



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

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

WFPD 160: Shop Arithmetic – 32 HOURS (\$212)

8 - Weeks

| SECTION | START/ END DATES | MEETING DAYS | MEETING TIMES | LOCATION |
|-----------------|-------------------|--------------|------------------|----------|
| 03 H. Germany | 3/17/25 – 5/11/25 | Monday | 8 a.m. – 12 p.m. | MT - 110 |
| 04 A. Eftekhari | 3/17/25 – 5/11/25 | 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 |
|-----------------|-------------------|--------------|------------------|----------|
| 03 G. Perdue | 3/17/25 – 5/11/25 | Tuesday | 8 a.m. – 12 p.m. | MT - 110 |
| 04 A. Eftekhari | 3/17/25 – 5/11/25 | Tuesday | 5 p.m. – 9 p.m. | MT - 110 |

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>.



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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).