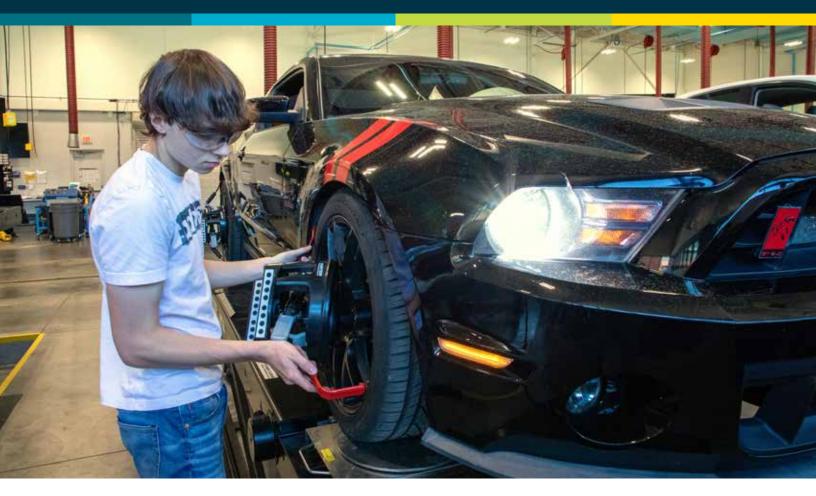


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- **1.** Students need to apply and enroll following the regular JCCC Admission application process.
 - Steps to Enroll with JCCC Admissions Application link and OTHER important steps:

jccc.edu/admissions/enrollment/

- 2. Official Transcripts: Student MUST send official transcripts from MCC and/or other colleges and universities that would potentially have prerequisite courses needed to be able to take specific courses at JCCC.
 - Where/How to send Official Transcripts to JCCC Admissions

jccc.edu/admissions/apply/transcripts.html

- Students should schedule an appointment with a JCCC Industrial Technology Counselor AFTER Steps 1 and 2 are completed.
 - How to make a Counseling appointment: jccc.edu/student-resources/counseling/ academic-counseling/
- 4. Students MAY be referred to Professor Hugh Clark, JCCC Faculty Chair, at hclark13@jccc.edu to discuss which course(s) the apprentice should begin for their track.
- **5.** Below is the contact information if a student needs to request departmental approval or a prerequisite override:

ELEC	mkingjr@jccc.edu
ELTE	electricaltech@jccc.edu
AET	hclark13@jccc.edu
AUTO	jirelan3@jccc.edu
DRAFT	dfeuerb2@jccc.edu
MFAB	welding@jccc.edu
PLUM	hhendren@jccc.edu
HVAC	msteinm2@jccc.edu

- 6. Once a student has REGISTERED/ENROLLED in classes they MUST complete the FERPA release form:
 - FERPA Release Form jccc.edu/student-resources/records/ferpa.html
- 7. Student prints their FERPA release and gives it to Cortez Bradley, UAW / Ford Motor Company for his records.
 - Classes will NOT be held and/or paid for if a student does not submit their FERPA release to Cortez Bradley AND the Third-party billing deadline for the semester is not met.
 - JCCCThird Party Billing: iccc.edu/admissions/tuition/third-party/
- 8. Cortez Bradley notifies Courtney Price, JCCC Billing and A/R Coordinator (JCCC Bursar's Office—Third Party Billing) that the student has enrolled. Courtney places a third-party billing hold on their record.

If you receive a call from a student, here's who to refer them to:

Steps to enroll	Admissions	3731		
Enrollment questions	Registration	3803, Option 2		
Which classes to enroll in	Counseling	3809		
Payment/3rd party hold questions				
	Courtney Price	3278		
Am I eligible?	Cortez Bradley	816-459-2060		