

# OAKLAND COMMUNITY COLLEGE

**2016-2017**  
APPLICATION  
for Admission

“My instructors have encouraged me to grow with confidence and determination. I now know anything is possible.”

- Liane B, Birmingham

# GET READY



# 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).
- 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.

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

1. Please select the group which most closely represents you:    Hispanic/Latino    Non Hispanic/Latino
2. 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 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 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 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.*

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

# Oakland Community College

## MISSION

OCC is a student-centered institution which provides high-quality learning opportunities and services for individuals, communities and organizations on an accessible, affordable basis.

### *Strategic Priorities*

- *College Readiness*
- *Transfer Readiness*
- *Employment Readiness*
- *Fiscal Accountability*

## VISION

OCC is a comprehensive institution of higher learning that effectively meets community needs and student interest in a measurable manner, promoting student success.

### *Student Success Statement*

*Student Success is the exploration, identification, and achievement of personal and academic goals resulting in college readiness, credential/certificate/degree completion, and or employment.*

## COLLEGE ACCREDITATION HIGHER LEARNING COMMISSION (HLC)

Oakland Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604. Telephone: (800) 621-7440. Fax: (312) 263-7462. Web: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

## 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/2016clerysecurityreport.pdf](http://www.oaklandcc.edu/publicsafety/docs/2016clerysecurityreport.pdf).



OAKLAND COMMUNITY COLLEGE  
Community is our middle name.®

[www.oaklandcc.edu](http://www.oaklandcc.edu)

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