



**Henry Ford College**  
 5101 Evergreen Road  
 Dearborn, MI 48128-1495  
 313-845-9600  
[www.hfcc.edu](http://www.hfcc.edu)

## IRC WINTER 2018 REGISTRATION INFORMATION

Fall registration for the UAW Ford Industrial Readiness Program will begin October 2, 2018. **All students must complete and sign a registration form. No registration will be processed without a signed form.**

### Important information/ dates for Winter 2018

<b>Term Start/ End Date:</b>	January 8, 2018 – March 5, 2018 (8 week classes) January 8, 2018 – March 24, 2018 (12 week classes)
<b>Registration Window:</b>	October 2, 2017 – January 5, 2018
<b>Voucher/ Payment Due:</b>	January 12, 2018
<b>Last Day to drop course for full tuition refund:</b>	January 16, 2018
<b>Process to drop course:</b>	Student must submit written request via email to <a href="mailto:kfox63@hfcc.edu">kfox63@hfcc.edu</a> <b>NO PHONE CANCELLATIONS WILL BE ACCEPTED</b>
<b>Contact information at school for student questions:</b>	Kathleen Fox 313-945-9833 <a href="mailto:Kfox63@hfcc.edu">Kfox63@hfcc.edu</a>

## Voucher/ Payments

Students who do not have a voucher on file by January 12, 2018 may be dropped from training.

# IRC Schedule – Winter 2018:

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

**Cost: \$212**

### **Mondays & Wednesdays**

Start Date: January 8, 2018

End Date: March 5, 2018

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: January 13, 2018

End Date: March 3, 2018

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: January 8, 2018

End Date: March 21, 2018

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: January 9, 2018

End Date: March 22, 2018

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: January 13, 2018

End Date: March 24, 2018

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: January 8, 2018

End Date: March 1, 2018

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: January 13, 2018

End Date: March 3, 2018

Section 4: 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 Kathleen Fox at [kfox63@hfcc.edu](mailto:kfox63@hfcc.edu) . **No phone requests or walk-in requests will be processed.**

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



## Workforce and Professional Development

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# Non-Credit Course Registration

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### Instructions

Complete and return form by mail:

Henry Ford College M-TEC  
3601 Schaefer Road Bldg. A  
Dearborn, MI 48126

Or, by email:

mtec@hfcc.edu

### Trainee Information

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Enrollment Information

Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Contact Hours: \_\_\_\_\_