

JUST ANNOUNCED – JULY 22, 2016:

New textbooks have been developed for IRCP1 & IRCP2. All courses that begin after August 22, 2016 will require new textbooks. Please do NOT purchase any textbooks for classes that begin after August 22, 2016. More information will be forthcoming.



www.uawford.org/edtp/ircp

REMINDER:

All students must:

- 1. Apply for tuition assistance at www.myuawford.com (IRCP application) and be approved prior to registering at the school.**
- 2. Register at the school.**
- 3. Once registered with the school, log back into your tuition assistance account at www.myuawford.com and electronically activate/release the tuition voucher to the school by the voucher due date or the school will drop you from the course.**



Workforce & Continuing Education

MACOMB COMMUNITY COLLEGE



FORD REGISTRATION FORM IRCP-1 – IRCP-2 – IRCP-3 COURSES

PLEASE PRINT CLEARLY. MUST PROVIDE: FULL NAME, Ford ID #, COMPLETE SSN, & DATE OF BIRTH.

Please list only CURRENT and TRUE information for official records, certificates of completion or certification, and transcripts. This information will be maintained confidentially within FERPA guidelines.

Name: **Last** _____ **First** _____ **Middle (optional)** _____ **Ford Employee ID #** _____ **Work Shift (1st, 2nd, 3rd, AWS)** _____

Social Security Number (U.S.) _____ **Birth Date (mm/dd/yyyy)** _____ **Macomb ID # (if Known)** _____ **Plant Location** _____

_____-_____-_____-_____-_____-_____- / ____/____/____

Country of Citizenship: U.S. Other Country: _____

Home Mailing Address _____

City, State, Zip Code _____

Phone Number (include area code) _____ E-Mail Address (please print clearly) _____

Terms & Conditions: I authorize release of my full academic record to my sponsoring employer. I recognize and understand that, if for any reason my employer does not cover costs, I will be held responsible for the charges. If I fail to drop the course during the 100% refund period listed below, and my employer does not cover costs, I will be responsible for the cost. Failure to pay will result in a "HOLD" on records and future registration will not be possible. Delinquent accounts are turned over to a collection agency, assessed a 25% delinquent fee and reported to all credit bureaus. The information as listed on this form is true to the best of my knowledge.

Refund Period:

- 100% refund if course is cancelled by College.
- 100% refund if student drops prior to the course start date.
- 0% refund if student drops on or after course start date.

Signature _____ **Date** _____

For office use only:

Date/Time Form Received: _____

By: _____

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EMAIL COMPLETED FORMS TO: workforcedev@Macomb.edu - Include E-Mail Subject Line: FORD IRCP

REGISTER IN PERSON: Macomb Community College – MTEC – 7900 Tank Avenue - Warren - 48092

Help Line or Questions – 586.498.4100

FORD IRCP SCHEDULE

Course	Rank order of choices for each	Class Days/Times	Class Dates	Weeks
IRCP-1		MW 8am-12pm	01/23/17 – 02/15/17	4
		TTH 12:30-4:30pm	01/24/17 – 02/16/17	4
		TTH 5-9pm	01/24/17 – 02/16/17	4
IRCP-2		MW 8am-12pm	02/20/17 – 03/15/17	4
		TTH 12:30-4:30pm	02/21/17 – 03/16/17	4
		TTH 5-9pm	02/21/17 – 03/16/17	4
IRCP-3		MW 8am-12pm	03/20/17 – 04/26/17	6
		TTH 12:30-4:30pm	03/21/17 – 04/27/17	6
		TTH 5-9pm	03/21/17 – 04/27/17	6

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Ford IRCP Registration Process

TO REGISTER ON-LINE:

1. You must be pre-approved by Ford with a voucher to submit a registration.
2. Complete the registration form.
3. Indicate your class time preference for IRCP-1, IRCP-2, and IRCP-3 courses.
4. Email the form to workforcedev@macomb.edu **Type on Subject Line: Ford IRCP.**

TO REGISTER IN PERSON:

1. You must be pre-approved by Ford with a voucher to submit a registration.
2. Complete the registration form.
3. Come to the MTEC Building – 7900 Tank Avenue – Warren 48092 – Front Desk.
4. Registration forms will be accepted between 8:30 – 5:00pm

All students must apply for tuition assistance at www.myuawford.com (IRCP application) and be approved prior to registering at the school. Once registered with the school, log back into your tuition assistance account and electronically activate/release the tuition voucher to the school by the voucher due date. Books for all classes should be picked up at your local union hall.

Macomb Community College - Help Line or Questions – 586.498.4100

UAW-Ford Industrial Readiness Certificate Program

Registration Information and Important Dates

Macomb Community College

REGISTRATION INFORMATION			
How Does a Student Register?			
In Person:	Macomb Community College - MTEC Building 7900 Tank Avenue - Warren 48092 8:30 - 5:00pm 586-498-4100		
Website:	workforcedev@macomb.edu Subject Line - IRCP		
Tuition Cost:	IRCP-1 \$313 Total fees if any \$0	IRCP-2 \$313 Total fees if any \$0	IRCP-3 \$412 Total fees if any \$0
IMPORTANT DATES			
Term Name	Winter	Winter	Winter/Spring
Registration window:	12/05/16 to 01/23/17	12/05/16 to 02/20/17	12/05/16 to 03/20/17
Term start/end date:	01/23/17 to 02/16/17	02/20/17 to 03/16/17	03/20/17 to 04/27/17
Tuition voucher due date:	01/23/17	02/20/17	03/20/17
Last date to drop course for full tuition refund:	01/20/17	02/17/17	03/17/17
Last date to drop course for partial tuition refund (Insert %):	NA/ /	NA/ /	NA/ /
Process to drop courses:	E-mail: Workforcedev@macomb.edu 0% if student drops on start date or thereafter.		
Contact person & phone number at school for student questions:	Janet D'Annunzio, Project Coord. Phone (586) 498-4100		

REMINDER: Students must apply for tuition assistance at www.myuawford.com and be approved prior to registering at the school. Once registered, students must log back into their www.myuawford.com account and electronically release the tuition voucher for payment by due date or the school will be required to drop student from the course.