

2018-2019 APPLICATION FOR ADMISSION



# ***Empowered Learning.***

Where your curiosity  
becomes your new career.



OAKLAND  
COMMUNITY  
COLLEGE™



Excellence ***Empowered.***

# APPLICATION DEADLINES

**AUG  
15** **FALL  
APPLICATION DEADLINE**

**DEC  
15** **WINTER  
APPLICATION DEADLINE**

There is not an application deadline for summer sessions. Application deadlines do not apply to college Guests. Online applications are recommended and allow you to upload required supplements. Acceptance of applications for a semester will resume after the drop/add period has ended for students intending to register for a late-starting class.

ADMISSION/REGISTRATION PROCESS ADMISSION/REGISTRATION PROCESS ADMISSION/REGISTRATION PROCESS

## ADMISSION/REGISTRATION PROCESS CHECKLIST

- Complete the Application for Admission. Include all requested documentation.
- High School Dual Enrollment - Payment & School Authorization Form (see page 6)
- F-1's (see page 2)
- Proof of Residency (see page 2)
- Take any required assessments for placement purposes. (see page 3)
- Create an OCC email account. (Required) (see page 2)
- Complete the OCC Online Orientation. (see page 2)
- Schedule an appointment with a counselor. (Mandatory for first-time college students)
- Register early for classes.

ADMISSION/REGISTRATION PROCESS ADMISSION/REGISTRATION PROCESS ADMISSION/REGISTRATION PROCESS

# APPLICATION PROCEDURES FOR ADMISSIONS CHECKLIST

**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. Submit via email the completed application to Oakland Community College - **Admissions@oaklandcc.edu**. (Note: Online Application is recommended for prompt processing.)

**If Mailing, Campus Admissions Addresses:** (Allow up to 5 business days to process.)

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

**For additional information regarding Admissions, please call 248.341.2200**

- 6. An OCC Student Email Account is required. Please refer to **www.oaklandcc.edu** to sign up for your OCC email account **after** your application has been processed.
- 7. Students new to OCC are required to complete an Online Orientation.

**\*\*\* Additional Steps:**

- 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) or follow steps on website under "Future Students."
- 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.
- Include unofficial transcripts for pre-requisite course requirements and/or placement waiver.

## College Guests

- Complete the Guest Application from your home institution or the Michigan Uniform Guest Application at **www.oaklandcc.edu/apply/doc/MUUGA.pdf**. For Online Application, this required form may be uploaded as a supplement.

## F-1 International Students

- Students are F-1 status or would like to obtain F-1 status, please go to **www.oaklandcc.edu/International/admission\_requirements.aspx**. There you will find instructions for applying to OCC and also applying for I-20 issuance. Required forms are linked at that site.
- Complete General Admissions Application Information (see above).

**High School Dual Enrollment** High School Dual Enrollment students are those who are currently enrolled in high school and whose high school class has not graduated. The **High School Dual Enrollment Payment & School Authorization Form** is required.

- 1. Complete the entire Application for Admission.
- 2. Complete the **High School Dual Enrollment Payment & School Authorization Form** (see page 6) including signatures.
- 3. Mail the entire Application to Oakland Community College, without tearing off the Dual Enrollment Authorization Form (see campus mailing addresses listed above). Note: You may also upload this completed form as a supplement if you apply online.

## 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) offices. 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. Be sure to include your social security number for prompt processing.

**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 (ACCESS)

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

OCC requires each student to participate in testing for course placement. The computerized testing is available on campus through Accuplacer (English) and ALEKS (Math). Placement for persons born outside the U.S. is the MTELP (Michigan Test of English Language Proficiency). For permanent exemption status and additional information refer to the Schedule of Classes and college catalog (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	AA.AA	Associate in Arts	GLS.AA	Global Studies
BUS.ABA	Business Administration	CIN.AA	Cinematic Arts	ICM.INT.AA	International Commerce
ACC.ABA	Business Administration with a Concentration in Accounting	FAV.AA	Associate in Arts - Fine Arts/Visual	MUS.AA	Associate in Arts - Concentration in Music
		GEN.AGS	General Studies	THE.AA	Theatre

