



INDUSTRIAL READINESS CERTIFICATE PROGRAM  
REGISTRATION INFORMATION

**SPRING 2018 REGISTRATION INFORMATION**

Spring registration for the UAW Ford Industrial Readiness Certificate Program will begin March 22, 2018. Complete the attached registration form and email it back to [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu).

**Important Information/ Dates for Spring 2018**

<b>Term Start/ End Date:</b>	<b>May 9, 2018 – July 31, 2018</b>
<b>Registration Window:</b>	March 22, 2018 – May 9, 2018
<b>Voucher/ Payment Due:</b>	May 9, 2018
<b>Last Day to drop course for full tuition refund:</b>	May 9, 2018
<b>Process to drop course:</b>	Student must submit written request via email to <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a> <b><u>NO PHONE CANCELLATIONS WILL BE ACCEPTED</u></b>
<b>Contact information at school for student questions:</b>	School of Business, Entrepreneurship, and Professional Development, Trade & Apprentices 313-845-9645 <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a>

**Voucher/ Payments**

Students who do not have a voucher on file by May 9, 2018 will have seven (7) business days to pay for classes or make payment arrangements. 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.



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**IRC Schedule – Spring 2018**

**WFPD 161/ PAPP102 – MACHINE TOOL BLUEPRINT READING – 32 HOURS (\$212)**

- **Section 01**
  - May 9, 2018 – June 25, 2018
  - Mondays & Wednesdays; 6 p.m. – 8 p.m.
  - Main Campus - Building E , Room 134
- **Section 02**
  - May 8, 2018 – June 21, 2018
  - Tuesdays & Thursdays; 6 p.m. – 8 p.m.
  - Main Campus – Building E, Room 134
- **Section 03**
  - May 12, 2018 – June 23, 2018
  - Saturdays; 8:30 a.m. – 12:30 p.m.
  - Main Campus – Building E, Room 134

**WFPD 162/ PAPP103 – TRADE RELATED PREPARATION – 48 HOURS (\$320)**

- **Section 01**
  - May 9, 2018 – July 30, 2018
  - Mondays & Wednesdays; 6 p.m. – 8 p.m.
  - Main Campus – Building E, Room 140
- **Section 02**
  - May 8, 2018 – July 31, 2018
  - Tuesdays & Thursdays; 6 p.m. – 8 p.m.
  - Main Campus – Building E, Room 137
- **Section 03**
  - May 12, 2018 – July 28, 2018
  - Saturdays; 8:30 a.m. – 12:30 p.m.
  - Main Campus – Building E, Room 136



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**BOOK INFORMATION**

Effective immediately all IRC students must go to their local or check with their ESSP in the plant to purchase all books. Books for Shop Arithmetic and Machine Tool Blueprint Reading can no longer be purchased via Pearson and Cengage.

Henry Ford College does not handle the book reimbursements. Please contact your ESSP or the local for information regarding book reimbursements.

PAPP students may purchase their books at the College Bookstore on Henry Ford College's main campus.

**Drop Policy for IRC and PAPP**

All requests to drop a class must be submitted via email to Myshia Liles-Moultrie at [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu). **No phone requests or walk-in requests will be processed.** The last day to drop classes without being charged is May 9, 2018.

Any drop request submitted after May 9, 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.



## Workforce and Professional Development

# Non-Credit Course Registration

### 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: \_\_\_\_\_



## Workforce and Professional Development

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# Non-Credit Course Registration

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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.

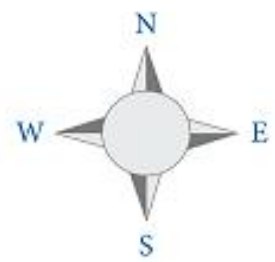
Signature: \_\_\_\_\_

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

# HENRY FORD COLLEGE

5101 Evergreen Road  
Dearborn, MI 48128-1495  
(800) 585-HFCC or (313) 845-9600  
www.hfcc.edu

LEGEND	
	Emergency Blue Light Phones
	Handicapped Parking
	M-Dot Bus Stop
	Smoking Zone
<b>A</b>	<b>Learning Success Center</b> Assisted Learning Services Career Services Counseling Learning Lab Student Outreach and Support
<b>B</b>	<b>Ehlerman Library</b> Media Center
<b>C</b>	<b>College Store</b>
<b>D</b>	<b>Facilities Services</b> Purchasing Shipping and Receiving
<b>E</b>	<b>Technology Building</b> Gharbi Conference Room E-123
<b>F</b>	<b>MacKenzie Fine Arts Center</b> Adley Auditorium Sisson Art Gallery
<b>G</b>	<b>Health Sciences Education Center</b> Hockett Conference Room G-150
<b>H</b>	<b>Athletic Memorial Building</b> Fitness Center Gym
<b>I</b>	<b>Child Development Center</b>
<b>J</b>	<b>Science Building</b> Planetarium
<b>K</b>	<b>Reuther Liberal Arts Building</b> English Language Institute
<b>L</b>	<b>Andrew A. Mazzara Administrative Services and Conference Center</b> Foria Auditorium Berry Amphitheater Rosenau Board Room (A, B, C)
<b>M</b>	<b>Student and Culinary Arts Center</b> Kuhmann Dining Room Fifty-One O'One Restaurant Skylight Cafe Student Activities WHFR Radio Station 89.3 FM
<b>MT</b>	<b>Michigan Technical Education Center M-TEC</b>
<b>N</b>	<b>Campus Safety</b>
<b>SN</b>	<b>School of Nursing</b>
<b>WC</b>	<b>Welcome Center</b> Community Rooms



**East Campus**  
Michigan Technical Education Center (M-TEC)  
3801 Schaefer Rd., MT, Dearborn  
313-317-6600  
HFC School of Nursing  
3601 Schaefer Rd., SN, Dearborn  
313-845-6305 or 313-845-9625