

Admission & Registration— 7 Easy Steps

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| <p>Step 1 Admissions</p> | <ul style="list-style-type: none"> • Apply online at www.macomb.edu or complete an Application for Admission and submit to the Enrollment Office in G Building at South or Center Campus. • Submit final high school transcript. • (Optional) Submit transcripts from all colleges previously attended. • (Optional) Attend a "Getting Started at Macomb" workshop. • For questions regarding the admissions process, please contact the Enrollment Office or visit www.macomb.edu |
| <p>Step 2 Financial Aid</p> | <p><i>This step may be optional</i></p> <ul style="list-style-type: none"> • Students are encouraged to file for financial aid to help with educational expenses. • The college participates in a variety of financial aid programs including scholarships, grants, loans, and employment opportunities. • Complete the Free Application for Federal Student Aid (FAFSA). This can be completed online at www.fafsa.gov. Macomb's School Code: 008906 • Please contact the Financial Aid Office at finaid@macomb.edu for further information regarding the application process and eligibility requirements or visit www.macomb.edu |
| <p>Step 3 Photo I.D.</p> | <ul style="list-style-type: none"> • All new students are required to have a Macomb OneCard Student I.D. • Following application for admission, go to the Student Life & Leadership Office to have your photo taken (a valid driver's license/state I.D. is required). Offices are located in P127 at Center Campus & K251 at South Campus. • The Placement Office will confirm your photo has been taken prior to checking you in for placement testing. You must have your photo taken PRIOR to your placement test. |
| <p>Step 4 Placement Testing</p> | <ul style="list-style-type: none"> • Most new students to Macomb will be required to complete placement testing in mathematics, reading and English (writing). • Results will be utilized to recommend courses appropriate for the student's skill level. • Students are encouraged to do some preparation prior to testing. • The Counseling & Advising Center can provide sample test questions and links to Internet practice tests. • Some students may be exempt—please consult the Schedule of Classes. Testing will take approximately two and one-half hours. |
| <p>Step 5 New Student Orientation/ Course Planning Session</p> | <ul style="list-style-type: none"> • Following placement testing you must visit the Counseling & Academic Advising Office for your New Student Orientation options. <ul style="list-style-type: none"> - Option 1 New-Student Orientation Online, you must have a minimum reading placement score of 60 or higher on the COMPASS Test or 38 or higher on the Asset Test. You will need to attend a Course Planning Session on campus following the completion of your online orientation. - Option 2 New-Student Orientation On-Campus, you will meet with professional staff that will help you become familiar with the college, interpret your placement testing scores, discuss the registration process, and assist with the selection of courses for your first year. • A list of orientation sessions for students with special needs or for those who do not meet the minimum COMPASS scores required to complete the New Student Orientation Online can be obtained in the Counseling & Academic Advising Office or the Special Services Office. • Please consult the Schedule of Classes for additional information. |
| <p>Step 6 Register for Classes</p> | <ul style="list-style-type: none"> • Following orientation, students are ready to register for classes. • Students can register online by using WebAdvisor on our website at www.macomb.edu, click on WebAdvisor; or on the phone using Tel-Reg at 586.445.7373. Tutorials on how to use WebAdvisor and Search for Sections are available on www.macomb.edu keyword search: Tutorials. • Registration Statements are available on WebAdvisor. They will also be available at the Enrollment Office upon request with proper photo I.D. • These registration options allow students to add or drop courses and obtain account balances. • On-campus Registration allows registration in person and is only offered a few days before the beginning of classes each term. |
| <p>Step 7 Pay Tuition and Fees</p> | <ul style="list-style-type: none"> • Your tuition and fees can be paid at the time of registration or by the payment due date. • We accept cash, checks, money orders, MasterCard, Visa, and Discover in person and MasterCard, Visa, Discover, and e-Checks on WebAdvisor. • Cashier's offices are located in G building at both South and Center Campus. Drop boxes are located at the Cashier's offices during regular business hours. • Sponsored Billing Authorization forms must be mailed or faxed to the Financial Services office prior to payment due date. |
| <p>Other things to consider</p> <ul style="list-style-type: none"> • Tuition & fees • Books | <ul style="list-style-type: none"> • Please pay particular attention to the due date for tuition and fees. • Failure to pay by the established date may result in classes being dropped, and you will have to register again. • The first term you register for a credit class, a Macomb OneCard will be sent to you by mail. Use the card to visit www.MacombOneCard.com and activate a refund preference. • Books, supplies and other materials can be purchased through the bookstore or online. Please bring a printout of your class schedule at the time of purchase. Be certain to retain purchase receipts in the event items need to be exchanged or returned. |

