



**STUDENT CHECKLIST**

**Page 6 and 7**

**Includes all the college deadlines you need to follow.**

**Pay attention to the things you need to do before the mandatory orientation on MAY 11 to ensure your place in this program.**

**2017-2018**

**DUAL ENROLLMENT  
ELECTRICAL TECHNOLOGY  
Student Guidelines**

**Fall 2017 Semester**

Residential Wiring & Code: ELT 110 3 credits  
M W 12:00-2:20

**Winter 2018 Semester**

Applied Electricity: ELT 102 4 credits  
M W 12:00-2:20

***For more information, contact:***

***Cameron Buck***

Program Administrator

Kalamazoo Regional Educational Service Agency

1819 E. Milham Ave., Portage, MI 49002-3035

[cameron.buck@kresa.org](mailto:cameron.buck@kresa.org)

Phone 269-250-9311 / Fax 269-250-9301

**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

**2017-18  
DUAL ENROLLEMENT  
GUIDELINES**

**for high school students enrolled in EFE  
WELDING, HVAC & ELECTRICAL**



A **mandatory** orientation meeting will be held **May 11 starting at 6:00 pm at the KVCC Texas Township Campus, room 4370** for you and your parents/guardians. Room 4370 is located off the cafeteria. EFE suggests that you park by the flagpole entrance.

In order to attend this orientation, you will need to: (refer to *HIGH SCHOOL STUDENT CHECKLIST* pg. 6-7)

1. Create a KVCC account and apply to KVCC at [www.kvcc.edu/apply](http://www.kvcc.edu/apply) . For assistance, please see your high school counseling office. (see *directions on page 6 of this packet*). Watch the mail for your acceptance letter. Keep this letter in a safe place. It includes your V#. This # is required for testing and registration.
2. Ensure your test scores are on file at KVCC that meet or exceed the minimum requirements. (page 6)
3. Attend the orientation. (Bring your KVCC acceptance letter and this orientation packet.)

Taking dual enrolled classes as a high school student is a wonderful way to start your college career while still in high school. Students who choose to take a dual enrolled course need to be aware of the extra duties and responsibilities that high school students face as new college students. This document will introduce you to some of these duties and responsibilities, although there may be other guidelines and policies imposed by your high school, EFE, and/or KVCC. EFE strongly suggests you read the KVCC STUDENT HANDBOOK prior to the beginning of the fall term. A copy of the handbook is available on the KVCC web site at: [www.kvcc.edu](http://www.kvcc.edu). Type STUDENT HANDBOOK into the search box.

All students enrolling in an EFE-KVCC Dual Enrollment Program MUST abide by the following guidelines:

**WHO CAN ENROLL:**

The EFE-KVCC dual enrolled programs are open only to high school seniors with the permission of their high school counselor.

**PROGRAM LOCATION:**

Classes are held on the KVCC Texas Township Campus. **Transportation is the responsibility of the student and/or parent/guardian.**

**ASSESSMENT MINIMUM REQUIREMENTS:**

KVCC has set minimum assessment scores for Electrical Technology. Prerequisites for the electrical courses are shown below. Refer to the TESTING guidelines on page 6 of this packet to ensure that your assessment results are on file at KVCC before the orientation.

<b>Program</b>	<b>Assessment</b>	<b>Writing</b>	<b>Reading</b>	<b>Math</b>
<b>Electrical Tech 102</b>	ACT	18	14	18
	Compass	70	65	44
<b>Electrical Tech 110</b>	ACT	13	12	13
	Compass	25	53	19

**TUITION AND CLASS FEES:**

Your tuition and class fees associated with enrollment in this program are paid by EFE. If you receive communication from KVCC that your tuition and/or fees are due, please contact Cameron Buck at 269-250-9311. **If at any time after the spring orientation you make a decision not to enroll in this program, please notify your high school, as well as the EFE office immediately so you are dropped from the course correctly.**

### **TRANSCRIPTS, GRADES AND CREDITS:**

You have the option of earning both high school and college credit for successfully passing dual enrolled courses. (See the PSEO form found within this packet.) Your high school sets the number of high school credits that can be awarded for each class. For each course, your KVCC transcript grade will be reported to your high school at the end of the corresponding KVCC semesters. **It is extremely important to take the course seriously, as your course grades will be on your official college transcript!**

### **KVCC COMMUNICATION:**

KVCC instructors will communicate student progress only to the student. Postsecondary instructors are not allowed to communicate with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call the EFE office at 250-9311 with any concerns. Students can choose to complete an AUTHORIZATION FOR RELEASE OF INFORMATION FORM to release limited information to an organization or individual (i.e. parent). The form can be found at <https://www.kvcc.edu/admissions/registration/AuthReleaseInfo.pdf>.

