



Hazel Park Alumni,

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

Before you register:

- Confirm with your home institution adviser that your OCC class selection(s) counts toward your degree.
- Confirm that no prerequisite courses prevent you from registering for your OCC class selection(s).
- College guest students are exempt from all placements testing and MOST course prerequisites.

STEP 1: CREATE AN ADMISSIONS PROFILE & COMPLETE AN ONLINE APPLICATION

- Visit - oaklandcc.edu
- Go to apply. Complete the Profile and Application forms.
 - Confirmation emails are sent when the application is received and again when processed. Please allow two (2) business days for processing.
 - Guest applications are valid for one year. Uploading a copy of your college transcript is recommended. (You can request this on your home institution student profile transcript request page) Once the application has expired, you will need to log into your Admission Profile and Create a New [Application](#).

STEP 2: SET UP A MyOCC ACCOUNT AND OCC STUDENT EMAIL

- After you receive confirmation that your application has been processed, you will need to log
- into your MyOCC Account.
- Once logged in to MyOCC, select the College Resources link and then choose the Student Email link to ACTIVATE your required OCC EMAIL account.
- Check your email often for important news and updates.

STEP 3: REGISTER FOR CLASSES VIA MyOCC

- Log into [MyOCC](#) and select the College Resources link. Choose the Student Planning link.
- Click on the - plan your degree.
- Register for Classes - option to search and register for classes.

STEP 4: PAYING FOR CLASS

- Complete and sign the [Promise Zone OCC Waiver Form](#) if not already done.
- In order for the Promise Zone to cover your summer tuition, you will need the waiver form on file.
 - Email Promise Zone Staff
 - Send the waiver form to **both PZ Staff** moussa.traore@myhpsd.org & fernando.monge@myhpsd.org
 - In your email, please let us know what steps are complete and your plan.
- Once these steps are complete the Promise Zone will request OCC to bill us for summer tuition & fees.

***We will cover up to 6 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