

# APPLICATION FOR EARLY ADMISSION/ RETURNING EARLY ADMISSION UPDATE



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866.Macomb1 (866.622.6621)  
[www.macomb.edu](http://www.macomb.edu)



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## EARLY ADMIT STUDENT CHECKLIST

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### 1. Complete the Early Admit Application

Be sure to complete all areas of the application! A complete application will assure that your paperwork is processed quickly. The application can be completed electronically, but must be printed for signatures. Electronic signatures are not accepted.

For those students who do not have a current photo ID, we **strongly suggest** applying for a State of Michigan ID card through the Secretary of State. Current photo identification is required when entering Macomb Community College and the State ID is the easiest way to prove identity and residency. *Note that it may take up to three weeks for the card to be received.*

All home-schooled students, as well as all students who have not completed grade 10 by the time they will attend Macomb, are required to attend an Early Admit meeting prior to submitting their application. To register for the meeting, call 586.498.4008.

### 2. Submit Application to the Office of Admissions & Outreach

Center Campus: G 110 Fax: 586.445.7140

South Campus: G 301 Fax: 586.226.4787

**E-mail: [earlyadmit@macomb.edu](mailto:earlyadmit@macomb.edu)**

If you have a valid email on your application, we will email your acceptance letter, (if no email is submitted, the letter will be mailed) which will include your User ID Number. You will need this number *to complete the remaining steps and through out your time at Macomb.*

**You will need to submit a new application (steps 1 & 2) and register yourself (step 8) each semester that you attend Macomb Community College in the early admit/dual enrollment program. You only need to complete steps 3–7 one time.**

### 3. Activate “My Macomb” Account

“My Macomb” is Macomb Community College’s electronic student service site. You will use “My Macomb” to register for classes, view class schedule, access grades and transcripts, pay tuition, and access student information. The link to “My Macomb” is found in the top right corner of Macomb’s website ([www.macomb.edu](http://www.macomb.edu)). When the login screen appears, click on the “Activate My Macomb Account” near the bottom of the box.

### 4. Participate in New Student Orientation

Complete online orientation through your “My Macomb” account. It is self-paced and can be completed from any computer with internet access. It will take approximately 30-45 minutes to complete. Click the New Student Orientation link under Applications on the “My Macomb” home page.

### 5. Prepare for the Placement Test

Students are strongly encouraged to prepare prior to placement testing. Preparation resources can be found in “My Macomb.” After logging in, click on the “Student Services” tab. From the menu, select “Testing” and then select “Placement Testing.” Select the “Preparation Resources” tab on the left side of the screen.

### 6. Obtain a Macomb OneCard

You will need your User ID Number and a photo ID (driver’s license, state ID or high school yearbook can be used) to take your picture. You must bring proof of your current address (mail addressed to student that is not from Macomb Community College, state identification, etc.). The Macomb One Card will be mailed to students 16 years of age or older after registering for classes.

### 7. Take the Placement Test

The COMPASS Placement Test is an evaluation of your current skill level in English, reading, and math to ensure readiness for college courses. Testing is completed on a walk-in basis in the Placement Testing Office. To access locations and hours, go to “My Macomb” and click on the “Student Services” tab. From the menu, select “Testing” and then select “Placement Testing.” Locations and hours can be found in the “Contact Us” tab on the left side of the screen.

Testing is not timed, so it is important that you do your best and take your time when completing the test. You can expect testing to last 1½–2 hours. You will need your User ID Number and a photo ID to take the Placement Test.

### 8. Register for Classes

Students register online through “My Macomb” at [www.macomb.edu](http://www.macomb.edu). Click on “Current and Former Students,” then click on “Registration.”

Directions on how to register can be found in “My Macomb” under the Registration and Records Services tab. Select “Registration Options.”

**Be sure to carefully review terms & conditions which you agree to at the time of registration.**

# Early Admission Application/ Returning Early Admission Update Form

Incomplete or illegible applications will not be processed. An application must be completed and submitted for each semester of attendance as an early admission student. **Completed applications may be turned in to the Enrollment Office (G Building), faxed to 586.226.4787/586.445.7140 or scanned to [earlyadmit@macomb.edu](mailto:earlyadmit@macomb.edu). Please call 586.498.4008 to confirm receipt of your faxed application.**

## Requested Semester

Fall 20\_\_\_\_\_ (August/September)      Winter 20\_\_\_\_\_ (Jan)      Spring/Summer 20\_\_\_\_\_ (May/June)

