

**Industrial Readiness Certificate (IRC)  
And  
Pre-Apprenticeship Prep Program (PAPP)**

**2<sup>nd</sup> 8-Week Offerings**

**WINTER 2018 REGISTRATION INFORMATION**

Henry Ford College is now offering 2<sup>nd</sup> 8-week sections for Shop Arithmetic and Machine Tool Blueprint Reading.

**Registration Directions**

- Ford IRC students must complete the registration form and return it to [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu) because the payment will be made via ETAP
- Non- Ford students or students required to pay upfront can register online at <http://www.hfcc.edu/WebAdvisor> and pay by debit/credit card.
- No registration will be processed without a signed registration form. Registration forms can be mailed or emailed to the [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu) . Please include IRC or PAPP registration in the subject.
  - Mailing address is Henry Ford College – BEPD, 5101 Evergreen Rd. E-211, Dearborn, MI 48126

**Important Information/ Dates for Winter 2018**

<b>Term Start/ End Date:</b>	March, 12, 2018 – May 6, 2018 (2 <sup>nd</sup> 8 week classes)
<b>Registration Window:</b>	In Progress – March 18, 2018 (2 <sup>nd</sup> 8week classes)
<b>Voucher/ Payment Due</b>	March 18, 2018 (2 <sup>nd</sup> 8 week)
<b>Last Day to drop course for full tuition refund:</b>	March 18.2018 (2 <sup>nd</sup> 8 week)
<b>Process to drop course:</b>	Students WebAdvisor <a href="http://www.hfcc.edu/WebAdvisor">www.hfcc.edu/WebAdvisor</a> Username: first initial and last name (i.e. jdoe) Password: 2 digit birth month & 2 digit birth date (i.e. 0704) Or Email Myshia Liles-Moultrie or Arlicia Summerville at <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a>
<b>Contact information at school for student questions:</b>	School of Business, Entrepreneurship, and Professional Development 313-845-9645 <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a>

## Voucher/ Payments

Students who have not paid by the semester drop date will be held financially responsible for courses regardless of time spent in class. This includes those students who register, but never attend.

### 2<sup>nd</sup> 8-Week Winter 2018 Course Offerings

CLASS and SECTION	MEETING DAYS and TIME	LOCATION
<b>WFPD 160 – 05</b> <b>Shop Arithmetic (32 hours)</b> <b>\$212</b>	Saturdays, 8:30 a.m. – 12:30 p.m. 3/17/2018 – 5/5/2018 <b>*This section is for UAW Ford Employees only.*</b>	TULC 8670 Grand River Detroit, MI 48204
<b>WFPD 160 – 06/ WFPD PAPP101 – 06</b> <b>Shop Arithmetic (32 hours)</b> <b>\$212</b>	Saturdays, 8:30 a.m. – 12:30 p.m. 3/17/2018 – 5/5/2018	Henry Ford College M-TEC 3601 Schaefer Rd., Bldg. A Dearborn, MI 48126
<b>WFPD 161 – 05/ WFPD PAPP102 – 05</b> <b>Machine Tool Blueprint (32 hours)</b> <b>\$212</b>	Saturdays, 8:30 a.m. – 12:30 p.m. 3/17/2018 – 5/5/2018	Henry Ford College M-TEC 3601 Schaefer Rd., Bldg. A Dearborn, MI 48126

## BOOK INFORMATION

All IRC students must go to their local or check with their ESSP in the plant to purchase all books. All non-Ford employees may purchase the books at the College Store located on HFC's campus.

## IRC and PAPP Drop Policy At Henry Ford College

Students should check the HFC academic [calendar](#) for drop dates. Drops can be made through web-advisor. Students having difficulty dropping a class through WebAdvisor should contact Myshia Liles-Moultrie or Arlicia Summerville at [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu) .