



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

## Industrial Readiness Program (IRC-P) Winter 2018 Registration Information

Winter registration for the UAW IRC-P will begin November, 9, 2017. Register online at <https://mtec.hfcc.edu/classes-training/uaw-ford-industrial-readiness-certificate-program> or through your education representative in the plant.

### Important Information/ Dates For Winter 2018

term start/ end date:	January, 8, 2018-March, 4, 2018(8 week classes) January, 8, 2018-May, 6, 2018(12 week classes)
registration window:	November, 9, 2017 – January, 14, 2018
voucher/ payment due:	January, 14, 2018
last day to <u>drop course</u> for full tuition refund:	January, 14, 2018
for questions contact:	Kathleen Fox 313-845-9833 Kfox63@hfcc.edu

### Voucher/ Payments

Students who do not have a voucher on file by the semester drop date will be held financially responsible for training cost regardless of time spent in class. This includes those students who register, but never attend.

## IRC Schedule – Winter 2018

### WFPD 160

**Shop Arithmetic-32 Hours  
(4 Hours Per Week For 8 Weeks)  
Cost: \$212**

#### Mondays & Wednesdays

Start Date: January, 8, 2018  
End Date: February, 28, 2018

Section 1: 8 a.m. - 10 a.m.  
Section 2: 12p.m. - 2 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.

### WFPD 162

**Trade Related Preparation-48 Hours  
(4 Hours Per Week For 12 Weeks)  
Cost: \$320**

#### Mondays & Wednesdays

Start Date: January, 8, 2018  
End Date: May, 2, 2018

Section 1: 8 a.m. - 10 a.m.  
Section 2: 10 a.m. - 12p.m.  
Section 3: 6 p.m. – 8 p.m.

#### Tuesdays & Thursdays

Start Date: January, 9, 2018  
End Date: May, 3, 2018

Section 4: 8 a.m. - 10 a.m.  
Section 5: 10 a.m. - 12p.m.  
Section 6: 6 p.m. – 8 p.m.

#### Saturdays

Start Date: January, 13, 2018  
End Date: May, 5, 2018

Section 7: 8:30 a.m. -12:30 p.m.

### WFPD 161

**Machine Tool Blueprint Reading  
32 Hours  
(4 Hours Per Week For 8 Weeks)  
Cost: \$212**

#### Tuesdays & Thursdays

Start Date: January, 9, 2018  
End Date: March, 1, 2018

Section 1: 8 a.m. - 10 a.m.  
Section 2: 12p.m. - 2 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. The last day to drop classes without being charged is January, 14, 2018 .

Any drop request submitted after January, 14, 2018 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.



## Instructions

**Please complete and return form:**

**By mail:** Henry Ford College M-TEC,  
3601 Schaefer Road  
Dearborn MI 48126

**By E-mail:** [mtec@hfcc.edu](mailto:mtec@hfcc.edu)

**By phone:** 313-317-6601

## Trainee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Birth Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Plant # or Name: \_\_\_\_\_  
Education Rep / JAC Rep: \_\_\_\_\_ Employee #: \_\_\_\_\_

## Enrollment Information

Class 1: \_\_\_\_\_ Section: \_\_\_\_\_  
Class 2: \_\_\_\_\_ Section: \_\_\_\_\_

## Payment

- Company Voucher (Needs to be released & accepted at HFC Prior to drop date)  
Voucher #: \_\_\_\_\_
- Cash (Payments taken at the Welcome Center, 8101 Evergreen Road, Dearborn)
- Credit/Debit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

*\*Students who do not have a voucher on file by the semester drop date will be held financially responsible for training cost regardless of time spent in class. This includes those students who register, but never attend.*



Do you give HFC permission to send you text messages regarding college-related business?

Yes  No

Do you certify the following? I understand that once my application has been submitted it may NOT be altered in any way.

Yes  No

Do you certify the following? I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes  No

Do you certify the following? I certify that the information provided is accurate to the best of my knowledge. I understand that the submission of false information is grounds for denial of admission or immediate suspension after enrollment. If accepted as a student at HFC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

Yes  No

Do you certify the following? I understand that through my application for enrollment at Henry Ford College (HFC), I agree to allow the institution to use my image for marketing, communication and promotional purposes of the college. This includes the use of my image in videos, media releases, marketing collateral materials, College publications, online resources such as websites and email. If you do not want your image used in these materials, you must state their objection to the photographer/videographer during the shoot and/or in writing, or submit your request to the HFC Office of Communications via email at [gjerwin@hfcc.edu](mailto:gjerwin@hfcc.edu) or 313-317-6800

Yes  No

Tuition and fees for all non-credit classes taken through the Workforce and Professional Development Division are non-refundable and non-transferable. All students are billed upon registration regardless of time spent in training

Signature: \_\_\_\_\_

Date: \_\_\_\_\_