### **PROGRAM CALENDAR:**

You MUST follow the KVCC academic school calendar. A KVCC academic calendar is included in this guidelines packet. **YOU ARE EXPECTED TO ATTEND EVERY SCHEDULED KVCC CLASS SESSION; THIS INCLUDES ATTENDANCE AT KVCC DURING YOUR HOME HIGH SCHOOL'S SPRING BREAK AND OTHER HOME HIGH SCHOOL CLOSURE DAYS.** The first day of the fall term is **WEDNESDAY, SEPTEMBER 6** and you **MUST** attend your first day of your KVCC class. Your high school staff may make general announcements that EFE starts later, but this does not apply to you. You are a college student and must follow the college calendar to be successful in this program.

### **ATTENDANCE**

The KVCC course instructor determines attendance requirements. At the beginning of each course, the instructor will provide students with written attendance requirements as part of the course syllabus. Pay close attention to these requirements; they may be quite different from attendance policies at your high school. Failure to follow attendance requirements will negatively affect your grade. Students who do not meet the attendance requirement as determined by the instructor may be removed from the course. Students who fail to attend the first scheduled class meeting of either semester, or who fail to contact the instructor regarding absences before the first scheduled class meeting may, at the option of the instructor, be removed from the course. It is the student's responsibility to consult with the instructor regarding all absences. Absences begin to accumulate with the first scheduled class meeting. Consult the KVCC Student Handbook and/or your instructor for more information on attendance guidelines.

### **INCLEMENT WEATHER:**

You **MUST** follow the snow closure schedule of KVCC, NOT your high school. Listen to the usual news outlets for information about closures of the KVCC Texas Township campus. The KVCC website provides information on how to receive campus closures through text messaging or through other means. **IF YOUR HIGH SCHOOL IS CLOSED DUE TO WEATHER BUT KVCC IS OPEN, YOU WILL BE EXPECTED TO ATTEND YOUR KVCC CLASS.**

### **TEXTBOOKS:**

EFE will purchase the required textbook(s) and loan it out for student use. All textbooks, not purchased by students, must be returned to the instructor on the last day of each semester in useable condition. Students will be held liable for lost or unusable textbooks. High schools will be asked to place a "HOLD" on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks deemed as in reasonable condition by EFE will be accepted, but the textbook must be the same publisher's edition issued to you.

### **CAMPUS RESOURCES AND SPECIAL SERVICES:**

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that you may need to be successful at KVCC. Neither your high school nor your parents can initiate this communication for you.

**The Student Success Center**, located on the upper level of the Student Services Wing on the Texas Township campus, is available to facilitate students in accessing every resource they need in order to proficiently manage their way through the KVCC environment. Students who participate in this program are assigned a Success Advocate who will guide them through their time at KVCC in order to help assure the student's attainment of his/her particular goal. The advocate is a trained resource person who understands the complexities of college life and is available as a point person to direct students to the resources they need to grow within the college environment. More information can be obtained at the KVCC website at [www.kvcc.edu/successcenter](http://www.kvcc.edu/successcenter).

If you currently have an Individualized Educational Plan (IEP), we strongly encourage you to initiate services or get more information by contacting the **Office for Student Access** located in **The Learning Center**, room 2220 or by calling (voice):488-4397, (TTD): 488-4358. Services include, but are not limited to the following: adaptive equipment, advising, advocacy, assistance with registration and scheduling, assistance with organizational and study skills, counseling and referrals, interpreter services, liaisons with outside agencies, modified test administration, note taking assistance, and taped textbooks. All college students can receive both individual and group tutoring on a walk-in basis or by appointment at The Learning Center.

# 2017-18 ACADEMIC CALENDAR for KVCC

## Location: KVCC – Texas Township

(EFE students are expected to attend all KVCC class sessions EVEN WHEN HOME SCHOOLS ARE CLOSED.)

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 6 – 1<sup>st</sup> day of Fall Semester

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 23-24 Thanksgiving Recess

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 18 –Classes End

JANUARY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 8 – 1<sup>st</sup> day Winter semester  
January 15 –MLK Jr. Birthday Recess

FEBRUARY				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 5-11-KVCC Spring Recess

