

Congratulations on your acceptance in the CTE Electrical Technology program for the 2023-2024 school year!

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE Electrical Technology experience. Please join us on **Thursday, May 18, 2023, at 6:00 p.m. on KVCC's Texas Township's Campus, room 4240** (see map on next page). This is a **mandatory** orientation to help prepare students for their KVCC dual enrolled class in the fall and to review this program packet. We encourage a parent/guardian to attend with the students.

In this meeting, you will have the opportunity to:

- Learn how to schedule and take the **mandatory** KVCC placement testing or submit SAT scores
- Learn how to register for your KVCC course(s)
- Learn about the program's year-long expectations and logistics
- Learn how successful completion of the course can lead to future opportunities
- Tour the program
- Ask questions

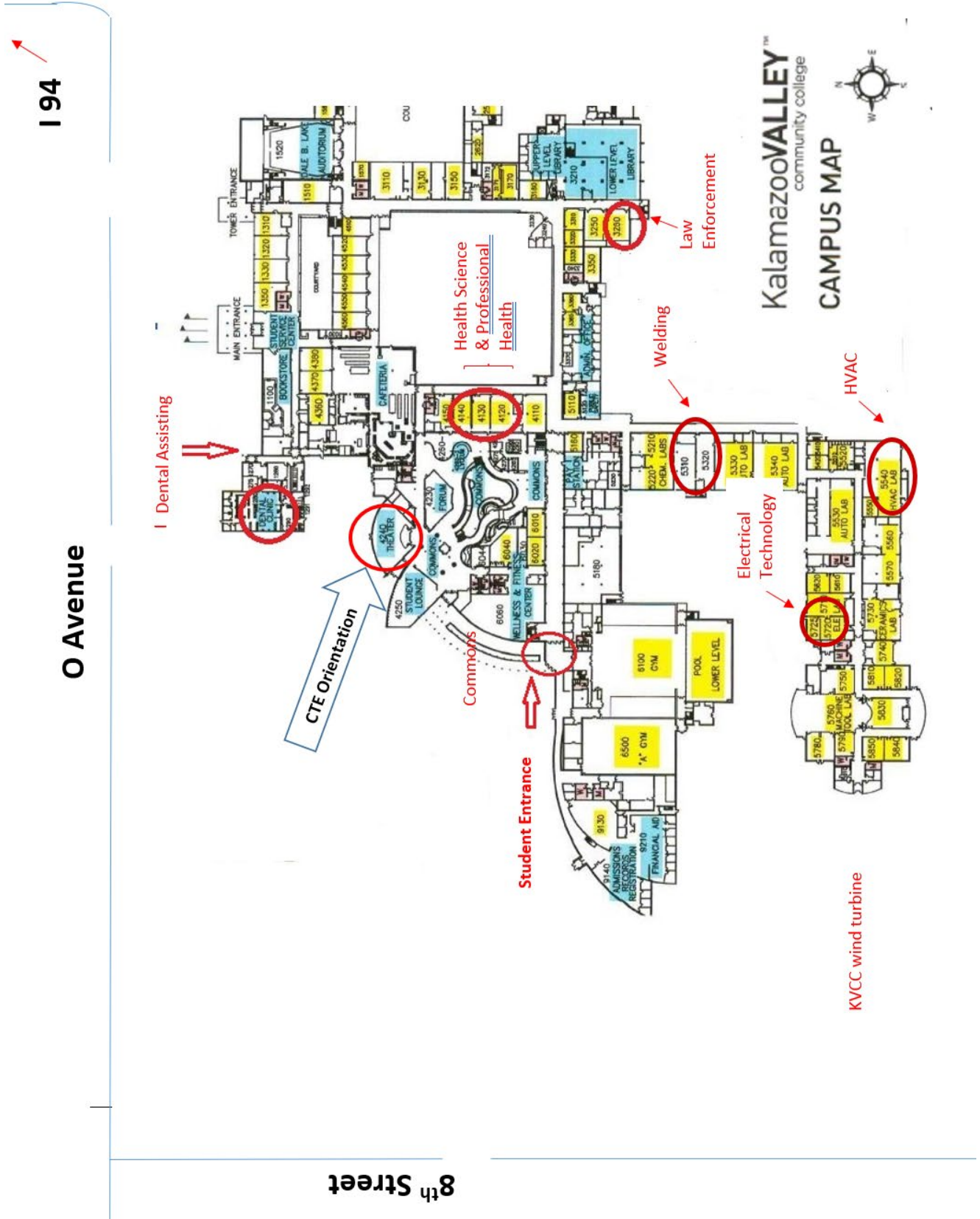
The attached program guidelines will be discussed in detail during the orientation. *Please review this packet thoroughly prior to and bring it with you, along with your KVCC acceptance letter.* If you have questions or need further information, please contact Diane Fort, CTE Program Coordinator at diane.fort@kresa.org or 269-250-9316.

Special Note:

You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.

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 (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Mindy Miller & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.



ELECTRICAL TECHNOLOGY DUAL ENROLLMENT 2023-2024

WELCOME TO THE ELECTRICAL TECHNOLOGY PROGRAM!

Please note that there are steps you must take before the start of next school year to prepare for this course.

See pages 2-4 for a detailed checklist.

It is extremely important to read this Student Guidelines Packet in its entirety.

By May 4, 2023	<input type="checkbox"/> Apply to KVCC
May 18, 2023	<input type="checkbox"/> Attend mandatory orientation (see details on cover page)
By June 1, 2023	<input type="checkbox"/> Submit pages 9-11 of this packet to CTE (see page 2) or turn in at orientation
By July 1, 2023	<input type="checkbox"/> Provide placement test scores and meet KVCC’s minimum benchmarks (see page 3)
By August 1, 2023	<input type="checkbox"/> Register for fall KVCC course once approved (see page 4)
September 6, 2023	<input type="checkbox"/> Class begins and takes place at the KVCC Texas Township campus. Transportation is the responsibility of the student.

*** Student may be dropped if deadlines are not met by August 1.**

For more information, contact:

Diane Fort

Program Coordinator

diane.fort@kresa.org

269-250-9316

KRESA Career & Technical Education

To learn more about KVCC’s Electrical Technology program,
 visit the following link for a short video: www.youtube.com/user/KalamazooValley/videos

Electrical Technology Student Checklist

For CTE Dual Enrolled Programs

It is extremely important to read this packet in its entirety.

By May 4	<input type="checkbox"/> KVCC ADMITTANCE As a high school student entering a dual enrollment program, you must apply and be accepted to KVCC. The KVCC application is available online at www.kvcc.edu/apply . Follow the online directions to create an account and apply. There is no cost to apply. You should receive your acceptance letter in the mail within one week which contains your Valley number and KVCC email. <u>Students should keep their Valley number in a safe place for future access.</u> You should begin to monitor your KVCC email on a <u>regular</u> basis. CTE and KVCC will communicate with you via email during the summer.
May 18	<input type="checkbox"/> ATTEND MANDATORY ORIENTATION See details on cover page. Bring this packet and your KVCC acceptance letter.
By June 1	<input type="checkbox"/> SUBMIT THE FOLLOWING FORMS TO CTE (see below) <i>Please convert documents to pdf prior to sending.</i> <input type="checkbox"/> Page 9: Dual Enrollment Guidelines Acceptance Form <input type="checkbox"/> Page 10-11: KVCC's Authorization for Release of Information High School Dual Enrollment Form Please email paperwork by June 1 to: Nora Hafez nora.hafez@kresa.org or turn in at orientation

By
July 1

KVCC PLACEMENT TESTING

Students have been accepted to KVCC before this step can begin.

Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math. Placement test scores must be on file prior to KVCC allowing dual enrollment. (see table below)

If you meet the SAT minimum scores below for any or all (reading, writing and math), **send SAT scores to KVCC through your CollegeBoard account at: <https://www.collegeboard.org/> or by contacting KVCC's testing center.**

If you do not meet the minimum scores you will need to complete placement testing with KVCC. To schedule an appointment, please follow this link to the KVCC Testing Center:
<https://www.kvcc.edu/services/testing/>

		ACT	Accuplacer	ALEKS	NG Accuplacer	SAT
Electrical Tech	Reading	12	34		226	18
	Writing	13	50		230	17
	Math	13	24	4	204	15.5

As an alternative, you can email your official SAT score report, with full name displayed, to KRESA's CTE office, Nora Hafez, nora.hafez@kresa.org.

Example of CollegeBoard's SAT Score Report:
Get your full report online: studentscores.collegeboard.org



<p>By August 1</p>	<p><input type="checkbox"/> REGISTER FOR FALL KVCC COURSE ONCE APPROVED</p> <p>Once placement scores have been received and audited for successfully meeting minimum benchmarks, CTE will email approval to register for your course(s). Please check your <u>KVCC email regularly</u> for this important information. If you do not register for your KVCC course online, you will not be able to begin class.</p>
<p>Late August</p>	<p><input type="checkbox"/> STUDENT ID</p> <p>As a college student, students should obtain their student ID. Visit their website at: https://www.kvcc.edu/admissions/student-service.php for more details. Students will not be able to obtain their ID until the steps above are completed and approved by KVCC.</p>
<p>September 6</p>	<p>CLASS BEGINS - Welcome, Kalamazoo Valley Cougar!</p>

CTE Electrical Technology Dual Enrollment Guidelines for High School Students

The Electrical Technology classes take place on the KVCC Texas Township campus. **Transportation is the responsibility of the student.** KRESA Career & Technical Education (CTE) is fortunate to partner with KVCC in the offering of an Electrical Technology program. Taking dual enrolled classes as a high school student is a wonderful way to begin your college career. Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, CTE, and/or KVCC. Consequently, CTE strongly suggests students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website (www.kvcc.edu) and searching for *student handbook*.

Detailed course descriptions can be found on the KVCC website.

ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Student schedules require being open to extended class time and the college's calendar. Students are expected to attend every scheduled KVCC session, even when their high school is closed. This includes high school breaks that are different than KVCC's recesses listed below. The academic calendar can be found on the KVCC's website.

Fall 2023 Semester

Semester Begins: **Wednesday, September 6**

Thanksgiving Recess: **Wednesday, November 22 – Sunday, November 26**

Semester Ends: **Saturday, December 16**

Winter 2024 Semester

Semester Begins: **Monday, January 8**

MLK, Jr. Recess: **Monday, January 15**

Spring Recess: **Monday, March 11 – Sunday, March 17**

Semester Ends: **Monday, April 22**

FALL SEMESTER (September – December)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
ELT 110 Residential Wiring & Code 12:00 p.m. - 2:55 p.m.		ELT 110 Residential Wiring & Code 12:00 p.m. - 2:55 p.m.			3 credits
WINTER SEMESTER (January – April)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
ELT 220 Motor Control 12:00 p.m. - 2:40 p.m.		ELT 220 Motor Control 12:00 p.m. - 2:40 p.m.			3 credits

ATTENDANCE

Attendance requirements are determined by the Kalamazoo Valley course instructor. At the beginning of each course, the instructor will provide students with written attendance requirements. Pay close attention to these requirements as they may differ from attendance policies in high school. Failure to follow attendance requirements will negatively affect a student's grade. Students who do not meet the attendance requirements as determined by the instructor may be involuntarily removed from the course. Students who fail to attend the first scheduled class meeting or who fail to contact the instructor regarding absence before the first scheduled class meeting, may, at the option of the instructor, be removed from the course. A dual enrollment student follows the KVCC academic school calendar and is expected to be at every scheduled class session. This includes attendance during high school spring break and other high school closure dates.

CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login which will give access to all courses through Canvas. Here KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes and upload required work. Faculty use of Canvas may vary from course to course. CTE students are encouraged to log in weekly to keep track of his or her progress, however more frequent log in times may be required for certain classes.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the student. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

INCLEMENT WEATHER

Students follow KVCC, NOT local high school, weather related closures. Listen to local news outlets for information about Texas Township campus closures. The KVCC website provides information on how to receive campus closures notifications.

KVCC COMMUNICATION

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call Diane Fort at 250-9316 with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

STUDENT SUCCESS CENTER AND SPECIAL SERVICES

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Student Success Center**, located in room 9300 (Texas Township Campus), brings together campus services to help students navigate through the college experience. From academic and career counseling to tutoring, mentoring and more than 20 different clubs and activities, the Student Success Center has something for everyone. Special Education and 504 plans are not applicable at the college level, however other services may still be available. Students currently eligible for accommodations and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397, TTD 269-488-4358.

TEXTBOOKS

CTE will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in useable condition. Students are liable for lost or unusable textbooks. High schools will be notified 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 CTE, are acceptable, provided the textbook is the same publisher's edition issued to you.

TRANSCRIPTS, GRADES and CREDITS

Students have the option of earning both high school and college credit for successfully passing dual enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester. **It is extremely important to take your dual enrolled course seriously. CTE dual enrolled course grade(s) will go on your official college transcript! If the student does not pass fall term, they may not be eligible to continue for winter term.**

Changing or Dropping an CTE dual enrolled course

Dual enrolled CTE students are enrolled in their program through the high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration and Records Office (My Valley Account on the KVCC website). ***A student who does not properly drop or withdraw from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.***

TUITION and CLASS FEES

CTE covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Nora Hafez, Registrar, in the CTE office at 269-250-9309 or nora.hafez@kresa.org. **If at any time you decide not to enroll in this program, immediately notify your high counselor school and CTE. You will need to drop the college course correctly through KVCC.**

ELECTRICAL TECHNOLOGY COURSE TOOL REQUIREMENTS:

***Required**

ELT 110 (Fall semester)

605-6 *Standard screwdriver
1412 *Wire strippers
1110 *Greenlee voltage detectors (Tic Tracer)

Optional tools:

601-6 Thin screwdriver
922-12 Tape measure
D201-8NE Lineman's pliers
808-16 Hammer
D248-8 Diagonal cutters
Small pocketknife

ELT 220 (Winter semester)

*3/16" straight-bladed slotted (flathead) screwdriver
*1/8" bladed small standard pocket/terminal screwdriver
*Basic wire stripper

Catalog numbers referenced above are from the Klein Tool catalog. Other brands recommended are Ideal Industries or Craftsman tools, but any brand is acceptable. Students should consult with their instructor for assistance in obtaining tools.

ELECTRICAL TECHNOLOGY STUDENT 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.
5. No smoking anywhere on the KVCC campus – zero tolerance.
6. No alcohol or drugs on KVCC campus. If it appears or it is suspected, the student will be removed from the program – zero tolerance.
7. No dangerous actions or horseplay will be allowed in the electrical technology lab or on KVCC premises.
8. Students caught stealing will be immediately and permanently removed from the program and subjected to KVCC security and/or prosecution.
9. 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.
10. Cell phones are permitted, however, there are a few cell phone rules. See instructor.



Authorization for Release of Information High School Dual Enrollment

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the dates you specify up to a maximum of one year or until you submit a written request to terminate this release authorization.

Student's Identification		
Name: _____		
First	Middle Initial	Last
Valley Number: <u> V </u> If Valley Number is unknown, provide your birth date: _____		
Reason for Disclosure		
<input checked="" type="checkbox"/> Participation in the Postsecondary Enrollment Options Act (PSEO)		
Information to be Released		
<input checked="" type="checkbox"/> All Educational Records (including, but not limited to, the items listed below)		
Or, specify individual records: (check all that apply)		
<u>Enrollment</u>	<u>Grades</u>	<u>Financial</u>
<input type="checkbox"/> Class Schedule	<input type="checkbox"/> Grade Point Average (GPA)	<input type="checkbox"/> Tuition, fees, payment and refunds
<input type="checkbox"/> Number of credit hours enrolled in	<input type="checkbox"/> Grades	<input type="checkbox"/> Tuition Bill (includes class schedule)
<input type="checkbox"/> Program of Study Plan	<input type="checkbox"/> Unofficial Transcript	
<input type="checkbox"/> Other: _____		
Effective Dates of Authorization		
<input checked="" type="checkbox"/> Valid for one academic year beginning April 1, 2023 and ending with reporting PSEO participation to the State June 30 the following year.		
<input type="checkbox"/> Valid from this date: _____ to this date: _____		
Note: The period cannot exceed one year.		
Student's Authorization		
I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.		
Signature: _____		Date: _____

Please indicate on the back of this form to whom the information can be released.

High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

Kalamazoo County Schools:

- | | | |
|---|---|---|
| <input type="checkbox"/> Climax-Scotts High School
Ph: 269-746-2300
@cssschools.net | <input type="checkbox"/> Loy Norrix High School
Ph: 269-337-0200
@kalamazoopublicschools.net | <input type="checkbox"/> Portage Northern High School
269-323-5400
@portageps.org |
| <input type="checkbox"/> Comstock High School
Ph: 269-250-8700
@comstockps.org | <input type="checkbox"/> Kalamazoo Central High School
Ph: 269-337-0300
@kalamazoopublicschools.net | <input type="checkbox"/> Schoolcraft High School
269-488-7350
@schoolcraftschools.org |
| <input type="checkbox"/> Galesburg-Augusta High School
Ph: 269-484-2010
@gacsnet.org | <input type="checkbox"/> Parchment High School
269-488-1100
@parchment.k12.mi.us | <input type="checkbox"/> Vicksburg High School
269-321-1100
@vicksburgschools.org |
| <input type="checkbox"/> Gull Lake Community Schools
Ph: 269-548-3500
@gulllakecs.org | <input type="checkbox"/> Portage Central High School
269-323-5200
@portageps.org | |

Van Buren County Schools:

- | | | |
|--|--|---|
| <input type="checkbox"/> Bangor High School
269-427-6844
@bangorvikings.org | <input type="checkbox"/> Gobles High School
269-628-9347
@gobles.org | <input type="checkbox"/> Mattawan High School
269-668-3361
@mattawanschools.org |
| <input type="checkbox"/> Bloomingdale High School
269-521-3917
@bdalecards.org | <input type="checkbox"/> Hartford High School
269-621-7000
@hpsmi.org | <input type="checkbox"/> Paw Paw High School
269-415-5611
@ppps.org |
| <input type="checkbox"/> Covert High School
269-764-3700
@covertps.org | <input type="checkbox"/> Lawrence High School
269-674-8232
@lawrencetigers.com | <input type="checkbox"/> South Haven High School
269-637-0507
@shps.org |
| <input type="checkbox"/> Decatur High School
269-423-6853
@raiderpride.org | <input type="checkbox"/> Lawton High School
269-624-7806
@lawtoncs.org | |

Other: _____ Ph: _____ E-mail: _____

PSEO College Coordinators

Authorization allows Kalamazoo Valley faculty and staff, school district representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services and program evaluation.

- | | | |
|---|------------------|--------------------|
| <input checked="" type="checkbox"/> Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-250-9200 | E-mail: @kresa.org |
| <input type="checkbox"/> Van Buren Intermediate School District (VBISD) | Ph: 269-674-8001 | E-mail: @vbisd.org |
| <input type="checkbox"/> Other: _____ | Ph: _____ | E-mail: _____ |

Parent or Individual Being Authorized

- Parent's name(s) _____
- FERPA permits Kalamazoo Valley to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.
- I certify that my parent(s) claim me as a dependent for federal income tax purposes.
- I am authorizing my parent(s) even though I am not a dependent for tax purposes, or I do not know if I am.
- Individual's name _____
- Relationship: _____



2023-24
DUAL ENROLLMENT
ELECTRICAL TECHNOLOGY GUIDELINES
ACCEPTANCE FORM

Turn in pages 9-11 at orientation or by June 1, 2023 to Nora Hafez at nora.hafez@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. **I understand if I do not pass fall semester, I will not be eligible to continue for winter semester.**

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Summer Contact Information (please print legibly)

KVCC email: _____@mail.kvcc.edu Valley #: **V00** _____
(Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: _____ Parent/Guardian Phone Number: _____

Mailing Address: _____

I have applied and been accepted to KVCC: Yes ___ No ___

I have ACT/Accuplacer/Aleks/NG Accuplacer/SAT scores on file at KVCC, meeting minimum requirements: Yes ___ No ___

I have submitted Authorization for Release of Information High School Dual Enrollment: Yes ___ No ___

If you answered NO to any of the above statements, please explain why:

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 (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Mindy Miller & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.