

# UAW-Ford Industrial Readiness Certificate Program

## Registration Information and Important Dates

Macomb Community College

REGISTRATION INFORMATION			
<b>How Does a Student Register?</b>			
<b>In Person:</b>	Macomb Community College 7900 Tank, Warren, 48092 MTEC Building Front Desk		
<b>Website:</b>	email to <a href="mailto:workforcedev@macomb.edu">workforcedev@macomb.edu</a>		
<b>Tuition Cost:</b>	IRCP-1 \$313 Total fees if any \$0	IRCP-2 \$313 Total fees if any \$0	IRCP-3 \$412 Total fees if any \$0
IMPORTANT DATES			
Term Name	Winter 2018	Winter 2018	Spring 2018
<b>Registration window:</b>	12/18/17 to 01/22/17	12/18/17 to 02/19/18	12/18/17 to 03/19/18
<b>Term start/end date:</b>	01/22/18 to 03/14/18	01/22/18 to 03/14/18	03/19/18 to 04/25/18
<b>Tuition voucher due date:</b>	01/22/18	02/19/18	03/19/18
<b>Last date to drop course for full tuition refund:</b>	01/19/18	02/16/18	03/16/18
<b>Last date to drop course for partial tuition refund (Insert %):</b>	NA/ /	NA/ /	NA/ /
<b>Process to drop courses:</b>	100% refund if dropped prior to start date. 0% if student drops on start date or thereafter.		
<b>Contact person &amp; phone number at school for student questions:</b>	Janet D'Annunzio <span style="float: right;">Phone (586) 498-4157</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.

**FORD IRCP SCHEDULE**

Course		Class Days/Times	Class Dates	Weeks
<b>IRCP-1</b>		MW 8am-12pm	01/22/18-02/14/18	4
<b>IRCP-2</b>		MW 8am-12pm	02/19/18-03/14/18	4
<b>IRCP-3</b>		MW 8am-12pm	03/19/18-04/25/18	6

**EMAIL COMPLETED FORMS TO:** [workforcedev@Macomb.edu](mailto:workforcedev@Macomb.edu) - Include E-Mail Subject Line: FORD IRCP

**REGISTER IN PERSON:** Macomb Community College – MTEC – 7900 Tank Avenue - Warren - 48092

Help Line or Questions – 586.498.4100



# Workforce & Continuing Education

MACOMB COMMUNITY COLLEGE



## FORD REGISTRATION FORM IRCP-1 – IRCP-2 – IRCP-3 COURSES

**PLEASE PRINT CLEARLY. MUST PROVIDE: FULL NAME, Ford ID #, COMPLETE SSN, & DATE OF BIRTH.**

Please list only CURRENT and TRUE information for official records, certificates of completion or certification, and transcripts. This information will be maintained confidentially within FERPA guidelines.

Name: **Last** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle (optional)** \_\_\_\_\_ **Ford Employee ID #** \_\_\_\_\_ **Work Shift ( 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, AWS)** \_\_\_\_\_

**Social Security Number (U.S.)** \_\_\_\_\_ **Birth Date (mm/dd/yyyy)** \_\_\_\_\_ **Macomb ID # (if Known)** \_\_\_\_\_ **Plant Location** \_\_\_\_\_

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Country of Citizenship:  U.S.  Other Country: \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (include area code) \_\_\_\_\_ E-Mail Address (please print clearly) \_\_\_\_\_

**Terms & Conditions:** I authorize release of my full academic record to my sponsoring employer. I recognize and understand that, if for any reason my employer does not cover costs, I will be held responsible for the charges. If I fail to drop the course during the 100% refund period listed below, and my employer does not cover costs, I will be responsible for the cost. Failure to pay will result in a "HOLD" on records and future registration will not be possible. Delinquent accounts are turned over to a collection agency, assessed a 25% delinquent fee and reported to all credit bureaus. The information as listed on this form is true to the best of my knowledge.

**Refund Period:**

- 100% refund if course is cancelled by College.
- 100% refund if student drops prior to the course start date.
- 0% refund if student drops on or after course start date.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

For office use only:

Date/Time Form Received: \_\_\_\_\_

By: \_\_\_\_\_

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EMAIL COMPLETED FORMS TO: [workforcedev@Macomb.edu](mailto:workforcedev@Macomb.edu) - Include E-Mail Subject Line: FORD IRCP

REGISTER IN PERSON: Macomb Community College – MTEC – 7900 Tank Avenue - Warren - 48092

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## **Ford IRCP Registration Process**

### **TO REGISTER ON-LINE:**

1. You must be pre-approved by Ford with a voucher to submit a registration.
2. Complete the registration form.
3. Indicate your class time preference for IRCP-1, IRCP-2, and IRCP-3 courses.
4. Email the form to [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu) **Type on Subject Line: Ford IRCP.**

### **TO REGISTER IN PERSON:**

1. You must be pre-approved by Ford with a voucher to submit a registration.
2. Complete the registration form.
3. Come to the MTEC Building – 7900 Tank Avenue – Warren 48092 – Front Desk.
4. Registration forms will be accepted between 8:30 – 5:00pm

All students must apply for tuition assistance at [www.myuawford.com](http://www.myuawford.com) (IRCP application) and be approved prior to registering at the school. Once registered with the school, log back into your tuition assistance account and electronically activate/release the tuition voucher to the school by the voucher due date. Books for all classes should be picked up at your local union hall.

**Macomb Community College - Help Line or Questions – 586.498.4100**