

Oakland Community College

APPLICATION for Admission

Get anywhere from here...

2009–2013 Strategic Plan
Learning is our only priority

Strategic Outcomes

Offer Quality Academic Programs

- Align curriculum to general education outcomes
- Implement rigorous curriculum renovation to ensure relevant curriculum
- Respond to the workforce needs of southeastern Michigan
- Ensure high-quality teaching

Promote Student Success

- Continually assess and improve student learning
- Help students to develop college-level skills
- Support the development of a seamless K-16 experience

Increase Student Involvement

- Promote student involvement in the intellectual and social life of the college
- Encourage service to the local community and larger society
- Facilitate the development of students as lifelong learners

Expand Community Engagement

- Expand relationships with K-12, 4-year and post-graduate institutions
- Provide community leadership to support economic, social and cultural development of our communities

Optimize Use of Resources

- Utilize the human, physical and financial assets of the college to support learning
- Support professional development to ensure individual excellence
- Strive to meet the needs of students and the community in a sustainable and responsible manner.

ADMISSION / REGISTRATION PROCESS

- Complete the Application for Admission. Include all requested documentation.
- High School Guests - submit High School Guest Approval Form.
- F-1's - submit International Student Admissions Packet (see p. 2).
- Proof of Residency (see p. 2).
- Bring in or mail completed application to the campus of your choice.
- Take any required assessments for placement purposes (see p. 3).
- Schedule an appointment with a counselor for advising.
- Create an OCC e-mail account (see p. 2).
- Register early for classes.

EQUAL OPPORTUNITY/SEXUAL HARASSMENT POLICY

Oakland Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including sexual harassment), age, height, weight, marital status, familial status, sexual orientation, Vietnam era veteran status, or disability in its employment practices and/or educational programs or activities.

Those concerned about the above should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266. Phone: 248.341.2000

Website Address: www.oaklandcc.edu

A copy of OCC's Annual Security Report includes the previous three years and contains crime data that occurred on-campus, off-campus, buildings or property owned or controlled by OCC; and on public property within, or immediately adjacent to and accessible from, the campus. It also includes institutional polices concerning campus security. You can obtain a copy of this report by contacting the Director of Public Safety or by using this link: www.oaklandcc.edu/PublicSafety/



OAKLAND COMMUNITY COLLEGE®

APPLICATION PROCEDURES FOR ADMISSIONS

General Admissions Application Information: Admission to OCC is open to all students who are high school graduates, GED recipients, college transfer students, or persons over the age of 18.

- 1. Please type or print in blue or black ink.
- 2. Complete these application sections: Personal Information; Important Admissions Information; Educational History.
- 3. Proof of Residency (provide a copy of one of these: Driver's License; State ID; Voter's Registration Card; Current Property Tax Receipt; Lease Agreement – P.O. Box will not be accepted as an address until proof of residency is verified by OCC)
 - Permanent residents must also present their resident alien card *or* passport in addition to the residency proof.
 - Non-immigrants must show a current property tax receipt verifying themselves, or, if a dependent student, his/her parent as a property owner to establish in-district or out-of-district rates.
- 4. Sign Application.
- 5. Bring in or mail the completed application to Oakland Community College – ADMISSIONS

Admissions Mailing Addresses:

Auburn Hills	2900 Featherstone Road • Auburn Hills, MI 48326-3845
Highland Lakes	7350 Cooley Lake Road • Waterford, MI 48327-4187
Orchard Ridge	27055 Orchard Lake Road • Farmington Hills, MI 48334-4579
Royal Oak	739 South Washington • Royal Oak, MI 48067-3898
Southfield	22322 Rutland Drive • Southfield, MI 48075-4793

For additional information regarding Admissions, please call 248.341.2200

- 6. An OCC Student E-mail Account is required. Please refer to www.oaklandcc.edu to sign up for your OCC e-mail account after your application has been processed.

Deadline

To expedite the registration process, applications should be received in the Admissions Office one month prior to registration.

