

**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](http://www.uawford.org/edtp/ircp)

## **REMINDER:**

### **All students must:**

- 1. Apply for tuition assistance at [www.myuawford.com](http://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](http://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.**



**Henry Ford College**

5101 Evergreen Road  
 Dearborn, MI 48128-1495  
 313-845-9600  
 www.hfcc.edu

## IRC FALL 2017 REGISTRATION INFORMATION

Fall registration for the UAW Ford Industrial Readiness Program will begin July 7, 2017. In person registration is still available Monday – Thursday, 9 a.m. – 11 a.m., 1 p.m. – 3 p.m., and on Fridays, 8:30 a.m. – 1 p.m.

### Important information/ dates for Fall 2017

<b>Term Start/ End Date:</b>	September 11, 2017 – November 4, 2017 (8 week classes) September 11, 2017 – December 9, 2017 (12 week classes)
<b>Registration Window:</b>	July 7, 2017 – September 1, 2017
<b>Voucher/ Payment Due:</b>	September 15, 2017
<b>Last Day to drop course for full tuition refund:</b>	September 15, 2017
<b>Process to drop course:</b>	Student must submit written request via email to <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a> . <b>NO PHONE CANCELLATIONS WILL BE ACCEPTED</b>
<b>Contact information at school for student questions:</b>	Arlicia Summerville 313-317-6600 <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a>

### Voucher/ Payments

Students who do not have a voucher on file by September 15, 2017 will have seven (7) business days to pay for classes or make payment arrangements. If payment is not received within seven (7) business days the student will be held financially responsible for training regardless of time spent in class.

# IRC Schedule – Fall 2017:

## **Shop Arithmetic – 32 hours (4 hours per week for 8 weeks)**

**Cost: \$212**

### **Mondays & Wednesdays**

Start Date: September 11, 2017

End Date: November 1, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. – 8 p.m.

### **Saturdays**

Start Date: September 16, 2017

End Date: November 1, 2017

Section 4: 8:30 a.m. – 12:30 p.m.

## **Trade Related Preparation – 48 hours (4 hours per week for 12 weeks)**

**Cost: \$212**

### **Mondays & Wednesdays**

Start Date: May 8, 2017

End Date: July 31, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. -8 p.m.

### **Tuesdays & Thursdays**

Start Date: May 9, 2017

End Date: August 1, 2017

Section 4: 8 a.m. – 10 a.m.

Section 5: 12 p.m. – 2 p.m.

Section 6: 6 p.m. -8 p.m.

### **Saturdays**

Start Date: September 16, 2017

End Date: November 1, 2017

Section 7: 8:30 a.m. – 12:30 p.m.

## **Machine Tool Blueprint Reading – 32 hours (4 hours per week for 8 Weeks)**

**Cost: \$212**

### **Tuesdays & Thursdays**

Start Date: September 12, 2017

End Date: November 2, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. – 8 p.m.

### **Saturdays**

Start Date: September 16, 2017

End Date: November 1, 2017

Section 4: 8:30 a.m. – 12:30 p.m.

## BOOK INFORMATION

Effective immediately all IRC students must go to their local or check with their ESSP in the plant to purchase all books. Books for Shop Arithmetic and Machine Tool Blueprint Reading can no longer be purchased via Pearson and Cengage.

Henry Ford College does not handle the book reimbursements. Please contact your ESSP or the local for information regarding book reimbursements.

## Industrial Readiness Certificate Program Drop Policy At Henry Ford College

Beginning fall 2016 semester all requests to drop an IRC class must be submitted via email to Arlicia Summerville at [asummerville@hfcc.edu](mailto:asummerville@hfcc.edu). **No phone requests or walk-in requests will be processed.** The last day to drop classes without being charged is May 8, 2017.

Any drop request submitted after May 8, 2017 will be processed, but the student will be held financially responsible for the class(es). Below are examples of acceptable reasons to drop classes after the add/drop period has passed.

- Shift change
- Familial Obligation
  - Illness

Once classes have begun students may switch sections **only** if they have experienced a shift change. Proof must be presented in writing from your employer.



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## IRC SPRING 2017 REGISTRATION INFORMATION

Spring registration for the UAW Ford Industrial Readiness Program will begin March 27, 2017. In person registration is still available Monday – Thursday, 9 a.m. – 11 a.m., 1 p.m. – 3 p.m., and on Fridays, 8:30 a.m. – 1 p.m.

### Important information/ dates for SPRING 2017

<b>Term Start/ End Date:</b>	<b>May 8, 2017 – August 1, 2017</b>
<b>Registration Window:</b>	March 27, 2017 – April 28, 2017
<b>Voucher/ Payment Due:</b>	May 8, 2017
<b>Last Day to drop course for full tuition refund:</b>	May 8, 2017
<b>Process to drop course:</b>	Student must submit written request via email to <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a> . <b>NO PHONE CANCELLATIONS WILL BE ACCEPTED</b>
<b>Contact information at school for student questions:</b>	Arlcia Summerville 313-317-6600 <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a>

### Voucher/ Payments

Students who do not have a voucher on file by May 8, 2017 will have seven (7) business days to pay for classes or make payment arrangements. If payment is not received within seven (7) business days the student will be held financially responsible for training regardless of time spent in class.

