



INDUSTRIAL READINESS CERTIFICATE PROGRAM
REGISTRATION INFORMATION

WINTER 2025 REGISTRATION INFORMATION

Winter 2025 registration for the Industrial Readiness Certificate is open. All classes will be held at Henry Ford College’s **M-Tec Building at 3601 Schaefer Road in Dearborn**. Students may register in one of two ways:

New Students:

Complete a registration form and submit it to bepdinfo@hfcc.edu.

Returning Students:

Log in to Self Service on the HFC website via the HFC portal, <https://my.hfcc.edu/>. You will need to know your username and password. Visit <https://www.hfcc.edu/password> or contact the HFC Help Desk at 313-845-6345.

Important Information/ Dates for Winter 2025

Term Start/ End Date:	January 13, 2025 – May 11, 2025
Registration Window:	October 31 – March 23
Voucher/ Payment Due:	August 22 – September 24, 2024
Last Day to drop course for full tuition refund:	January 19 th for Shop Arithmetic & Machine Blueprint Reading 1 st 8-weeks & March 23 rd for 2 nd 8-weeks April 5 th for Trade Related Preparation
Process to drop course:	Student must submit written request via email to bepd@hfcc.edu <u>NO PHONE CANCELLATIONS WILL BE ACCEPTED</u>
Contact information at school for student questions:	School of Business, Entrepreneurship, and Professional Development, Trade & Apprentice 313-317-6509 bepdinfo@hfcc.edu

Voucher/ Payments

Students who do not have a voucher on file by the last day to drop/add will be held financially responsible for training regardless of time spent in class.



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IRC Schedule – Winter 2025

8 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 H. Germany	1/13/25 – 3/9/25	Monday	8 a.m. – 12 p.m.	MT - 110
02 A. Eftekhari	1/13/25 – 3/9/25	Monday	5 p.m. – 9 p.m.	MT - 110
03 H. Germany	3/17/25 – 3/17/25	Monday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	3/17/25 – 3/17/25	Monday	5 p.m. – 9 p.m.	MT - 110

WFPD 161 – Machine Tool Blueprint Reading – 32 HOURS (\$212)

8 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	1/13/25 – 3/9/25	Tuesday	8 a.m. – 12 p.m.	MT- 110
02 A. Eftekhari	1/13/25 – 3/9/25	Tuesday	5 p.m. – 9 p.m.	MT - 110
03 G. Perdue	3/17/25 – 3/17/25	Tuesday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	3/17/25 – 3/17/25	Tuesday	5 p.m. – 9 p.m.	MT - 110

WFPD 162 – Trade Related Preparation – 48 HOURS (\$320)

12 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	2/3/25 – 5/11/25	Friday	8 a.m. – 12 p.m.	MT - 110
02 G. Perdue	2/3/25 – 5/11/25	Friday	5 p.m. – 9 p.m.	MT - 110



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Registration Update

All students are required to confirm or update their contact information in Henry Ford College's system. After you receive email confirmation that your account has been set up and you have been registered you must set up the password and email on your student account. To do so, login to the HFC portal via <https://my.hfcc.edu>. Select "SELF-SERVICE" in the top ribbon. On the left side in the shaded section select "User Options". The icon looks like a man in a circle. Select "User Profile" and follow the direction on the page. If you do not confirm your contact information you will not be allowed to register for future semesters. If you have any issues logging in go to <https://www.hfcc.edu/password>.

BOOK INFORMATION

All Ford IRC students must go to their local or check with their JAC rep in the plant to purchase all books. Non- Ford IRCP students may purchase their books at the College Bookstore on Henry Ford College's main campus.

Henry Ford College does not handle the book reimbursements. Please contact your Human Resource Department regarding this matter.

Drop Policy for IRC

All requests to drop a class **must** be submitted via email to bepdinfo@hfcc.edu. **No phone requests or walk-in requests will be processed.** Any drop requests submitted after these drop dates will be processed, but the student will be held financially responsible for the class(es).

Student Attendance

Students are expected to attend the class they are registered for. Failure to do so will result in removal from class and/ or a failing grade. If a student decides not to attend a course, the **student** is responsible for dropping the course. If a student stop attending and does not formally drop a course, they will be charged the full tuition amount for the course(s).