***** Additional Recommendations:**

- Assessment is required for placement.
- Schedule an appointment with a counselor for advising.
- Register early for classes.

Transfer Applicants

- Complete General Admissions Application Information (see above).
- If you intend to have your credits transferred, arrange to have your official academic transcript(s) from each college attended sent directly to Oakland Community College - ADMISSIONS, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266.

College Guests

- Complete the Guest Application from your home institution or the Michigan Uniform Guest Application at www.oaklandcc.edu/futurestudents/MUUGA.pdf

F-1 International Students

- International Students who wish to be admitted as an F-1 student or change to F-1 from another status must also complete all required forms from the **F-1 International Student Admissions Packet** or see **required downloadable forms** at www.oaklandcc.edu/International/admission_requirements.aspx. F-1 students must select a program of study.
For more information regarding the F-1 International Student Admissions Packet, please call 248.341.2200.
 - *Applications for F-1 International Students must be submitted to the Campus International Student Advisor*
- Complete General Admissions Application Information (see above).

High School Guest / Dual Enrollment High School Guests are those students who are currently enrolled in high school and whose high school class has not graduated. High School Guests must also submit the **High School Guest/Dual Enrollment Approval Form** with required signatures from high school personnel.

- 1. Complete entire application PLUS High School Guest/ Dual Enrollment Section.
- 2. Have additional information completed by the High School Principal or Designee (see p. 6).
- 3. Mail the entire application to Oakland Community College, without tearing off the application form (see campus mailing addresses listed above).
- 4. High school dual enrollment voucher should be turned in to the cashier's office to pay for classes.

Student Financial Resources and Scholarships

Information on federal, state, institutional and private financial assistance programs is available at all campus Student Financial Resources and Scholarships (SFRS). Students should apply early for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students can acquire a wealth of information on all federal financial assistance programs at www.studentaid.ed.gov. Students are encouraged to call or visit the campus Student Financial Resources and Scholarships office for additional information and financial aid literature.

For additional Financial Aid/Scholarship information and literature, please contact your selected location:

Auburn Hills: 248.232.4346	Highland Lakes: 248.942.3040	Orchard Ridge: 248.522.3440
Royal Oak: 248.246.2440	Southfield: 248.233.2940	

Accessibility Compliance Center & Education Support Services

Academic support services and special assistance is available for students that are physically challenged, have learning difficulties, economically disadvantaged, in Non-Traditional Training Programs, Single Parents, Displaced Homemakers, individuals with Limited English Proficiency and/or academically disadvantaged. Should you need additional information or assistance contact one of the following campus locations:

Auburn Hills: 248.232.4080	Highland Lakes: 248.942.3080	Orchard Ridge: 248.522.3480
Royal Oak: 248.246.2480	Southfield: 248.233.2780	

Academic Placement

Students must participate in testing for course placement, which is available on campus through the English and/or Math COMPASS program; ACT or SAT scores may be submitted for placement purposes. Placement for persons born outside the U.S. is the MTELP (Michigan Test of English Language Proficiency). For permanent exemption status and more information, refer to the Schedule of Classes and college catalog (which is available online.) Students enrolling in BIO 1570 (Microbiology of Health & Disease) or BIO 2630 (Anatomy & Physiology I) will need to first take the Biology Proficiency Test.

Transfer Programs

These associate degree programs are intended for students who plan to transfer and complete a bachelor's degree at a four-year college or university, although they are not limited to those students. Enter the code, which appears in capital letters, indicating your program preference, on the application.

ASC.ASC	Associate in Science	CIN.ALA	Cinematic Arts	MUS.CMT.ALA	Composition/Music Theory Option
BUS.ABA	Business Administration	FAV.ALA	Liberal Arts-Fine Arts/Visual	MUS.PIN.ALA	Music Performance/Instrumental Option
ACC.ABA	Business Administration with a Concentration in Accounting	GEN.AGS	General Studies	MUS.PVO.ALA	Music Performance/Vocal Option
ALA.ALA	Liberal Arts	GLS.ALA	Global Studies	THE.ALA	Theatre
		ICM.INT.ALA	International Commerce		

Occupational/Career Programs

The courses or programs below lead to an Associate in Applied Science Degree or Certificate. Enter the 3-10 letter program code, which appears in capital letters, for your program preference on the application.