# IRC Schedule – Spring 2017:

## **Shop Arithmetic – 32 hours (4 hours per week for 8 weeks)**

**Cost: \$212**

### **Mondays & Wednesdays**

Start Date: May 8, 2017

End Date: June 28, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. – 8 p.m.

### **Saturdays**

Start Date: May 13, 2017

End Date: July 1, 2017

Section 4: 8:30 a.m. – 12:30 p.m.

## **Machine Tool Blueprint Reading – 32 hours (4 hours per week for 8 Weeks)**

**Cost: \$212**

### **Tuesdays & Thursdays**

Start Date: May 9, 2017

End Date: June 29, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. – 8 p.m.

### **Saturdays**

Start Date: May 13, 2017

End Date: July 1, 2017

Section 4: 8:30 a.m. – 12:30 p.m.

## **Trade Related Preparation – 48 hours (4 hours per week for 12 weeks)**

**Cost: \$212**

### **Mondays & Wednesdays**

Start Date: May 8, 2017

End Date: July 31, 2017

Section 1: 8 a.m. – 10 a.m.

Section 2: 12 p.m. – 2 p.m.

Section 3: 6 p.m. -8 p.m.

### **Tuesdays & Thursdays**

Start Date: May 9, 2017

End Date: August 1, 2017

Section 4: 8 a.m. – 10 a.m.

Section 5: 12 p.m. – 2 p.m.

Section 6: 6 p.m. -8 p.m.

### **Saturdays**

Start Date: May 13, 2017

End Date: August 5, 2017

Section 7: 8:30 a.m. – 12:30 p.m.

## BOOK INFORMATION

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### Industrial Readiness Certificate Program Drop Policy

#### At Henry Ford College

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- Shift change
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Once classes have begun students may switch sections **only** if they have experienced a shift change. Proof must be presented in writing from your employer.

# UAW-Ford Industrial Readiness Certificate Program

## Registration Information and Important Dates

Henry Ford College

REGISTRATION INFORMATION			
<b>How Does a Student Register?</b>			
<b>In Person:</b>	Workforce & Professional Development Division Henry Ford College M-TEC 3601 Schaefer Rd., Dearborn, MI 48126 313-317-6600		
<b>Website:</b>	www.hfcc.edu/webadvisor		
<b>Tuition Cost:</b>	IRCP-1 \$212 Total fees if any \$	IRCP-2 \$212 Total fees if any \$	IRCP-3 \$320 Total fees if any \$
IMPORTANT DATES			
Term Name	Fall	Fall	Fall
<b>Registration window:</b>	07/07/17 to 09/01/17	07/07/17 to 09/01/17	07/07/17 to 09/01/17
<b>Term start/ end date:</b>	09/11/17 to 11/04/17	09/11/17 to 11/04/17	09/11/17 to 12/09/17
<b>Tuition voucher due date:</b>	09/15/17	09/15/17	09/15/17
<b>Last date to drop course for full tuition refund:</b>	09/15/17	09/15/17	09/15/17
<b>Last date to drop course for partial tuition refund (Insert %):</b>	N/A/	N/A/	N/A/
<b>Process to drop courses:</b>	email <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a>		
<b>Contact person &amp; phone number at school for student questions:</b>	Arlicia Summer ville <span style="float: right;">Phone (313) 317-6600</span>		

**REMINDER:** Students must apply for tuition assistance at [www.myuawford.com](http://www.myuawford.com) and be approved prior to registering at the school. Once registered, students must log back into their [www.myuawford.com](http://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.



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## Registration Information and Important Dates

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REGISTRATION INFORMATION			
<b>How Does a Student Register?</b>			
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<b>Tuition Cost:</b>	IRCP-1 \$212 Total fees if any \$	IRCP-2 \$212 Total fees if any \$	IRCP-3 \$320 Total fees if any \$
IMPORTANT DATES			
Term Name	Spring	Spring	Spring
<b>Registration window:</b>	03/27/17 to 4/28/17	03/27/17 to 04/28/17	03/27/17 to 04/28/17
<b>Term start/ end date:</b>	05/08/17 to 07/03/17	05/08/17 to 07/01/17	05/08/17 to 08/05/17
<b>Tuition voucher due date:</b>	05/08/17	05/08/17	05/08/17
<b>Last date to drop course for full tuition refund:</b>	05/08/17	05/08/17	05/08/17
<b>Last date to drop course for partial tuition refund (Insert %):</b>	N/A/	N/A/	N/A/
<b>Process to drop courses:</b>	email <a href="mailto:asummerville@hfcc.edu">asummerville@hfcc.edu</a>		
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