



*Welcome to Schoolcraft College!*

*We're glad you chose us for your classes.*

# Industrial Readiness Certificate Program (IRCP)

## Registration & Information Packet

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## Industrial Readiness Certificate Program (IRCP)

### Course Information

**Course # 6287: Industrial Readiness Shop Arithmetic:** Review of basic arithmetic; whole numbers, fractions, decimals, signed numbers, grouping symbols, square root, ratio and proportion, flat and round tapers, simple and complex gear ratios; practical industrial shop problems are employed.

**Course # 6288: Industrial Readiness Machine Tool Blueprint Reading:** An introduction to blueprint reading; interpretation of various kinds of lines, position of views, symbols, conventions, dimensioning practices, sectioning, auxiliary views and symmetry with emphasis on techniques employed to show details in relation to assembly drawings.

**Course # 6289: Industrial Readiness Trade Related Preparation:** (It is highly recommended Course # 6287 & Course # 6288 be taken prior to Course # 6289.) Preparation for a career in the trades is assessed through an overview of industrial processes. A review of math, blueprint reading, and measuring tools relative to shop application are major components of this course. Students receive diagnostic evaluation through testing in these major areas.

Course #	Textbook
<b>6287</b> - <i>Industrial Readiness Shop Arithmetic</i>	Basic Shop Math Workbook ISBN: 0-9649530-3-X
<b>6288</b> - <i>Industrial Readiness Machine Tool Blueprint Reading</i>	Basic Blueprint Reading for Machine Trades Workbook ISBN: 0-9649530-4-8
<b>6289</b> – <i>Industrial Readiness Trade Related Preparation</i>	Pre-Apprentice Training for the Skilled Trades, Martin ISBN: 0964953013  Pre-Apprentice Training Math Supplement, Namenye ISBN: 0964953021

Textbook information is available at [www.uawford.org/edtp/ircp](http://www.uawford.org/edtp/ircp)

**NOTE:** All the books for IRCP1, 2 and 3 will be distributed to participants in the plant or local. Do not purchase them.



### Industrial Readiness Certificate Program (IRCP) Course Schedule

Semester	Course # 6287 Shop Arithmetic \$320	Course # 6288 Machine Tool Blueprint Reading \$320	Course # 6289 Trade Related Preparation \$480
Winter 2018 Voucher Due Jan 23rd	Jan 29– Feb 9 Mon- Fri 8am – Noon Section#: TBD Instructor: TBD Room: TBD 2 Week Class	Feb 12 – Feb 23 Mon - Fri 8am - Noon Section#: TBD Instructor: TBD Room: TBD 2 Week Class	Mar 5- Mar 23 Mon - Fri 8am – Noon Section#: TBD Instructor: TBD Room: TBD 3 Week Class

This is a tentative schedule with a minimum of ten participants required to run class.



# Industrial Readiness Certificate Program (IRCP)

## Registration Instructions

Complete just six (6) steps, and you will be registered for the classes of your choice. See Frequently Asked Questions on page 6 for additional information.

**1** Request your tuition voucher from [www.myuawford.com](http://www.myuawford.com), or for help with access call 1-800-367-3829 or email [edtp@uawford.com](mailto:edtp@uawford.com).

**2** Select a **Section #** from the available courses listed on the **Course Schedule** (page 2). Fill in the **Section No.** where indicated on the registration form. Select 1, 2 or 3 courses (it is recommended participants take Shop Arithmetic and Machine Tool Blueprint Reading, before taking the Trade Related Preparation course.) Here is an example of a course listing:

<b>Course # 6287</b> <b>Shop Arithmetic</b>
May 9-June 27 Tues/Thurs 11:00 am-1:30 pm <b>Section# 825103</b> Room: AG 200

Registration Form	CES, CES2 CES No.	Title of Class	Amount
Section No. <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">         </span>	6   2   8   7	Industrial Readiness Shop Arithmetic	3   2   0   .   0   0

**3** Complete the Registration/ Admission Form attached (page 4).

**4** Submit the Registration Form to us in one of the following ways:

- A. Fax to 734-462-4673
- B. Scan and Email to [apprenticeship@schoolcraft.edu](mailto:apprenticeship@schoolcraft.edu)
- C. Register by phone by calling LaRita Banks at 734-462-4438.

**5** Go to <https://webadvisor.schoolcraft.edu> to confirm your registration.

- A. No password or ID?  
Click on *“What’s My User ID?”* and *“What’s My Password?”* links
- B. Login to Web Advisor
- C. Following login, Click *“Students”* on the left side of the site
- D. Click *“My Class Schedule”* and you will see your schedule. Print schedule and take to your local/plant to receive your book(s).

