



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 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

Term Start/ End Date:	September 11, 2017 – November 4, 2017 (8 week classes) September 11, 2017 – December 9, 2017 (12 week classes)
Registration Window:	July 7, 2017 – September 1, 2017
Voucher/ Payment Due:	September 15, 2017
Last Day to drop course for full tuition refund:	September 15, 2017
Process to drop course:	Student must submit written request via email to asummerville@hfcc.edu . <i>Kfox63@hfcc.edu</i> NO PHONE CANCELLATIONS WILL BE ACCEPTED
Contact information at school for student questions:	Arlcia Summerville 313-317-6602 asummerville@hfcc.edu

Voucher/ Payments

Students who do not have a voucher on file by September 15, 2017 will be held financially responsible for training regardless of time spent in class. This includes those student who register, but never attend.

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: 10 a.m. – 12 p.m.

Section 2: 12:30 p.m. – 2:30 p.m.

Section 3: 6 p.m. – 8 p.m.

Saturdays

Start Date: September 16, 2017

End Date: November 4, 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: September 12, 2017

End Date: November 2, 2017

Section 1: 10 a.m. – 12 p.m.

Section 2: 12:30 p.m. – 2:30 p.m.

Section 3: 6 p.m. – 8 p.m.

Saturdays

Start Date: September 16, 2017

End Date: November 4, 2017

Section 4: 8:30 a.m. – 12:30 p.m.

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

Cost: \$320

Mondays & Wednesdays

Start Date: September 11, 2017

End Date: November 29, 2017

Section 1: 10 a.m. – 12 p.m.

Section 2: 12:30 p.m. – 2:30 p.m.

Section 3: 6 p.m. – 8 p.m.

Tuesdays & Thursdays

Start Date: September 12, 2017

End Date: December 7, 2017, 2017

Section 4: 10 a.m. – 12 p.m.

Section 5: 12:30 p.m. – 2:30 p.m.

Section 6: 6 p.m. – 8 p.m.

Saturdays

Start Date: September 16, 2017

End Date: December 9, 2017

Section 7: 8:30 a.m. – 12:30 p.m.

BOOK INFORMATION

All IRC students must go to their local or check with their ESSP in the plant to purchase all books. 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

All requests to drop an IRC class **must be** submitted via email to Arlicia Summerville at asummerville@hfcc.edu. **No phone requests or walk-in requests will be processed.** The last day to drop classes without being charged is September 15, 2017.

Any drop request submitted after September 15, 2017 will be processed, but the student will be held financially responsible for the class(es).

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.

