

# OAKLAND COMMUNITY COLLEGE



*"Finally, I can move  
into my future with a  
solid career."*

- Kristina, Commerce

## 2017-2018 APPLICATION FOR ADMISSION



*"Education lasts  
a lifetime."*

- Martin, Detroit



## 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 guest applications or applications for high school guest/dual enrollment students. 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 Guest/Dual Enrollment – submit High School Guest/Dual Enrollment Approval Form.
- F-1's (see page 2).
- Proof of Residency (see page 2).
- Submit completed application to the campus of your choice.
- Take any required assessments for placement purposes (see page 3).
- Complete the OCC Online Orientation (see page 2).
- Schedule an appointment with a counselor for advising.
- Create an OCC email account (see page 2).
- 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 the completed application to Oakland Community College – ADMISSIONS

**Admissions Mailing Addresses:**

<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](http://www.oaklandcc.edu) to sign up for your OCC email account after your application has been processed.
- 7. First time in college students are required to complete an Online Orientation.

**\*\*\* 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 Opydyke 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/apply/doc/MUUGA.pdf](http://www.oaklandcc.edu/apply/doc/MUUGA.pdf)

**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](http://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 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 page 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) offices. Students should apply early for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students can acquire a wealth of information on all federal financial assistance programs at [www.studentaid.ed.gov](http://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 (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

## 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 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.APP	Mental Health/Social Work Applicant
AUS.CT	Automobile Servicing Certificate	CUL.BPA.CT	Baking and Pastry Arts Certificate	MIT.CNC.AAS	Machine Tool - Numerical Control Technology
BUS.ABA	Business Administration	CUL.HMM.AAS	Hotel / Motel Management	MIT.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	UND.NON	Undecided
CMN.CT	Construction Management Certificate	LBT.AAS	Library Technical Services	VET.MCC.REC	Veterinary Technician Reciprocal Program
CMP.AAS	Construction Management Professional			WEL.CT	Welding Technology Certificate



**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 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\* 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 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 ninth 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.

### 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 using Online Services.
- Students may pay with cash, check, Discover card, MasterCard, Visa, American Express 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 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 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

Student Name (please print) \_\_\_\_\_

*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.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Principal's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_



## MISSION

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



## VALUES

### ACCESSIBILITY

Provide accessible educational opportunities, programs, and services

### AFFORDABILITY

Offer affordable educational opportunities

### DIVERSITY/INCLUSION

Embrace people and ideas that broaden and enrich our community

### EXCELLENCE

Offer high-quality programs and services

### RELEVANCE

Offer the most relevant education to our community

### SOCIAL RESPONSIBILITY

Be socially responsible in our programs, services, and activities



## VISION

### BE:

- We will be externally recognized for our academic program excellence.
- We will be viewed as the premier transfer institution because of the high quality preparation of our transfer students.
- We will be recognized as the preeminent provider of community education and workforce training.

### DO:

- We will implement a student-focused service model.
- We will streamline administrative practices to optimize operational effectiveness.
- We will increase the flexibility, accessibility, and affordability of our academic programs.
- We will increase our student completion rate.

### HAVE:

- We will have an organizational structure that supports student success.
- We will have a strong financial position.
- We will have a minimum of 15 nationally/regionally accredited academic programs/certifications.
- We will have an accredited virtual campus.

### 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 policies 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).

