



Hazel Park Alumni,

If you are thinking about taking classes at Henry Ford this summer, you will need to complete the following steps.

**Before you register:**

- Confirm with your home institution adviser that your HFC class selection(s) counts toward your degree.
- Confirm that no prerequisite courses prevent you from registering for your HFC class selection(s).

Students enrolled at any accredited college or university can take classes at HFC as a Guest Student (sometimes called a Visiting Student), and then transfer their HFC credits back to their home college or university.

The HFC guest / visiting student process

**Step 1**

Complete the [Michigan Uniform Guest Application \(a fillable PDF application\)](#). Part 2 must be completed by your home university or college.

**Step 2**

Submit your completed application to HFC via email to [registrar@hfcc.edu](mailto:registrar@hfcc.edu)

**Step 3**

Check your email for information on how to set up your student account and register for classes.

**Step 4**

Register for classes (You will be responsible to verify that your home institution will accept your HFC credits. Your registrar can tell you.)

**Step 5**

Pay for classes - Once these steps are completed, please email **both** PZ staff: [moussa.traore@myhpsd.org](mailto:moussa.traore@myhpsd.org) & [fernando.monge@myhpsd.org](mailto:fernando.monge@myhpsd.org). In your email please let us know what steps are complete and your plan for success. **(PZ Staff will respond with payment details.)**

**Step 6**

After successfully completing your guest courses at HFC, request that your official transcripts be sent to your home university, so your credits will count there.

Questions? Contact the HFC Registrar's Office at [registrar@hfcc.edu](mailto:registrar@hfcc.edu) or call 313-845-9600.

**\*We will cover up to 4 credits per summer \*Register for classes before May\***

**GO TO CLASS & GOOD LUCK!**

Hazel Park Promise | P.O. Box 514, Hazel Park, MI 48030 | 248-658-5183 | [hazelparkpromise.org](http://hazelparkpromise.org)