## 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 not 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.

AA.AA	Associate in Arts	CRJ.CRO.AAS	Criminal Justice - Corrections	LBT.CT	Library Technical Services Certificate
ACC.ABA	Business Administration - Concentration in Accounting	CRJ.GEN.AAS	Criminal Justice - Generalist	MDA.AAS	Medical Assisting
ACC.GA.CT	General Accounting Certificate	CRJ.LAW.AAS	Criminal Justice - Law Enforcement	MDA.CT	Medical Assisting Certificate
ASC.ASC	Associate in Science	CRJ.PET.AAS	Criminal Justice - Police Evidence Technology	MGT.BUS.AAS	MGT Development - Business Management
AUS.AAS	Automobile Servicing	CUL.AASX	Culinary Arts	MHS.AAS	Mental Health/Social Work
AUS.CT	Automobile Servicing Certificate	CUL.BPA.CT	Baking and Pastry Arts Certificate	MTT.CNC.AAS	Machine Tool - Numerical Control Technology
BUS.ABA	Business Administration	CUL.HMM.AAS	Hotel / Motel Management	MTT.CNC.CT	Machine Tool - Numerical Control Technology Certificate
CAD.CAE.AAS	Computer Aided Engineering Technology	CUL.RMP.AAS	Restaurant Management	MUS.AA	Associate in Arts - Concentration in Music
CAD.CAE.CT	Computer Aided Engineering Technology Certificate	DHY.APP	Dental Hygiene Applicant	MUS.CT	Music Certificate
CAD.LV2.CT	Level II Intermediate Certificate	DMS.APP	Diagnostic Medical Sonography Applicant	NDS.NON	Non-Degree Seeking
CAD.PDO.AAS	CAD Product Design Option	ECE.AAS	Early Childhood Education	NUR.APP	Nursing Applicant
CAD.PDO.CT	Cad Product Design Certificate	EMS.APP	Emergency Medical Services Applicant	NUR.TPN.APP	Transitional LPN Applicant
CAD.VDO.AAS	CAD - Vehicle Design Option	FAV.AA	Associate in Arts - Fine Arts/Visual	OTA.MCC.REC	Occupational Therapy Assistant Reciprocal Program
CAD.VDO.CT	Computer Aided Design - Vehicle Design Certificate	FFT.AAS	Fire Fighter Technology	PHT.AAS	Photographic Technology
CAR.NRT.CT	Collision Auto Repair: Non-Struct Repair Tech Certificate	GEN.AGS	General Studies	PHT.CT	Photographic Technology Certificate
CAR.PRT.CT	Collision Auto Repair: Paint & Refinish Tech Certificate	GLS.AA	Global Studies	PLG.APP	Paralegal Applicant
CIN.AA	Cinematic Arts	GRD.AAS	Graphic Design	PTA.MCC.REC	Physical Therapy Assistant Reciprocal Program
CIS.BSA.AAS	Business Systems Analysis	HCA.AAS	Health Care Administration	RAL.APP	Radiologic Technology Applicant
CIS.CYS.AAS	CyberSecurity	HCA.CT	Health Care Administration Certificate	ROB.AUT.AAS	Robotics/Automated Systems Technology
CIS.CYS.CT	CyberSecurity Certificate	HVA.AWB.CT	HVACR Systems Technology	ROB.AUT.CT	Robotics Automated Systems Technology Certificate
CIS.ITS.AAS	Information Technology Support	HVA.HVC.CT	HVAC/R Systems Technology - Air Conditioning	RSP.APP	Respiratory Therapy Applicant
CIS.ITS.CT	Information Technology Support Certificate	HVA.HVH.CT	HVAC/R Systems Technology - Heating	SLI.AAS	Sign Language Interpreter
CIS.SWE.AAS	Software Engineering	HVA.HVR.CT	HVAC/R Systems Technology - Refrigeration	SUR.APP	Surgical Technology Applicant
CIS.SWE.CT	Software Engineering Certificate	HVA.HVT.AAS	HVAC/R Systems Technology - Heating, Ventilation, Air Conditioning and Refrigeration Technician Option	THE.AA	Theatre
CIS.WDE.CT	Web Designer Certificate	ICM.INT.AA	International Commerce	TSC.AAS	Technological Sciences
CMN.AAS	Construction Management	INT.AAS	Interior Design	VET.MCC.REC	Veterinary Technician Reciprocal Program
CMN.CT	Construction Management Certificate	LBT.AAS	Library Technical Services	WEL.CT	Welding Technology Certificate
CMP.AAS	Construction Management Professional				



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

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

## PERSONAL INFORMATION

Name \_\_\_\_\_ ( \_\_\_\_\_ )  
Last      First      Middle      Maiden or Other Name (if applicable)

Permanent Address \_\_\_\_\_  
Number      Street      Apartment Number

\_\_\_\_\_ City      State      Zip Code      County

Telephone Number (include area code) \_\_\_\_\_ Ext \_\_\_\_\_ Type of Phone Number: Home Business Cellular

Telephone Number (include area code) \_\_\_\_\_ Ext \_\_\_\_\_ Type of Phone Number: Home Business Cellular

Social Security Number (REQUIRED to provide support for financial, IRS, other government services, and Financial Aid.) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_ Birth Date (month/day/year) \_\_\_\_\_ Gender: Male Female

Emergency Contact Name \_\_\_\_\_ Emergency Telephone Number (include area code) \_\_\_\_\_

*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 page 3)

Select one location where you would consider your home campus:

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 Number) \_\_\_\_\_

Refugee/Asylee      Other Status Type \_\_\_\_\_

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

Have you ever served in the U.S. Military or 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.



