



INDUSTRIAL READINESS CERTIFICATE PROGRAM
REGISTRATION INFORMATION

FALL 2022 REGISTRATION INFORMATION

Winter 2022 registration for the Industrial Readiness Certificate is open. Students may register in one of two ways:

New Students:

Complete a registration form and submit it to Mr. Kenneth Nichols at bepdinfo@hfcc.edu.

Returning Students:

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

Important Information/ Dates for Winter 2022

Term Start/ End Date:	January 10, 2022 – December May 8, 2022
Registration Window:	January 10, 2022
Voucher/ Payment Due:	January 10, 2022
Last Day to drop course for full tuition refund:	January 10, 2022
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 January 10, 2022 will be held financially responsible for training regardless of time spent in class.



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IRC Schedule – Winter 2022

WFPD 160 – SHOP ARITHMETIC – 32 HOURS (\$212)

8 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 H. Germany	1/10/22 -3/6/22	Mon/ Wed	10 a.m. – 12 p.m.	E - 136
02 A. Eftekhari	1/10/22 -3/6/22	Mon/ Wed	6 p.m. – 8 p.m.	E - 187
03 H. Germany	3/14/22 -5/8/22	Mon/ Wed	10 a.m. – 12 p.m.	E - 136
04 A. Eftekhari	3/14/21 -5/8/22	Mon/ Wed	6 p.m. – 8 p.m.	E - 187

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

8 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	1/10/22 -3/6/22	Tues/ Thurs	10 a.m. – 12 p.m.	E - 136
02 G. Perdue	1/10/22 -3/6/22	Tues/ Thurs	6 p.m. – 8 p.m.	E - 187
03 G. Perdue	3/14/22 – 5/8/22	Tues/Thurs	10 a.m. – 12 p.m.	E - 136
04 A. Eftekhari	3/14/22 -5/8/22	Tues/ Thurs	6 p.m. – 8 p.m.	E - 187

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

12 - Weeks

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	1/31/22 -5/8/22	Friday	10 a.m. – 2 p.m.	E - 220
02 G. Perdue	1/31/22 -5/8/22	Friday	5 p.m. – 9 p.m.	E - 136



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Registration Update

All students are required to confirm or update their contact information in Henry Ford College's system. 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.

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 Mr. Kenneth Nichols bepdinfo@hfcc.edu. **No phone requests or walk-in requests will be processed.** The last day to drop classes without being charged is January 10, 2022.

Any drop request submitted after these 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 stops attending and does not formally drop a course, they will be charged the full tuition amount for the course(s).



Workforce and Professional Development

Non-Credit Course Registration

Instructions

Complete and return form by mail: Henry

Ford College
5101 Evergreen Rd. E-211
Dearborn, MI 48126

Or, by email:

bepdinfo@hfcc.edu

Trainee Information

Last: _____ First: _____ M.I.: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Birth Date: _____ Email Address: _____

Day Time Telephone: _____ Employer: _____

Enrollment Information

Course Number: WFPD _____ Section Number: _____

Course Number: WFPD _____ Section Number: _____

Course Number: WFPD _____ Section Number: _____



Workforce and Professional Development

Non-Credit Course Registration

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 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: _____