**6** Log back into your tuition assistance account at [www.myuawford.com](http://www.myuawford.com), and electronically activate/release the tuition voucher to us by the voucher due date (or you will be dropped from the course) **and you’re all set!**





# Business Development CENTER

- 1. Are you Hispanic?  Yes  No
- 2. Please select one or more races:
  - American Indian or Alaska Native
  - Asian  Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

## Registration/Admission form YEAR \_\_\_\_\_ SUMMER FALL WINTER SPRING

Please use one registration form per student. Duplicate this form as needed.

Before registering notify the college of any change to name, address or phone number(s). Entering new contact information on your registration form does not automatically update your record.

-  -             **OR**       -  -        Male  Female  
 DATE OF BIRTH      STUDENT NUMBER      SOCIAL SECURITY NUMBER  
To be assigned to first-time students.      Returning students only need to include the last 4 digits.

             
 LAST NAME      FIRST NAME      MI/FORMER NAME

             
 NUMBER AND STREET      CITY

             
 STATE      ZIP CODE      EMAIL ADDRESS

-  -        -  -        -  -   
 DAY PHONE      EVENING PHONE      CELL PHONE

Section No.	CES, CES2, CESN No.	Title of Class	Amount
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	_____	\$ <input type="text"/>
<b>TOTAL:</b>			\$ <input type="text"/>

For office use only:

## Industrial Readiness Certificate Program (IRCP)

IMPORTANT DATES	
Term	Winter 2018
Term start/end date:	1/29/18 – 3/23/18
Registration dates:	11/13/17 – 1/22/18 Shop Arithmetic 11/13/17 – 2/5/18 Machine Tool Blueprint Reading 11/13/17 – 2/26/18 Trade Related Preparation
Tuition voucher due date:	1/22/18 Shop Arithmetic 2/5/18 Machine Tool Blueprint Reading 2/26/18 Trade Related Preparation
Last date to drop class for full refund:	1/31/18 – Shop Arithmetic 2/14/18 – Machine Tool Blueprint Reading 3/7/18 – Trade Related Preparation
<b>Process to drop class:</b> Student must submit written request via email.	<b>Contact:</b> LaRita Banks <a href="mailto:lbanks@schoolcraft.edu">lbanks@schoolcraft.edu</a> Shannon Wilson <a href="mailto:swilson2@schoolcraft.edu">swilson2@schoolcraft.edu</a>  <b>(734) 462-4438</b>
Contact information for student questions:	

**Voucher Payment** Students who do not have a voucher on file by the **voucher due date** will have seven (7) business days to pay for classes. 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.



# Industrial Readiness Certificate Program (IRCP)

## Frequently Asked Questions

- **What is a Section #?** A Section # consists of six numbers and is how we know what time and date the class is being held. Multiple sections of the same course may be offered at different times. For example, Shop Arithmetic may be offered at 11:00 AM and at 6:30 PM. The Section # helps to differentiate the classes. Be sure you fill in the Section # (s) for all of the classes you would like to take on the Registration Form.
- **How many courses are available?** There are three courses available at this time:
  1. Industrial Readiness Shop Arithmetic (IRCP 1).
  2. Industrial Readiness Machine Tool Blueprint (IRCP 2).
  3. Industrial Readiness Trade Related Preparation (IRCP 3).
- **Do I have to take the classes one at a time?** You may take as many classes at one time as you wish, though it is highly recommended you take Shop Arithmetic (IRCP1) and Machine Tool Blueprint Reading (IRCP 2) before taking Trade Related Preparation (IRCP3).
- **What is a Student ID #?** A Student ID # helps you (and us) keep track of your classes, your class schedule and your transcripts. You will see this # on your class schedule and transcript. It helps us identify you in our System. You can also put your student ID # on your tuition voucher.
- **How do I get my books?** See <http://www.uawford.org/edtp/ircp> for the most current information.
- **Where are my classes located?** Classes will be held at the Schoolcraft College Livonia Campus, 18600 Haggerty Road, Livonia, MI. Class locations may vary and will be indicated on the Course Schedule. Go to <http://www.schoolcraft.edu/connect/location-and-maps>, or see the map (page 8) provided.
- **What is Web Advisor?** Web Advisor is an online tool for seeing your class schedule and the room in which it is being held. It does many other things related to your experience here at Schoolcraft College. To use Web Advisor, you will need a User ID and a Password.

You can set up your User ID by clicking “What’s My User ID?”, and set up your password by clicking on “What’s My Password”?

Once you are logged in, you can click on “Students” on the left side of the page, then click “My Class Schedule”.

Direct questions to LaRita Banks or Shannon Wilson at  
734-462-4438 or [bdc@schoolcraft.edu](mailto:bdc@schoolcraft.edu)

