



## INDUSTRIAL READINESS CERTIFICATE PROGRAM REGISTRATION INFORMATION

### WINTER 2026 REGISTRATION INFORMATION

Winter 2026 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 [Trades@hfcc.edu](mailto:Trades@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 2026

|                                                        |                                                                                                                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term Start/ End Date:                                  | January 12 – May 10, 2026<br>October 27 – January 12, 2026                                                                                                         |
| Registration Window:                                   | <b>*The College is closed December 19, 2025 – January 2, 2026*</b>                                                                                                 |
| Last Day to drop the course for a full tuition refund: | 1 <sup>st</sup> 8 Weeks – January 12, 2026<br>2 <sup>nd</sup> 8 Weeks – March 16, 2026<br>12 Weeks – February 2, 2026                                              |
| Process to drop a course:                              | Students must submit a written request via email to <a href="mailto:Trades@hfcc.edu">Trades@hfcc.edu</a><br><b><u>NO PHONE CANCELLATIONS WILL BE ACCEPTED</u></b>  |
| Contact information at school for student questions:   | School of Business, Entrepreneurship, and Professional Development, Trade & Apprenticeship<br>313-845-9656<br><a href="mailto:Trades@hfcc.edu">Trades@hfcc.edu</a> |

### Voucher/ Payments

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



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**Please note that completing and submitting a voucher does not constitute registration for classes at Henry Ford College.**

### **IRC Schedule – Winter 2026**

#### **WFPD 160 – Shop Arithmetic – 32 HOURS (\$212) - 8 Weeks**

| SECTION         | START/ END DATES           | MEETING DAYS | MEETING TIMES    | LOCATION |
|-----------------|----------------------------|--------------|------------------|----------|
| 01 H. Germany   | January 12 – March 9, 2026 | Monday       | 8 a.m. – 12 p.m. | MT - 110 |
| 02 H. Germany   | January 12 – March 9, 2026 | Monday       | 5 p.m. – 9 p.m.  | MT - 110 |
| 03 H. Germany   | March 16 – May 10, 2026    | Monday       | 8 a.m. – 12 p.m. | MT - 110 |
| 04 A. Eftekhari | March 16 – May 10, 2026    | 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    | January 12 – March 9, 2026 | Tuesday      | 8 a.m. – 12 p.m. | MT- 110  |
| 02 A. Eftekhari | January 12 – March 9, 2026 | Tuesday      | 5 p.m. – 9 p.m.  | MT - 110 |
| 03 G. Perdue    | March 16 – May 10, 2026    | Tuesday      | 8 a.m. – 12 p.m. | MT - 110 |
| 04 A. Eftekhari | March 16 – May 10, 2026    | 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 | February 2 – May 10, 2026 | Friday       | 8 a.m. – 12 p.m. | MT - 110 |
| 02 G. Perdue | February 2 – May 10, 2026 | 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>.

**All students must be officially registered for the course they are attending. Students who attend without being registered will not be added to the course roster, and no grade will be issued.**

#### **BOOK INFORMATION**

All IRC students must go to their local or check with their JAC rep in the plant to purchase all books.

Henry Ford College does not handle 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 [Trades@hfcc.edu](mailto:Trades@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).