Schoolcraft College

On-Campus Recruiting Request Form

Schoolcraft College welcomes college recruiters from our partner four-year colleges and universities to visit our campus and meet with potential students. Recruitment requests will be honored if sent to us a minimum of 12 business days in advance of the requested visit.

1. Please **check** your requested dates with the college calendar.
    a. Make sure that classes are in session and students will be on campus
2. Type in your **contact** information
3. Type in the requested dates and times (start-end), typing one request per line
4. Save document to your device.
5. 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:

- Health Science (most of the business, nursing & health programs are taught there)
- Biomedical Technology Center (most of the math and science courses are taught there)
- Forum (most of the art and science courses are taught there)
- Henry's Food Court (located in the Waterman Wing of the VisTaTech Center)
- Liberal Arts (most of the liberal arts, early childhood education, and performance courses are taught there)

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 as soon as possible. Parking and maps are located online .

If you have questions, please email them to adowner@schoolcraft.edu.

Name of recruiter or representative	
College or university	
Recruiter or representative email	
Office phone number	
Cell phone number	
Are you able/willing to receive text messages on your cell phone?	◉ YES ○ NO

	Date	Day	Time	Location (Select one location per row) Health Science	Biomedical Technology Center	Forum	Liberal Arts	Henry's
1				☐	☐	☐	☐	☐
2				☐	☐	☐	☐	☐
3				☐	☐	☐	☐	☐

Clear Form Save Form Print Form