Undecided/Non-Degree Seeking

If you do not have a program preference at this time, write **UND** (UNDECIDED) on the application in the program area. **Students receiving veteran's benefits or financial aid must declare a program.** If it is your intention not to pursue a degree program, write **NDS** (NON-DEGREE SEEKING) in the program area.

International Students

All students applying for, or changing to, F-1 status must designate a specific program. **These students may not select UND (Undecided) or NDS (Non-Degree Seeking).**

Programs Of Study

Oakland Community College offers programs leading to associate degrees and certificates. Specific requirements are outlined in the college catalog. Admission to the college does no guarantee admission to a specific program. Please refer to the categories below and enter the appropriate 3-10 letter code, which describes your intended field of study.

ACC.ABA	Business Administration - Concentration in Accounting	CUL.AASX	Culinary Arts	META.AS	Medical Transcription
ACC.GA.CT	General Accounting Certificate	CUL.BPA.CT	Baking and Pastry Arts Certificate	MET.CT	Medical Transcription Certificate
ACH.AASX	Architecture	CUL.HMM.AAS	Hotel Management	MGT.AOM.AAS	MGT Development - Administrative Office Management
AET.RES.CT	Renewable Energies and Sustainable Living Certificate	CUL.RMP.AAS	Restaurant Management	MGT.BUS.AAS	MGT Development - Business Management
ALA.ALA	Liberal Arts	DHY.APP	Dental Hygiene Applicant	MGT.CCM.CT	MGT Development - Concrete Construction Mgmt Certificate
ASC.ASC	Associate in Science	DMS.APP	Diagnostic Medical Sonography Applicant	MGT.CMN.AASX	MGT Development - Construction Management Option
AST.GBU.AAS	Administrative Support Technology - General Business	ECD.AAS	Early Childhood Development	MGT.CMN.CT	MGT Development - Construction Management Certificate
AUS.AAS	Automobile Servicing	ECT.MST.CT	Mechatronics Systems Technology Certificate	MGT.CMP.AAS	MGT Development - Construction Management Professional
AUS.CT	Automobile Servicing Certificate	EMS.APP	Emergency Medical Services Applicant	MGT.ENO.AAS	Management Development - Entrepreneurship
BUS.ABA	Business Administration	ENV.AWB.CT	Environmental Systems Tech - Building Air and Water Balance/Retro-Commissioning Certificate	MHS.APP	Management Development - Entrepreneurship
CAD.CAE.AAS	Computer Aided Engineering	ENV.FAC.AAS	Environmental Systems Tech - Facilities Management	MST.APP	Massage Therapy Applicant
CAD.CAE.CT	Computer Aided Engineering Certificate	ENV.HVA.AASX	Environmental Systems Tech - Advanced HVACR Technician	MTT.CNC.AAS	Machine Tool - Numerical Control Technology
CAD.MTO.AAS	Computer Aided Design - Tool and Die Design	ENV.HVC.CT	Environmental Systems Tech - Air Conditioning Certificate	MTT.CNC.CT	Machine Tool - Numerical Control Technology Certificate
CAD.MTO.CT	Computer Aided Design - Tool and Die Design Certificate	ENV.HVH.CT	Environmental Systems Tech - Heating Certificate	MTT.CT	Machine Tool Technology Certificate
CAD.VDO.AAS	Computer Aided Design - Vehicle Design	ENV.HVR.CT	Environmental Systems Tech - Refrigeration Certificate	MUS.CMT.ALA	Music Composition / Music Theory
CAD.VDO.CT	Computer Aided Design - Vehicle Design Certificate	ENV.HVT.AASX	Environmental Systems Tech - HVACR Technician	MUS.CT	Music Certificate
CAR.NRT.CT	Collision Auto Repair: Non-Struct Repair Tech Certificate	ENV.SPI.AAS	Environmental Systems Tech - Special Interest	MUS.PIN.ALA	Music Performance / Instrumental
CAR.PRT.CT	Collision Auto Repair: Paint and Refinish Tech Certificate	ETT.ELI.AAS	Electrical Trades Tech - Industrial Electrical	MUS.PVO.ALA	Music Performance / Vocal
CCT.AAS	Court and Caption Reporting	ETT.ELI.CT	Electrical Trades Tech - Industrial Electrical Certificate	NNO.CT	Nanotechnology in Materials Science Certificate
CCT.CT	Court and Caption Reporting Certificate	ETTELM.AAS	Electrical Trades Tech - Electromechanical Technology	NDS.NON	Non-Degree Seeking
CER.AAS	Ceramic Technology	ETTELM.CT	Electrical Trades Tech - Electromechanical Certificate	NMT.AAS	Nuclear Medicine Technology
CER.CT	Ceramic Technology Certificate	EXS.AAS	Exercise Science and Technology	NNO.AAS	Nanotechnology in Materials Science
CIN.ALA	Cinematic Arts	EXS.BUS.AASX	Exercise Science and Technology - Business	NUR.APP	Nursing Applicant
CIS.CNP.CT	CISCO Certified Networking Professional Certificate	EXS.CT	Exercise Science and Technology Certificate	NUR.PNE.APP	Practical Nurse Education Applicant
CIS.CSU.AASX	Computer Support	FAV.ALA	Liberal Arts - Fine Arts/Visual	NUR.RNE.APP	Nursing Second Year Completion Applicant
CIS.CSU.CT	Computer Support Certificate	FFT.AAS	Fire Fighter Technology	NUR.TPN.APP	Transitional LPN to ADN Applicant
CIS.CYS.CT	CyberSecurity Certificate	FFT.CT	Fire Fighter Technology Certificate	OTA.MCC.REC	Occupational Therapy Assistant Reciprocal Program
CIS.MMC.CT	Multimedia Communication Certificate	GEN.AGS	General Studies	PHS.AGS	Pre-Histologic Technology
CIS.NWS.CT	Network Specialist Certificate	GLS.ALA	Global Studies	PHT.AAS	Photographic Technology
CIS.SWE.AASX	Software Engineering	GRD.AAS	Graphic Design	PHT.CT	Photographic Technology Certificate
CIS.SWE.CT	Software Engineering Certificate	HCA.AAS	Health Care Administration	PLG.APP	Paralegal Applicant
CIS.SYA.AASX	Systems Analysis	HCA.CT	Health Care Administration Certificate	PSG.AASX	Polysomnographic Technology
CIS.SYA.CT	Systems Analysis Certificate	HPT.APP	Hospital Pharmacy Tech Applicant	PTA.MCC.REC	Physical Therapist Assistant Reciprocal Program
CIS.THS.AASX	Information Technologies for Homeland Security	ICM.INT.ALA	International Commerce	RAL.APP	Radiologic Technology Applicant
CIS.THS.CT	Information Tech for Homeland Security Certificate	INT.AAS	Interior Design	ROB.AUT.AAS	Robotics/Automated Systems Technology
CIS.WDC.CT	Web Developer Certificate	LAD.AASX	Landscape Design	ROB.AUT.CT	Robotics/Automated Systems Technology Certificate
CIS.WMC.CT	Web Master Certificate	LAD.CT	Landscape Design Certificate	RSP.APP	Respiratory Therapy Applicant
COS.MGT.AAS	Cosmetology - Management	LBT.AAS	Library Technician	RTT.AAS	Radiation Therapy Technology
COS.STY.AAS	Cosmetology - Stylist	LBT.CT	Library Technician Certificate	SLI.AAS	Sign Language Interpreter
CRJ.CRO.AAS	Criminal Justice - Corrections	LSH.AAS	Landscape Horticulture	SUR.APP	Surgical Technology Applicant
CRJ.GEN.AAS	Criminal Justice - Generalist	LSH.CT	Landscape Horticulture Certificate	THE.ALA	Theatre
CRJ.LAW.AAS	Criminal Justice - Law Enforcement	MBT.AAS	Molecular Biotechnology	TSC.AAS	Technological Sciences
CRJ.PET.AAS	Criminal Justice - Police Evidence Technology	MDA.AAS	Medical Assisting	UND.NON	Undecided
CSE.AAS	Computer Support Engineering Technology	MDA.CT	Medical Assisting Certificate	VET.MCC.REC	Veterinary Technician Reciprocal Program
CSE.CT	Computer Support Engineering Technology Certificate			WEL.CT	Welding Technology Certificate

Please select what type of applicant you are (select only one):

- First Time in Any College Transfer Previously Attended OCC Dual Enrollment High School Guest F-1 Student

PERSONAL INFORMATION

Name _____ (_____)
Last First Middle Maiden or Other Name (If applicable)

Permanent Address _____
Number Street Apt. #

_____ City State Zip Code County

Telephone Number (_____) _____ - _____ Ext _____ Type of Phone #: Home Business Cellular

Telephone Number (_____) _____ - _____ Ext _____ Type of Phone #: Home Business Cellular

Social Security Number _____ - _____ - _____ E-mail Address _____
 REQUIRED to provide support for financial, IRS, other government services, and financial aid.

Birth Date (month/day/year) _____ Gender: Male Female

Emergency Contact Name _____ Emergency Telephone Number (_____) _____ - _____

The following information is gathered for purposes of meeting state and federal agency requirements. This information is not used for admission to Oakland Community College.

- Please select the group which most closely represents you: Hispanic/Latino Non Hispanic/Latino
- Please select one or more of the following groups which most closely represents you:
 American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

IMPORTANT ADMISSIONS INFORMATION

I plan to enroll starting: Fall (Sept.) Winter (Jan.) Summer I (May) Summer II (July) **Year** _____

Academic Program Code you plan to pursue _____ (See Academic Program Code list on p. 3).

Select one location where you would like your student file to be located:

- Auburn Hills Highland Lakes (Waterford) Orchard Ridge (Farmington Hills) Royal Oak Southfield

What is your educational goal/primary reason for attending OCC? (select only one)

- To complete courses for transfer to another institution **WITHOUT** obtaining a degree or certificate from OCC (TW)
 To complete courses for transfer to another institution **AFTER** obtaining a degree or certificate from OCC (TA)
 To obtain an OCC degree or certificate (DC)
 To gain knowledge related to employment (ER)
 To gain knowledge **NOT** related to employment (EN)
 Undecided (UN)

Are you a U.S. citizen: Yes No If No, country of citizenship _____

Immigrant Status: Foreign F-1 Status Permanent Resident (Alien #) _____
 Refugee/Asylee Other Status Type _____

Is English your second or third language? Yes No (If Yes, indicate your first language) _____

Are you a veteran? Yes No

Do you plan to apply for financial assistance? Yes No

What is your intended credit load while at OCC? Full-Time (12+ credits per term) Part-Time (Less than 12 credits per term)

OPTIONAL: Information will be kept confidential and will not be used as a factor in the admission process.

EDUCATIONAL HISTORY

Name of High School _____

City/State _____

High School dates of attendance (i.e., 8/96 to 6/00): From _____ To _____
(month/year) (month/year)

Highest grade completed: 9th 10th 11th 12th Anticipated Graduation date: _____

Diploma Received? Yes No

Were you involved in a 'Tech Prep' program in High School? Yes No

Are you a home schooled student? Yes No

GED Date (if applicable) (month/year) _____

If available, please attach most recent ACT score report.

Have you previously attended another college / university (including OCC)? Yes No

Please list all colleges/universities previously attended (including OCC):

Name of Institution	City/State	Dates of Attendance (i.e., 8/99 to 5/00)	Degree(s) Received
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

** If you intend to have your credits transferred, please refer to the Transfer information on p. 2.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This law protects a student's right to the privacy of their educational records. Oakland Community College will not release student directory information without the written permission of that student. However, the student may authorize the release of this information on this application by initialing the appropriate place below. The college includes the following information in its directory file on students:

Name * Home Address * Telephone Number * Place of Birth * Program of Study * Dates of Attendance *
Degrees, Certificates, and Awards Received * Most Recent Education Institution Attended * E-mail address

The college may also provide information about our athletes including the sport of participation and the height and weight of individual athletes.

___ I request that Oakland Community College not release my directory information without my express written permission. I understand that requests from potential employers and others seeking to verify my attendance will not be answered unless I have given that requestor a signed release to give the college.

___ I authorize Oakland Community College to provide my directory information to requestors in accordance with the limitations placed upon them by FERPA.

I certify that all entries on this application are complete and accurate to the best of my knowledge. I understand that falsifying any information on this application could result in dismissal from the college.

Signature of Applicant _____ Date _____

HIGH SCHOOL GUESTS

What is a high school guest?

Current high school students are eligible for guest student status at Oakland Community College (OCC) under the following provisions:

- The student must be in the tenth grade or higher.
- The student must submit a completed OCC Admissions Application and indicate **high school guest status**.
- The student must submit the completed **High School Guest/Dual Enrollment Approval Form below**, complete with the high school principal's or designee's signature.

OCC applications are available at most high schools and in the Admissions Offices at the college. **The high school guest status is only valid during the semester for which it is submitted.** For enrollment in subsequent semesters, please complete another application following the aforementioned instructions.

How does a high school guest student register at OCC?

After submitting the OCC Admissions Application and the High School Guest/Dual Enrollment Approval Form:

- Take any required assessments for placement purposes.
- Meet with an OCC counselor for advising, if necessary.
- Register for classes using Online Services registration or during walk-in registration periods.

How does a student pay for classes at OCC?

Follow the instructions outlined in the Schedule of Classes. Based upon the time of registration, students may receive an invoice in the mail or may need to go directly to a campus to pay for their classes.

- Students are responsible for all tuition, books and course fees.
- Students must meet payment deadlines - in person by Touch*Tone or through the U.S. Mail.
- Students may pay with cash, check, Discover card, MasterCard, Visa or money order.

HIGH SCHOOL DUAL ENROLLMENT

What is high school dual enrollment?

High school dual enrollment is an educational option for high school guest students which allows them to take OCC courses for college and high school credit. The high school district may pay for the course(s) if:

- They have earned sufficient credits to be in Grade 10, 11 or 12.
- They are enrolled in both the high school and OCC simultaneously.
- They are enrolled in an academic course at OCC that is approved by the high school.
- They provide a letter from the high school district authorizing the dual enrollment and the payment of tuition.

What cost will the high school district pay?

- The high school district is responsible for tuition and related fees.

How does a high school dual enrollment student pay for classes at OCC?

- Students must submit a letter of authorization from the high school district to the Campus Cashier's Office at the time of payment. This authorization must be received within payment deadlines. Any additional expenses not authorized by the high school will be the responsibility of the student.

HIGH SCHOOL GUEST/DUAL ENROLLMENT APPROVAL FORM

I understand that as a high school guest student / dual enrollment student, I will be subject to the following:

- Admission and registration regulations at OCC.
- College policies and procedures.
- Deadline dates for registration and payment.

TO BE COMPLETED BY THE HIGH SCHOOL PRINCIPAL OR DESIGNEE:

1. I certify that the above named student is currently enrolled in _____ high school and is in the _____ grade. I recommend the student for guest status. This student may elect the following course(s) at your institution.

2. It is understood that this Guest/Dual Enrollment Approval form is valid for **one semester** only. A new application must be submitted for each semester the student plans to attend.

3. This student qualifies for the Dual Enrollment Program for the course(s) listed above. Yes No

** If yes, high school students must present a letter from the High School District authorizing payment along with their OCC invoice.*

Principal's or Designee's Signature _____ **Date** _____