APRIL				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 30 – Classes End

# HIGH SCHOOL STUDENT CHECKLIST

## For EFE Dual Enrolled Programs

EMT ♦ DENTAL ♦ **ELECTRICAL TECH** ♦ HVAC ♦ WELDING

<b>DONE</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> Submit a completed EFE application to your HS counseling office by your school's EFE application deadline. Your application will need to be reviewed and approved by the counseling office.																																							
<b>As soon as possible (one week prior to orientation)</b>	<input type="checkbox"/> <b>ADMISSION</b> The KVCC application is available on-line at <a href="http://www.kvcc.edu/apply">www.kvcc.edu/apply</a> . Follow the on-line directions to create an account and apply. You should receive your acceptance letter in the mail within one week. Students should keep their Valley number in a safe place for their access. Students should also provide their high school counselor with their Valley number.																																							
<b>PRIOR TO ORIENTATION</b>	<input type="checkbox"/> <b>TESTING</b> <p><u>Placement test scores are to be on file prior to attending orientation and registering for classes.</u> KVCC sets minimum assessment scores for each class. The minimum scores required as a prerequisite for EFE dual enrolled classes are listed in the table below.</p> <ul style="list-style-type: none"> <li>• ACCUPLACER testing may be available in your high school counseling office.</li> <li>• ACCUPLACER testing is available at KVCC on a walk-in basis in the KVCC Testing Centers. Students may call: 269-488-4235 for the Testing Center hours at the Texas Township Campus (room 2210). Students may call: 269-373-7815 for the Testing Center hours at the Arcadia Campus.</li> <li>• Students who take the ACCUPLACER test at KVCC will need to bring the following to the session:                         <ol style="list-style-type: none"> <li>a) Your Valley ID number (the V-number assigned to you when you applied at KVCC)</li> <li>b) A picture ID (driver's license, school ID, or passport)</li> </ol> </li> <li>• Scores are provided the day you complete the ACCUPLACER test. Scores should also be given to your high school counselor.</li> <li>• Placement scores are to be on file at KVCC prior to attending the orientation and must be on file before you will be able to register for classes.</li> </ul> <p style="text-align: center;">ACCUPLACER information and test taking study guides are available online at:  <a href="https://ACCUPLACER.collegeboard.org/student/practice">https://ACCUPLACER.collegeboard.org/student/practice</a></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Program</th> <th>Assessment</th> <th>Writing</th> <th>Reading</th> <th>Math</th> </tr> </thead> <tbody> <tr> <td rowspan="4"><b>Electrical Tech 102</b></td> <td>ACT</td> <td>18</td> <td>14</td> <td>18</td> </tr> <tr> <td>Compass</td> <td>70</td> <td>65</td> <td>Pre-Algebra 44</td> </tr> <tr> <td>SAT</td> <td>25</td> <td>22</td> <td>18</td> </tr> <tr> <td>ACCUPLACER</td> <td>90</td> <td>53</td> <td>Arithmetic 34</td> </tr> <tr> <td rowspan="4"><b>Electrical Tech 110</b></td> <td>ACT</td> <td>13</td> <td>12</td> <td>13</td> </tr> <tr> <td>Compass</td> <td>25</td> <td>53</td> <td>Pre-Algebra 19</td> </tr> <tr> <td>SAT</td> <td>17</td> <td>18</td> <td>15.5</td> </tr> <tr> <td>ACCUPLACER</td> <td>50</td> <td>34</td> <td>Arithmetic 24</td> </tr> </tbody> </table>	Program	Assessment	Writing	Reading	Math	<b>Electrical Tech 102</b>	ACT	18	14	18	Compass	70	65	Pre-Algebra 44	SAT	25	22	18	ACCUPLACER	90	53	Arithmetic 34	<b>Electrical Tech 110</b>	ACT	13	12	13	Compass	25	53	Pre-Algebra 19	SAT	17	18	15.5	ACCUPLACER	50	34	Arithmetic 24
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<b>May 11 6:00 pm start time KVCC Texas Township Campus Room 4370 (HVAC, ELEC, WELD)</b>	<input type="checkbox"/> <b>ORIENTATION</b> Dual enrolled EFE students must attend the <u>mandatory</u> EFE Dual Enrollment Orientation. <b>What to expect at the orientation:</b> General overview and review of procedures and responsibilities particular to your EFE dual enrolled program; you will be given a list of your college class codes and directions on how to register for classes; A Postsecondary Enrollment Options (PSEO) form (indicates how KVCC will get paid) will be distributed for you to complete and submit to EFE staff for their required signature.																																							

<p><b>Before the end of the 2016-2017 school year.</b></p>	<p><input type="checkbox"/> <b>REGISTRATION</b></p> <p>Visit <a href="http://www.kvcc.edu/myvalley">www.kvcc.edu/myvalley</a> to register for your FALL SEMESTER class(es) approved by your high school counselor.</p> <p><b>BEGIN MONITORING YOUR KVCC EMAIL ON A REGULAR BASIS!</b></p>
<p><b>June 1</b></p>	<p><input type="checkbox"/> <b>PSEO</b></p> <p>The PSEO form found within this packet must be signed by you and a parent/guardian. The form <u>will then need to be signed by EFE staff</u>, in lieu of your high school counselor and Principal, to ensure dual enrollment payment is made through EFE. EFE staff will be available at the orientation to sign and submit the form. You must be registered and have a PSEO form on file <u>with the EFE office prior to JUNE 1</u>. You can also mail the completed PSEO form to:</p> <p style="text-align: center;">Kalamazoo RESA Education for Employment Attn: Cameron Buck 1819 E. Milham Avenue Portage, MI. 49002</p>
<p><b>September 5 WELD &amp; HVAC</b></p> <p><b>September 6 ELEC</b></p>	<p><input type="checkbox"/> <b>ATTEND CLASS</b></p> <p>Welcome, Kalamazoo Valley Cougar!</p> <p>Make sure to obtain your student ID by visiting the Student Service Center near the Bookstore.</p>

## KVCC – ELECTRICAL TECHNOLOGY REQUIREMENTS

### KVCC Academic Calendar & Class Schedule:

Fall Semester:	Residential Wiring and Code	ELT 110	15 weeks M W	3 credits 12:00-2:20
Winter Semester	Applied Electricity	ELT 102	15 weeks M W	4 credits 12:00-2:20

### **ELECTRICAL TECHNOLOGY LABORATORY CONDUCT:**

1. Missed laboratory assignments cannot be made up except by prior arrangements with the instructor.
  2. When the assignment is complete, students are expected to clean up the work area and return all components used to the rightful place.
  3. Students must inform the instructor upon leaving the laboratory for any reason.
  4. Students are expected to complete assignments within the safety guidelines of this course.
- 
1. No smoking anywhere on the KVCC campus – zero tolerance.
  2. No alcohol or drugs on KVCC campus. If it appears or it is suspected, the student will be removed from the program – zero tolerance.
  3. No dangerous actions or horseplay will be allowed in the electrical technology lab or on KVCC premises.
  4. Students caught stealing will be immediately and permanently removed from the program and subjected to KVCC security and/or prosecution.
  5. If you drive on campus you must observe all safe driving practices. If you do not, you may be removed from the program - zero tolerance.
  6. Absolutely no cell phones in classroom or lab.



## **ELECTRICAL TECHNOLOGY COURSE TOOL REQUIREMENTS:**

**Approved Safety Glasses Are Required In Lab Classes.  
(Safety glasses are issued to each student by EFE. The bookstore also sells safety glasses.)**

### **ELT 110**

601-6	Thin screwdriver (optional)
605-6	*Standard screwdriver
1412	Wire strippers
922-12	Tape measure
D201-8NE	*Lineman's pliers (side cutters)
808-16	Hammer
D248-8	Diagonal cutters
1110	*Greenlee voltage detectors (Tic Tracer)

\*Priority items to purchase

The instructor will provide student with information and suggestions of vendors/suppliers at the spring student orientation meeting. Catalog numbers referenced above are from the Klein Tool catalog. Other brands recommended are Ideal Industries or Craftsman tools. Consult with your instructor for assistance in obtaining tools.

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### **COURSE DESCRIPTIONS**

#### **ELT 110 Residential Wiring and Code**

This course combines wiring theory and actual lab experience. Students will wire various switching circuits, GFCI's, panels, fuse boxes, lamps, and low voltage wiring. Upon completion of this course, the student should have the knowledge and ability to wire a residence according to the National Electrical Code. Minimum benchmarks will be enforced. Comment: Basic hand tools and safety glasses are required for lab work. A list will be handed out the first day of class.

#### **ELT 102 Applied Electricity**

This is a lecture/laboratory course in basic electrical theory and practice for the beginning electrician/technician. This course addresses: basic concepts and definitions of electricity and what it is, voltage, current and power, electrical safety, passive circuit components (resistors, inductors, and capacitors), analysis of simple resistive DC circuits, series and parallel combinations of components, Ohm's law, Kirchhoff's voltage and current laws, reactance and impedance concepts, and analysis of simple AC circuits. Laboratory experience is utilized to reinforce these concepts.



# DUAL ENROLLEMENT GUIDELINES

## Acceptance Form

I have received a copy of the DUAL ENROLLMENT GUIDELINES for EFE and have reviewed them. By signing below, I acknowledge the requirements for successful completion of this program.

Student name (printed): \_\_\_\_\_

Student signature: \_\_\_\_\_

Parental/Legal Guardian signature: \_\_\_\_\_

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

### Summer Contact Information (please print legibly)

Email: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I have applied and been accepted at KVCC. Yes \_\_\_\_\_ No \_\_\_\_\_

I have ACT, SAT, Compass, or ACCUPLACER scores on file at KVCC that meet the minimum score requirements.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have submitted a signed PSEO form to EFE staff. Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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