



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

WELDING TECHNOLOGY

Student Guidelines

Fall 2017 Semester:			
Rapid MIG & FCAW Welding: WELD 182 3 credits			
M	Lecture	7:40-9:00am	
T W T H F	Welding Lab	7:40-9:00am	
Winter 2018 Semester			
Rapid TIG (GTAW) Welding: WELD 184 3 credits			
M	Lecture	7:40-9:00am	
T W T H F	Welding Lab	7:40-9:00am	

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 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 . 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 Welding. Prerequisites for the Welding course 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 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. 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 5** 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.

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 5 – 1st 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 – 1st 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

DONE	<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.																																																																									
As soon as possible (one week prior to orientation)	<input type="checkbox"/> ADMISSION The KVCC application is available on-line at www.kvcc.edu/apply . 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.																																																																									
PRIOR TO ORIENTATION	<input type="checkbox"/> TESTING <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"> • 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 may call: 269-373-7815 for the Testing Center hours at the Arcadia Campus. • 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 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. <p style="text-align: center;">ACCUPLACER information and test taking study guides are available online at: https://ACCUPLACER.collegeboard.org/student/practice</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Program</th> <th style="text-align: left;">Assessment</th> <th style="text-align: left;">Writing</th> <th style="text-align: left;">Reading</th> <th style="text-align: left;">Math</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Electrical Tech 102</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">Electrical Tech 110</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> <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> <tr> <td rowspan="4">Welding</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	Electrical Tech 102	ACT	18	14	18	Compass	70	65	Pre-Algebra 44	SAT	25	22	18	ACCUPLACER	90	53	Arithmetic 34	Electrical Tech 110	ACT	13	12	13	Compass	25	53	Pre-Algebra 19	SAT	17	18	15.5	ACCUPLACER	50	34	Arithmetic 24	HVAC	ACT	13	12	13	Compass	25	53	Pre-Algebra 19	SAT	17	18	15.5	ACCUPLACER	50	34	Arithmetic 24	Welding	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 11 6:00pm start time KVCC Texas Township Campus Room 4370 (HVAC, ELEC, WELD)</p>	<p><input type="checkbox"/> ORIENTATION</p> <p>Dual enrolled EFE students must attend the <u>mandatory</u> EFE Dual Enrollment Orientation.</p> <p>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>Before the end of the 2016-2017 school year</p>	<p><input type="checkbox"/> REGISTRATION</p> <p>Visit www.kvcc.edu/myvalley to register for your FALL SEMESTER class(es) approved by your high school counselor.</p> <p>BEGIN MONITORING YOUR KVCC EMAIL ON A REGULAR BASIS!</p>
<p>June 1</p>	<p><input type="checkbox"/> PSEO</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>September 5 WELD & HVAC</p> <p>September 6 ELEC</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>

KVCC Academic Calendar & Class Schedule:

Fall Semester:	Rapid MIG & FCAW Welding	WLD 182	15 weeks	3 credits
		Lecture	M	7:40 – 9:00
		Welding Lab	T W TH F	7:40 – 9:00
Winter Semester	Rapid TIG (GTAW) Welding	WLD 184	15 weeks	3 credits
		Lecture	M	7:40 – 9:00
		Welding Lab	T W TH F	7:40 – 9:00

There will be designated evenings that students can work in the welding lab. Open lab hours vary each semester. Please refer to the schedule.

No smoking anywhere on the KVCC campus – zero tolerance.

No alcohol or drugs on KVCC campus. If it appears or it is suspected, the student will be removed from the program – zero tolerance.

No dangerous actions or horseplay will be allowed in the welding lab or on KVCC premises.

All students are to remain in the classroom/lab unless the student has the instructor's permission to leave the work area/lab. One person may leave the work area/lab at a time with instructor permission.

1. It is each student's responsibility to clean up their work area daily and put away all tools used in the appropriate storage area daily. You will also be assigned a common shop area to clean up daily. Students are to use practice material wisely. Misuse or excessive waste of materials and improper tool usage will not be tolerated. Students who do not clean up areas of responsibility or misuse tools, equipment or materials will lose their daily grade points for these areas.
2. Students caught stealing will be immediately and permanently removed from the program and subjected to KVCC security and/or prosecution.

3. Students must obey all KVCC lab safety rules and operational guidelines.
 - Safety glasses will be worn in the welding lab at all times. No exceptions.
 - Appropriate welding attire is required. No frayed or loose fitting clothing. Clothing must be cotton or wool based materials to prevent fires.
 - Welding jackets made of fire resistant materials are required.
 - Pliers and wire cutters will be required.
 - Welding helmets will be required with a minimum #10 shade lens.
 - Long leather gauntlet welding gloves required.
 - No running in welding lab.
 - No throwing of materials in welding lab.
 - Do not operate any piece of equipment or power tools without proper instruction on safe procedures regarding tool/equipment.
 - All metal should be considered hot and sharp. Don't touch with bare hands.
 - All grinding must be done with a proper safety face shield worn in grinding room.
 - Do not weld on table tops, positioners and arms. Weld on the metal parts.
 - Lockers for personal equipment tool and supply storage are provided. You must supply a lock.

4. If a student answers the laboratory telephone, please use the greeting "Welding lab" and your name.
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.

KVCC WELDING COURSES TOOL REQUIREMENTS

Students will be expected to dress appropriately for this class and have the necessary materials **each day**. The instructor will provide students with information and suggestions of vendors/suppliers at the Spring Orientation meeting. Students will be given until the 2nd week of class to obtain supplies for the class. Consult with your welding instructor for assistance in obtaining tools.

- Safety glasses are mandatory in the welding lab
- Cotton or wool based work shirt
- Welding jacket-canvas fire resistant
- Shoes-work type leather boots (No gym shoes or sandals)
- Hat or hair protection – welders hat or skull cap
- Lock for classroom storage locker
- 3-ring binder – 2" capacity
- Pliers or vice grips
- Wire cutter
- Welding gloves – need 2 types: Long gauntlet welding and short work gloves or TIG gloves
- Tungsten: 2-pcs. 2% thoriated 3/32" diameter, or 2% ceriated 3/32" diameter
- Full face welding helmet – 10# lens minimum
- Oxy-fuel goggles #5 lens that fit over safety glasses

COURSE DESCRIPTIONS

WELD 182 Rapid MIG & FCAW Welding

3-1-6 (Lecture/Standard Lab) Contact Hours: 7 This course is designed to develop the entry level job skills required for a welder using the MIG (GMAW) and Flux-Cored (FCAW) welding processes. It will include classroom and lab skill training in these welding processes to produce all position groove and fillet welds. Students will receive skills in electrode selection and identification, shielding gases, type of metal transfer, material identification, methods of machine set-up, and basic process troubleshooting. These credits will complete three (3) of the ten (10) credits in the Welding 190 Rapids Skills Training course. Minimum benchmarks will be enforced.

WELD 184 Rapid TIG (GTAW) Welding

3-1-6 (Lecture/Standard Lab) Contact Hours: 7 This course is designed to develop the entry level job skills required for a welder using the Gas Tungsten Arc Welding (GTAW) process. It will include skill training in this welding process to produce all position fillet and groove welds on a variety of metals including steel, stainless steel, and aluminum. Students will receive classroom and hands-on training in selection of filler metals, equipment selection, and set-up, metals identification, welding procedures, thermal cutting, AWS testing procedures, machine troubleshooting, and TIG welding terminology. These credits will complete three (3) credits in the Welding 190 Rapids Skills Training course. Minimum benchmarks will be enforced.



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: _____

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.