



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 10 to ensure your place in this program.

2018-2019

DUAL ENROLLMENT

HVAC TECHNOLOGY

Student Guidelines

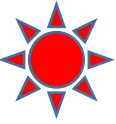
Fall 2018 Semester:		
HVAC 118 Electricity/HVAC Controls I	3 credits	
M W	12:30-2:20pm	
HVAC 123 Refrigeration I	3 credits	
T TH	12:30-2:20pm	
Winter 2019 Semester:		
HVAC 119 Electricity/HVAC Controls II	3 credits	
M W	12:30-2:20pm	
HVAC 124 Refrigeration II	3 credits	
T TH	12:30-2:20pm	

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
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 gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt, Mindy Miller and Dr. Jennifer Sell. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002.

2018-19
DUAL ENROLLEMENT
GUIDELINES

for High School students enrolled in EFE
WELDING, HVAC & ELECTRICAL



A **mandatory** orientation meeting will be held **May 10 starting at 6:00 pm at the KVCC Texas Township Campus, room 5830** for you and your parents/guardians. Room 5830 is located through the Advanced Technology Center entrance. EFE suggests that you park by the wind turbine and track and field area. This parking lot is on the southwest corner of the campus and can be accessed off S 8th Street.

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 . 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. 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 HVAC classes. Prerequisites for the HVAC 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.

	Writing	Reading	Math
ACT	13	12	13
Compass	25	53	Pre-Algebra 19
SAT	17	18	15.5
ACCUPLACER	50	34	Arithmetic 24

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 decide 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. 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. Post-secondary 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 **TUESDAY, SEPTEMBER 4** 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 local 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 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 to help ensure 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.

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.

COURSE DESCRIPTIONS:

HVAC 118 Electricity/HVAC Controls I (Fall Semester)

This course is the study of the principles, practices and uses of basic electricity as it pertains to heating, air conditioning, and refrigeration. It is a study and use of electrical instruments including basic terms, volts, ohms, amps, power factor, AC & DC circuits, single and three-phase, motor protection, overloads, basic transformers, and appropriate safety procedures.

HVAC 123 Refrigeration I (Fall Semester)

The fundamental concepts of heat transfer, pressure, temperature, and other basic concepts are studied and applied to each component of the refrigeration system. The compression refrigeration system is studied with emphasis placed on system and component construction and operation. The use of specialized tools and equipment as-well-as refrigeration tubing, soldering equipment, refrigerants, gauges, hand tools, catalogs and other material are covered. The course emphasizes servicing refrigeration units. Studies in this course are directed at electrical and refrigerant control, defrost mechanisms, specialized components and accessories, and service procedures.

HVAC 119 Electricity/HVAC Controls II (Winter Semester)

This course is a continuation of HVAC 118. The emphasis will be control and line voltage circuitry including: relays, contactors, transformers, motor-starts, ignition systems, and associated components. The course will include troubleshooting of failed HVAC equipment and advanced electrical diagram reading. The course will include the study of motors and generation of electricity. The course continues with application and maintenance of motors and power equipment that operate on single and three-phase electricity, power transmission, boost and buck transformers, and appropriate safety procedures. Recommended prerequisite: HVAC 118.

HVAC 124 Refrigeration II (Winter Semester)

This class emphasizes servicing refrigeration units. Studies in this course utilize the knowledge and techniques used in HVAC 123 as the background for continued studies of refrigeration and refrigerant control for both commercial and industrial refrigeration systems. Components of the course include defrost mechanisms, specialized refrigeration components and accessories, and service procedures. Refrigeration system design and component selection are covered in both residential and commercial refrigeration systems. Recommended prerequisite: HVAC 123.

2018-19 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
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September 4 – 1st day Fall Semester

OCTOBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
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

November 21-25 Thanksgiving Recess

DECEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December 17 – Fall Semester Ends

JANUARY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 7 – 1st day Winter Semester
January 21 – MLK Jr. Recess

FEBRUARY				
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	

MARCH				
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

March 4-10-KVCC Spring Recess

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 29 – Winter Semester Ends

HIGH SCHOOL STUDENT CHECKLIST

For EFE Dual Enrolled Programs

<p>DONE</p>	<p><input checked="" type="checkbox"/> APPROVAL 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.</p>																						
<p>As soon as possible (one week prior to orientation)</p>	<p><input type="checkbox"/> ADMISSION The KVCC application is available online at www.kvcc.edu/apply. Follow the 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.</p>																						
<p>Prior to May 10th Orientation</p>	<p><input type="checkbox"/> TESTING 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"> • SAT scores may have been sent electronically to KVCC when you took the test at your high school. • ACCUPLACER testing may be available in your high school counseling office. • 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 who take the ACCUPLACER test at KVCC will need to bring the following to the session: <ol style="list-style-type: none"> a) Your Valley ID number (the v-number assigned to you when you applied at KVCC) b) A picture ID (driver's license, school ID, or passport) • Scores are provided the day you complete the ACCUPLACER test. Scores should also be given to your high school counselor. • Placement scores must be on file at KVCC before you will be able to register for classes. <p>ACCUPLACER information and test taking study guides are available online at: https://ACCUPLACER.collegeboard.org/student/practice</p> <table border="1" data-bbox="529 1205 1383 1356"> <thead> <tr> <th>Program</th> <th>Assessment</th> <th>Writing</th> <th>Reading</th> <th>Math</th> </tr> </thead> <tbody> <tr> <td rowspan="4">HVAC</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	HVAC	ACT	13	12	13	Compass	25	53	Pre-Algebra 19	SAT	17	18	15.5	ACCUPLACER	50	34	Arithmetic 24
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<p>May 10 6:00pm start time KVCC Texas Township Campus Room 5830</p>	<p><input type="checkbox"/> ORIENTATION Dual enrolled EFE students must attend the <u>mandatory</u> EFE Dual Enrollment Orientation. What to expect at the orientation: 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>																						

<p style="text-align: center;">June 1</p>	<p><input type="checkbox"/> PSEO</p> <p>The PSEO form will be distributed at the May 10 orientation and must be signed by you. The form <u>will also 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. 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 style="text-align: center;">September 4</p> <p style="text-align: center;">HVAC</p>	<p><input type="checkbox"/> ATTEND CLASS</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>

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.

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
 - Clamp-on capability to measure micro amps
 - We have ordered 30 plus meters and have obtained group pricing
- 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
 - For a locker if you plan to leave tools in the laboratory



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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