**Application for Admission Form – continued**

**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 Career Technical Education (CTE) 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 SAT 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\* If you intend to have your credits transferred, please refer to the Transfer information on page 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 • Email 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 Dual Enrollment Payment & School Authorization Form

**SUBMIT THIS COMPLETED FORM** through the ONLINE APPLICATION as a **Supplement** or email to **Admissions@oaklandcc.edu**. This form must be completed and submitted **EACH SEMESTER of attendance** as a High School dual enrolled student. Your Application will be **INCOMPLETE** until this form is received.

## PART 1

**Select ONE semester:** Fall 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ OCC ID# \_\_\_\_\_ (if known)

STUDENT LAST NAME \_\_\_\_\_ STUDENT FIRST NAME \_\_\_\_\_ STUDENT DOB \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

### Parent/Guardian and Student Agreement

PARENT/GUARDIAN LAST NAME \_\_\_\_\_ PARENT/GUARDIAN FIRST NAME \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

### Select ONE

**Self-Pay - Complete Part 1 only:** I understand that I will be dropped from courses if payment is not made by published deadlines.

**Dual Enrollment/Sponsored - Complete Part 1 and Part 2:** I understand that if for any reason the high school (public high school students) or State of Michigan (non-public high school students) does not pay for tuition and fees, I will be held responsible for the charges if I fail to drop courses during the 100% refund period.

I authorize OCC to release my grade report to my high school after all of my final grades for the semester are posted (Early College Programs only). Refund dates are listed for each course ([www.oaklandcc.edu/academics/calendar/refund\\_info.aspx](http://www.oaklandcc.edu/academics/calendar/refund_info.aspx)). Failure to pay will result in a "HOLD" on all records and future registrations. Delinquent accounts are turned over to a collection agency and will be assessed a fee of 39%.

I have read and accepted the terms and conditions of OCC's financial responsibility policies and procedures. ([www.oaklandcc.edu/academics/calendar/refund\\_info.aspx](http://www.oaklandcc.edu/academics/calendar/refund_info.aspx))

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## PART 2

### High School Dual Enrollment Authorization (Completed by school official for sponsored payments)

The school district approves the student for the dual enrollment option selected below and authorizes Oakland Community College to bill the school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached. For questions regarding payments or billing, please contact **ACCTSREC@oaklandcc.edu** or 248.341.2263.

High School Sponsored (Dual Enrollment - Public School)

State Sponsored (Dual Enrollment - Non-Public School)

### Authorized Courses for Third-Party Payments (Completed by school official for sponsored payments)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

NAME OF SCHOOL OFFICIAL \_\_\_\_\_

PHONE NUMBER (WITH AREA CODE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

DATE \_\_\_\_\_

INCLUDES BOOKS

INCLUDES SUPPLIES

## HIGH SCHOOL DUAL ENROLLMENT

### What is high school dual enrollment?

High school dual enrollment is an educational option for high school 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 9, 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 have a High School Official complete Part 2 of the **High School Dual Enrollment & School Authorization Form**.

### What cost will the high school district pay?

- The high school district is responsible for tuition and related fees.
- Select DUAL ENROLLMENT/SPONSORED option on the **High School Dual Enrollment & School Authorization Form**.
- Any additional expenses not authorized by the High School will be the responsibility of the Student.

### *If, High school dual enrolled student is not sponsored by a Public or Non-Public High School,*

Follow the instructions outlined in the Schedule of Classes. During the registration period, students may review their up-to-date account detail statement in MyOCC.

- Select SELF-PAY option on the **High School Dual Enrollment & School Authorization Form**.
- Students are responsible for all tuition, books, and course fees.
- Students must meet payment deadlines using MyOCC or in person.
- Students may pay with cash, check, MasterCard, Visa, Discover, American Express, or money order.

See **HIGH SCHOOL DUAL ENROLLED STUDENT STEPS** for more information.

## OAKLAND COMMUNITY COLLEGE MISSION

OCC's mission is to guide our students to success that fulfills community needs.

## COLLEGE ACCREDITATION HIGHER LEARNING COMMISSION (HLC)

Oakland Community College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education.

## EQUAL OPPORTUNITY/SEXUAL HARASSMENT POLICY

Oakland Community College, pursuant to the requirements of applicable law and these policies, 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, sexual orientation, gender identity and expression, 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 248.341.2022.

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/docs/clerysecurityreportweb.pdf](http://www.oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf).



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