 103 must be taken within five years of applying to the Culinary Baking and Pastry Arts Program.
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 Baking and Pastry Arts Program	Submit the attached Culinary Baking and Pastry 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 Baking and Pastry Arts Programs, 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.

APPLICATION PROCESS

The Admission and Enrollment Center is responsible for maintaining the acceptance list for the Culinary Baking and Pastry Arts Program. During the fall, winter, and summer semesters, 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 Baking and Pastry Arts Program application.
- 2) Grade earned in CBPA 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 Visa Holders (F1 visa holders are not eligible for the certificate only program.)

Applications that are turned in during the spring semester are put into a single pool which remains open until both CBPA 103 courses are complete. All valid applications received by this date will be ranked according to the following criteria:

- 1) Grade the applicant received in CBPA 103
- OR
- 2) Grade received in Pastries II (if the applicant has completed the two-year CAP program in lieu of taking CBPA 103)
- OR
- 3) Grade received in CAP 103 (if the applicant has completed the one-year CAP program in lieu of taking CBPA 103)

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 Baking and Pastry Arts Program, you will be required to register for at least 15 or 20 credit hours each semester. All Culinary Baking and Pastry 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 BAKING AND PASTRY ARTS CERTIFICATE

(Estimate based on 39 credit hours)

	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$3,393.00	\$4,953.00	\$7,332.00
Registration Fees:	\$120.00	\$120.00	\$120.00
Instructional/Equipment Fees:	\$156.00	\$156.00	\$156.00
Service Fee:	\$195.00	\$195.00	\$195.00
Lab Fees:	\$935.00	\$935.00	\$935.00
Uniforms:	\$225.00	\$225.00	\$225.00
Pastry Kit:	\$400.00	\$400.00	\$400.00
Books:	\$200.00	\$200.00	\$200.00
TOTAL:	\$5,624.00	\$7,184.00	\$9,563.00

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 District 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 Baking and Pastry 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 CBPA 103 Permit

Please schedule to meet with a Schoolcraft counselor or academic advisor to complete the following application. Please note that eligibility for CBPA 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 has been completed.

Name _____ Student Number _____

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

Part A: ADMISSION CBPA 103 is restricted to regularly admitted students. Dual and Special high school students are not eligible to apply. 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 met minimum reading score or ⇒			
<input type="checkbox"/> has met minimum math score or ⇒			
<input type="checkbox"/> has successfully completed appropriate course (ENG 050 or higher)			
<input type="checkbox"/> has successfully completed appropriate course (COLLS 050 or higher)			
<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 Certification (must submit certificate for evaluation)		

Part F: OBTAIN CBPA 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 CBPA 103 permit. This permit will allow you to attempt registration/wait listing for CBPA 103. Upon completion of CBPA 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 Baking and Pastry Arts Program. Your CBPA 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 CBPA 103 permit ⇒		

This application is required for the Culinary Baking and Pastry 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 Baking and Pastry 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** _____
Month / Day

Student Number _____ **Social Security Number** _____
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.*

<p>Schoolcraft College:</p> <p><input type="checkbox"/> has received all official undergraduate college transcripts</p> <p><input type="checkbox"/> no previous college transcripts needed (new student)</p>	<p>Counselor or Academic Advisor Signature</p> <p>Date</p> <table border="1" style="width: 100%; height: 40px; margin-top: 10px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		

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

<p>Student:</p> <p><input type="checkbox"/> has a current ServSafe Certificate (must submit certificate for evaluation)</p>	<p>Counselor or Academic Advisor Signature</p> <p>Date</p> <table border="1" style="width: 100%; height: 40px; margin-top: 10px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		

Part C: CBPA 103 Complete Introduction to Baking and Pastry Skills with a grade of 2.5 or better or complete the first year of Schoolcraft's Culinary Arts Program. Either requirement must be completed within five years of application to the program.

Student:

- has successfully completed CBPA 103 (2.5 or better)
Semester _____ Grade: _____
- has successfully completed first year of CAP Program
Year completed _____ Grade: _____
(CAP 103 grade)
- has successfully completed Culinary Associate Degree
Year completed _____ Grade: _____
(CAP 240 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: