

Congratulations on your acceptance in the CTE Heating, Ventilation & Air Conditioning (HVAC) program for the 2024-2025 school year!

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE HVAC experience. Please join us on **Thursday, May 16, 2024, at 6:00 p.m. on KVCC's Texas Township's Campus, Dale Lake Auditorium** (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:

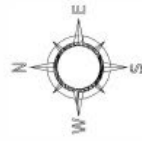
- Learn how to schedule and take the **mandatory** KVCC placement testing
- Learn how to register for your KVCC course(s)
- Learn about the program's year-long expectations and logistics
- Learn how successful completion of the course can lead to future opportunities
- Tour the program
- Ask questions

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 Nora Hafez, CTE Registrar at nora.hafez@kresa.org or 269-250-9309.

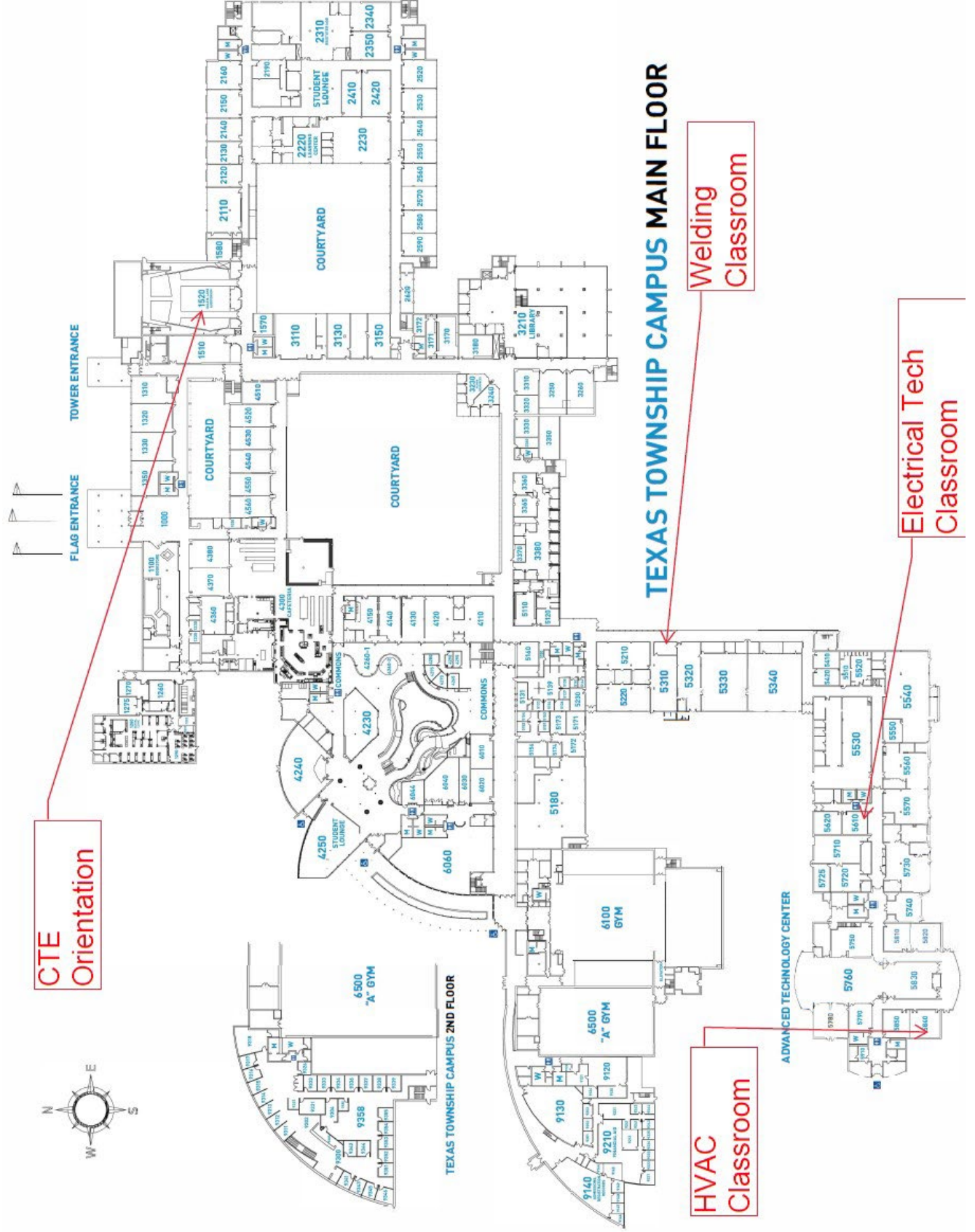
Special Note:

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 individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt, Mindy Miller, & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.



CTE
Orientation



Heating, Ventilation & Air Conditioning (HVAC)

DUAL ENROLLMENT

2024-2025

WELCOME TO THE HVAC PROGRAM!

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

See pages 2-3 for a detailed checklist.

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

By May 2, 2024	<input type="checkbox"/> Apply to KVCC
May 16, 2024	<input type="checkbox"/> Attend <u>mandatory</u> orientation (see details on the cover page)
By June 1, 2024	<input type="checkbox"/> Submit pages 8-10 of this packet to CTE (see page 2) or turn in at orientation
By July 1, 2024	<input type="checkbox"/> Provide placement test scores and meet KVCC's minimum benchmarks (see page 3)
By August 1, 2024	<input type="checkbox"/> Register for fall KVCC courses once approved (see page 3)
September 4, 2024	<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:

Nora Hafez

Registrar

nora.hafez@kresa.org

269-250-9309

KRESA Career & Technical Education

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

HVAC Student Checklist

For CTE Dual Enrolled Programs

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

<p>By May 2</p>	<p><input type="checkbox"/> KVCC ADMITTANCE</p> <p>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></p> <p>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.</p>
<p>May 16</p>	<p><input type="checkbox"/> ATTEND MANDATORY ORIENTATION</p> <p>See details on cover page. Bring this packet and your KVCC acceptance letter.</p>
<p>By June 1</p>	<p><input type="checkbox"/> SUBMIT THE FOLLOWING FORMS TO CTE (see below) <u>Please convert documents to pdf prior to sending.</u></p> <p><input type="checkbox"/> Page 8: Dual Enrollment Dental Assisting Guidelines Acceptance Form</p> <p><input type="checkbox"/> Page 9-10: KVCC's Authorization for Release of Information High School Dual Enrollment Form</p> <p style="text-align: center;">Please email paperwork by June 1 to: Nora Hafez nora.hafez@kresa.org or turn in at orientation</p>

<div>By July 1</div>	<div><div><input type="checkbox"/> KVCC PLACEMENT TESTING</div><div>Students must apply to KVCC before this step can begin.</div><div>Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math, as defined by KVCC (see table below). Students will need to complete placement testing with KVCC. Placement test scores must be on file prior to KVCC allowing dual enrollment. To view available hours, please follow this link to the KVCC Testing Center: https://www.kvcc.edu/services/testing/</div><div><table><tr><th></th><th>ALEKS</th><th>NG Accuplacer</th></tr><tr><td>HVAC</td><td></td><td></td></tr><tr><td>Reading</td><td></td><td>226</td></tr><tr><td>Writing</td><td></td><td>230</td></tr><tr><td>Math</td><td>4</td><td>204</td></tr></table></div></div>		ALEKS	NG Accuplacer	HVAC			Reading		226	Writing		230	Math	4	204
	ALEKS	NG Accuplacer														
HVAC																
Reading		226														
Writing		230														
Math	4	204														
<div>By August 1</div>	<div><div><input type="checkbox"/> REGISTER FOR FALL KVCC COURSE(S) ONCE APPROVED</div><div>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.</div></div>															
<div>Late August</div>	<div><div><input type="checkbox"/> STUDENT ID</div><div>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.</div></div>															
<div>September 4</div>	<div>CLASSES BEGIN - Welcome, Kalamazoo Valley Cougar!</div>															

CTE HVAC

Dual Enrollment Guidelines for High School Students

The HVAC 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 HVAC 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 2024 Semester

Semester Begins: **Wednesday, September 4**

Thanksgiving Recess: **Wednesday, November 27 – Sunday, December 1**

Semester Ends: **Saturday, December 14**

Winter 2025 Semester

Semester Begins: **Monday, January 13**

MLK, Jr. Recess: **Monday, January 20**

Spring Recess: **Monday, March 3 – Sunday, March 9**

Semester Ends: **Monday, April 28**

FALL SEMESTER (September – December)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
HVAC 118 Electricity/HVAC Controls I 12:30 p.m. – 2:25 p.m. 3 credits	HVAC 123 Refrigeration I 12:15 p.m. – 2:10 p.m. 3 credits	HVAC 118 Electricity/HVAC Controls I 12:30 p.m. – 2:25 p.m.	HVAC 123 Refrigeration I 12:15 p.m. – 2:10 p.m.		6 credits
WINTER SEMESTER (January – April)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
HVAC 119 Electricity/HVAC Controls II 12:30 p.m. – 2:25 p.m. 3 credits	HVAC 124 Refrigeration II 12:30 p.m. – 2:10 p.m. 3 credits	HVAC 119 Electricity/HVAC Controls II 12:30 p.m. – 2:25 p.m.	HVAC 124 Refrigeration II 12:30 p.m. – 2:10 p.m.		6 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 closure 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 Nora Hafez at 250-9309 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 school and CTE. You will need to drop the college course correctly through KVCC.**

HVAC COURSE TOOL REQUIREMENTS

REQUIRED TOOLS

You will NOT be allowed to borrow tools from either the instructor or other students. The following is the minimum list of tools for HVAC laboratory sessions. The instructor will provide students with information and suggestions of vendors/suppliers at the orientation. Students will be given until the 2nd week of class to obtain supplies for the class.

- Safety glasses
 - Available to buy in laboratory (You will not be able to participate in laboratory without safety glasses)
- VOA meter
 - Clamp-on capability to measure amperage and micro amps
 - We have ordered 30 plus meters and have obtained group pricing U.E.I. DL579COMBO
- Thermocouple temperature measuring device
 - Can be part of VOA meter
- Screwdriver - 4 or 6 way
 - has 1/4" and 5/16" nut driver
 - or 3/16" and 1/4" flat blade
 - #2 and #3 Phillips tip
- Nut driver
 - 1/4" and 5/16" long shaft
 - Magnetic
 - Malco HHD-1 or HHD-2

- Crescent wrench
 - 6" or 8"
- Linesman's pliers
 - Dikes
- Wire cutter, stripper, crimper
 - Channel lock #908-G
- Needle nose pliers
 - 3/16" & 5/16" Hex wrenches (or hex wrench set)
- Utility knife

RECOMMENDED TOOLS

- Tool box/service pouch
- Flat wrenches
 - 3/8", 7/16", 1/2", 9/16"
- Pliers
 - Slip joint 10" and 14"
- Scratch awl
- Small torpedo level
 - Magnetic
- Lock (if you plan to leave tools in a laboratory locker)

HVAC 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. You will be marked tardy if you arrive to the classroom later than 12:30 – no exceptions.
6. No smoking anywhere on the KVCC campus – zero tolerance.
7. No alcohol or drugs on KVCC campus. If it appears or it is suspected, the student will be removed from the program – zero tolerance.
8. No dangerous actions or horseplay will be allowed in the HVAC lab or on KVCC premises.
9. Students caught stealing will be immediately and permanently removed from the program and subject to KVCC security and/or prosecution.
10. If you drive on campus you must observe all safe driving practices. If you do not, you may be removed from the program.
11. Absolutely no cell phones in classroom or lab.

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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, 2024 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: _____

Turn in pages 8-10 at orientation or by June 1, 2024 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: _____

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 individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt, Mindy Miller, & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.