## Student Information

New Early Admission Student     Returning Early Admission    UIC# \_\_\_\_\_  
FROM HIGH SCHOOL

MACOMB USER ID#	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	
LAST	FIRST	MIDDLE	
ADDRESS	CITY	STATE	ZIP CODE
COUNTY	SCHOOL DISTRICT (IN WHICH YOU CURRENTLY RESIDE)		
HOME PHONE NUMBER. (WITH AREA CODE)	CELL PHONE NUMBER. (WITH AREA CODE)	EMAIL ADDRESS	
EMERGENCY CONTACT NAME	PHONE NUMBER (WITH AREA CODE)		

**Gender:**     Male     Female

**Ethnic Origin:** *If this information is submitted, it will not be used as a factor in the admission process.*

Hispanic/Latino     Non-Hispanic/Latino

In addition select one or more of the following racial categories to describe yourself.

White                                       American Indian or Alaskan Native                       Asian  
 Black or African American               Native Hawaiian or other Pacific Islander               Not Listed

## Citizenship

Are you a U.S. citizen?     Yes     No    If not a U.S. citizen, country of citizenship: \_\_\_\_\_

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SCHOOL NAME	<input type="checkbox"/> 12 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 9 <sup>th</sup>
EXPECTED HIGH SCHOOL GRADUATION DATE (MM/YYYY)	Grade during semester requested

## Immigration Status:

- Foreign F1 Student Visa
- Permanent Resident Number \_\_\_\_\_
- Refugee
- Other Visa \_\_\_\_\_
- Not applicable: U.S. Citizen

A copy of permanent resident card, visa, or I-94 card must be submitted with application. It must be received before your application can be processed.

## School Authorization

The school district has approved the student for the following program (select one):

- High School Sponsored (Dual Enrollment\*—Public School)     State Sponsored (Dual Enrollment\*—Non-Public School)  
 Self-Pay (School district still must complete this section)     Macomb Scholar     Macomb Leader

SCHOOL OFFICIAL NAME

TITLE

SIGNATURE

DATE

SCHOOL NAME

PHONE NUMBER (WITH AREA CODE)

NO. OF CLASSES ELIGIBLE TO TAKE AT MCC THIS SEMESTER

\$ AUTHORIZED AMOUNT PER CLASS

INCLUDES BOOKS

**\*If Dual Enrollment program has been approved/selected above, the school authorizes Macomb Community College to bill school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached.**

Questions regarding payments or billing, please contact [sponsoredbilling@macomb.edu](mailto:sponsoredbilling@macomb.edu) or call 586.445.7492.

## Approved Courses

*(If student registers for courses other than those listed here, student must submit revised authorization from school official).*

Preferred Macomb Community College course(s)  
*(i.e. English Comp—ENGL 1210)*

Alternative Macomb Community College course(s)  
*(i.e. English Comp—ENGL 1210)*

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

## Parent/Legal Guardian and Student Agreement and FERPA Release of Student Information

PARENT LAST NAME

PARENT FIRST NAME

SOCIAL SECURITY NUMBER

RELATIONSHIP TO STUDENT

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 cover costs, I will be held responsible for the charges if my student fails to drop courses during the 100% refund period. Refund dates are listed for each course on the My Class Schedule/Registration Statement on My Macomb. Failure to pay will result in a "HOLD" on all records and future registrations. Delinquent accounts are turned over to a collection agency, assessed a 25% delinquent fee and reported to credit bureaus.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

The student releases any and all information in his/her student record to parents/guardians or those listed below in order to assist with the student's needs while attending Macomb Community College as an Early Admit Student.

Please list first and last names, relationship, date of birth and last 4 digits of Social Security Number of all approved individuals.

NAME (FIRST AND LAST) CHECK ONE  Parent  Guardian  Other RELATIONSHIP TO STUDENT DATE OF BIRTH LAST 4 DIGITS OF SSN

NAME (FIRST AND LAST) CHECK ONE  Parent  Guardian  Other RELATIONSHIP TO STUDENT DATE OF BIRTH LAST 4 DIGITS OF SSN

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NAME (FIRST AND LAST) CHECK ONE  Parent  Guardian  Other RELATIONSHIP TO STUDENT DATE OF BIRTH LAST 4 DIGITS OF SSN

### A & O Use Only

PERC

Image Now

Staff Initials \_\_\_\_\_

Date \_\_\_\_\_