

—Admission & Registration Tips for MATC Students Attending OCC—

1. Go to www.oaklandcc.edu; click on the **Future Students** link; click on the **Admissions** link.
2. Scroll down the screen, and click on the **Admissions Testing** link on the right-hand side of the screen to bring up and review the exemptions from OCC's COMPASS placement test. If you qualify for one of these exemptions, you may go back to the OCC homepage at www.oaklandcc.edu and scroll down to the **Apply to Oakland Community College Online!** link and complete the application. You will then have to fax proof of your exemption to OCC at (248) 246-2493.
3. If you do not qualify for any of the exemptions listed, you will have to submit a College Guest Application, which you may print from the link on the right-hand side of the **Admissions** page at www.oaklandcc.edu. You must completely fill out Part I of the Michigan Uniform Undergraduate Guest Application and turn it in to Barb Anderegg at Madison Area Technical College. She will complete Part II, and fax it to OCC for processing. Please keep in mind that Guest Applications are good for ONLY one semester; you will need to submit a new Guest Application, and follow the same procedure for each semester you plan to attend OCC.
4. Once your application has been processed, you will receive a letter from OCC with your Student Number on it.
5. Please go to www.oaklandcc.edu, click on the **Online Services** link at the top of the page, scroll to the bottom of that page, and click on the '**I Am New to Online Services**' link. Follow the tutorial for an explanation of how to find your user I.D. and how to register online. If you have difficulty accessing Online Services, the Student Technical Helpdesk is available 24 hours a day, 7 days a week, to assist you. They can be reached at (888) 341-6948.

Please familiarize yourself with the OCC website. It contains a great deal of information including the OCC Catalog and Schedule of Classes in .PDF format. Keep in mind that the most accurate information regarding individual class information can be accessed through Online Services. You will also be able to run off your grade report and unofficial transcripts through Online Services.

If you have questions that cannot be answered through the OCC website, please contact the Director of Student Services' Office at (248) 246-2494.