College Services *Telephone and Building Directory*

| AREA | EMAIL | SOUTH | | | CENTER | | |
|---|---|--------------|-------------|--------------|-------------------|-------------|--------------|
| | | PHONE | BLDG/ RM | FAX | PHONE | BLDG/ RM | FAX |
| General Information | answer@macomb.edu | 586.445.7999 | | | 586.445.7999 | | |
| ANGEL Support | angelsupport@macomb.edu | 877.362.2662 | | | 877.362.2662 | | |
| Articulation & Transfer Services | | | | | 586.286.2216 | L106 | 586.286.2068 |
| Bookstore | | 586.445.7385 | K Bldg. | | 586.286.2093 | P Bldg. | |
| Campus Police | | 586.445.7135 | C116 | | 586.286.2123 | I103 | |
| Career Services | careerservices@macomb.edu | 586.445.7321 | S147 | 586.445.7219 | 586.445.7321 | G102 | 586.286.2295 |
| Cashier | regpay@macomb.edu | 586.445.7198 | G302 | 586.445.7409 | 586.286.2083 | G122 | 586.226.4754 |
| Center for the Performing Arts | | | | | 586.286.2222 | M Bldg. | |
| Counseling & Academic Advising | answer@macomb.edu | 586.445.7211 | H316 | | 586.286.2228 | H103 | |
| Enrollment/Records/Registration | enrollmentservices@macomb.edu | 586.445.7225 | G301 | 586.445.7140 | 586.445.7225 | G120 | 586.226.4787 |
| Financial Aid | finaid@macomb.edu | 586.445.7228 | H305 | 586.445.7223 | 586.445.7228 | H124 | 586.445.7223 |
| Financial Services | regpay@macomb.edu | | | | 586.445.7336 | S Bldg. | 586.445.7020 |
| Learning Center | | 586.445.7400 | J325 | 586.445.7108 | 586.286.2203 | C116 | 586.416.5209 |
| Library | | 586.445.7401 | J228 | | 586.286.2104 | C151 | |
| Lorenzo Cultural Center | | | | | 586.445.7348 | K Bldg. | 586.286.2079 |
| Macomb OneCard Office | macombonecard@macomb.edu | 586.416.5215 | K251 | 586.445.7172 | 586.416.5215 | P127 | 586.286.2250 |
| Orientation | | 586.445.7211 | H316 | | 586.286.2228 | H103 | |
| Placement Testing | testing@macomb.edu | 586.445.7423 | H217 | 586.445.7157 | 586.286.2027 | H113 | 586.286.2002 |
| Special Services (students with disabilities) | askaspecialservices counselor@macomb.edu | 586.445.7420 | H320 | | 586.286.2237 | H105 | |
| Sponsored Billing | regpay@macomb.edu | | | | 586.445.7492/7335 | S Bldg. | 586.445.7020 |
| Student Life & Leadership | sasouth@macomb.edu sacenter@macomb.edu | 586.445.7446 | K251 | 586.445.7172 | 586.286.2242 | P127 | 586.286.2250 |
| Tel-Reg/Web-Reg Help Line Only | enrollmentservices@macomb.edu | 586.445.7225 | G301 | | 586.445.7225 | G120 | |
| Tel-Reg Registration Line | enrollmentservices@macomb.edu | 586.445.7373 | | | | | |
| Veterans' Services | enrollmentservices@macomb.edu | 586.445.7225 | G301 | 586.445.7140 | | | |
| Workforce & Continuing Education | continuinged@macomb.edu | 586.498.4000 | D212 | 586.498.4012 | | | |

Directory of Academic Departments

Applied Technology and Apprenticeship

SOUTH R124..... P: 586.445.7438 FX: 586.445.7130
 ATAM ATAP ATBC ATDD ATEM ATFP ATMT ATPP ATRA
 ATSS ATTR ATWD

Automotive & Technical Service Education

SOUTH M101..... P: 586.445.7012..... FX: 586.445.7887
 AUTO CLCT DRAD SURV

Business and Macomb Culinary Institute

SOUTH C335..... P: 586.445.7167..... FX: 586.445.7014
 CENTER A134 P: 586.286.2058 FX: 586.286.2038
 ACCT BCOM BUSN BLAW CULH FINC HTMT LEGA MGMT
 MKTG

Communications

SOUTH E219 P: 586.445.7138..... FX: 586.445.7298
 CENTER B110 P: 586.286.2145 FX: 586.226.4715
 CSSK EAPP ENGL JOUR READ

Engineering Technology

SOUTH R124..... P: 586.445.7435 FX: 586.445.7130
 CORE DRCG ELEC ENGR MACA MECT PRDE QUAL RNEW
 ROBO TMTH

Health and Public Services

CENTER E219 P: 586.286.2097 FX: 586.286.2098
 ECHS EDUC HHSC NURS OTAS PTAS RSPT SURG VETT
 CENTER R163..... P: 586.226.4757 FX: 586.226.4779
 CLTA HHSC HITT MAST NUMT

Humanities

SOUTH E219 P: 586.445.7251 FX: 586.445.7298
 CENTER N114..... P: 586.286.2282 FX: 586.286.2288
 ARAB ARTT CHIN FREN GRMN HUMN INTL ITAL MUSC PHIL
 SIGN SPAN SPCH THEA

Information Technology

SOUTH C335..... P: 586.445.7167..... FX: 586.445.7014
 CENTER A134 P: 586.286.2058 FX: 586.286.2038
 ITAP ITBS ITCS ITIA ITML ITNC ITNT ITOS ITWP

Math

SOUTH E219 P: 586.445.7105..... FX: 586.445.7298
 CENTER N114..... P: 586.286.2282 FX: 586.286.2288
 MATH

Physical and Health Education

SOUTH E219 P: 586.445.7210..... FX: 586.445.7298
 CENTER B110 P: 586.286.2145 FX: 586.226.4715
 PHED

Public Service Institute

CENTER A-126..... P: 586.286.2189 FX: 586.286.2038
 EMSA FIRE HLND LAWE SECR

Science

SOUTH E219 P: 586.445.7106..... FX: 586.445.7298
 CENTER J106..... P: 586.286.2147 FX: 586.286.2170
 ASTR BIOL BTEC CHEM ENVS GEOL NATS PHS A PHYS

Social Science

SOUTH E219 P: 586.445.7286 FX: 586.445.7298
 CENTER N114..... P: 586.286.2282 FX: 586.286.2288
 ANTH ECON GEOG HIST INTL LIFE LMGT POLS PSYC
 SOCY SOSOC