

Delta College Policies and Procedures for Skilled Trades Apprentices

ADMISSIONS PROCEDURES

1. Complete Apprentice Forms (Available online at: www.delta.edu/tech/skilledtrades.aspx)
 - a. **Application for Admissions**
 - b. **Information Release Form**

Please mail, email or fax the forms to the Delta College Skilled Trades office.

Delta College, Skilled Trades
Attention: Russ Holtman
1961 Delta Road
University Center, MI 48710

Phone: 989-686-9476
FAX: 989-667-2207
Email: raholtma@delta.edu

2. Admission fee: \$20 (one-time, non refundable)

ASSESSMENT PROCEDURE

ALL NEW STUDENTS

All Delta College students are now required to complete our Assessment/Orientation procedure (including Skilled Trades apprentices). COMPASS is used to assess current Writing, Reading and Mathematics skills. It is not a test that a student will pass or fail. COMPASS scores are used to determine course placement. COMPASS is computerized and untimed, but takes approximately two hours to complete. Computer skills are not required to take COMPASS. COMPASS is available on a walk-in basis during regular office hours. For more information about COMPASS visit the Assessment/Testing web page at www.delta.edu or call Assessment/Testing Services at (989)686-9182.

SPONSORSHIP LETTER /REGISTRATION AUTHORIZATION FORMS

Trade Related Instruction Programs are designed with the cooperation of industry and plant coordinators to provide the instruction to strengthen the theoretical knowledge in each trade area. The combination of related instruction and on-the-job experience is essential in order to provide a complete program to train skilled personnel for the trades. The scheduling and registration for courses is the responsibility of the Skilled Trades Department; therefore, participating companies must provide a **Company Sponsorship Letter** to initiate an active apprentice. The Skilled Trades Office makes recommendations for classes prior to each semester. The employer/training coordinator should complete a **Registration Authorization Form** to give permission to register the apprentice for the relevant semester.

1. Complete Sponsorship forms (Available online at: www.delta.edu/tech/skilledtrades.aspx)
 - a. **Sample Company Sponsorship Letter**
 - b. **Registration Authorization Form**

ONLINE ORIENTATION

Student online orientation provides information needed to begin college. Many services designed for student success will be shared, including MyDelta and student email information. The MyDelta account can be accessed, after establishing a password, to obtain a class schedule that is needed to get textbooks required for classes from the bookstore. Many instructors use Delta College email to communicate class information to students.

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TUITION AND FEES

Tuition and Fees must be paid in total each semester. Tuition is assessed by credit based on residency status. The per-credit tuition rate for each semester is subject to change without prior notice by action of the Board of Trustees. Fees are charged for specific courses. Fee information is subject to change without prior notice. A **Financial Release Form** (available online) needs to be completed by company sponsored apprentices and submitted to the Skilled Trades office.

Textbooks: The Delta College bookstore is located in the Commons/Food Court area and open during all Delta College registration hours. Textbooks can also be ordered either online at our website www.bookstore.delta.edu, by mail, by calling 989-686-9030, or via email at bookstore @delta.edu.

Refund Policy: Apprentices that are sponsored by a company that is paying the tuition; must notify their training coordinator of their desire to drop and the training coordinator needs to notify the Skilled Trades office in writing that they approve dropping the class. The notification can be mailed, emailed or faxed to the Skilled Trades office.

Tuition and Special Course Fee:

100 % refund: From the official start date and through the 7th calendar day (including the first day of class, Saturday, Sunday and holidays).

50 % refund: From the 8th through the 11th calendar day (including the first day of class, Saturday, Sunday, and holidays) of the official start date of the course.

No refund: After the 11th calendar day (including the first day of class, Saturday, Sunday, and holidays) of the official start date of the course.

Registration Fee: No refund, unless all courses are cancelled by Delta College.

ATTENDANCE EXPECTATIONS

- Apprentices are expected to attend **all** class meetings.
- Skilled Trades faculty may include class attendance is determining mid-term and final grades.
- Pre-planned absences from class should be discussed with the instructor in advance. If an apprentice has to leave class early, it should be discussed prior to the beginning of the class.
- It is the responsibility of the apprentice to discuss all absences with the instructor the first evening he/she returns to class.
- An instructor **may** permit assignments, quizzes, and tests missed because of an absence to be made up.
- Apprentices can be removed from the Related Instruction Program due to excessive absences.

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POLICIES

Delta College has a number of policies related to students: most are listed in the college catalog. Here are a few that are especially important:

Alcoholic Beverages: No member of the College Community will possess or consume beer, wine, or other alcoholic beverages on Delta College property, or *any property which is under the direct control or responsibility of the College*, unless a specific college-approved function permitting alcohol consumption has been authorized by the Office of the President.

Drugs: No member of the College Community will manufacture, possess, distribute, or use any prohibited drug in either the refined or crude form, nor will any member of the College Community possess property which is used, or intended for use, as a container for any controlled substance except controlled substances for personal usage and these must be under the current prescription of a licensed physician, or those specifically to Delta College for Federal or State authorizing agencies for educational purposes.

Integrity of Academic Work: Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violation of this policy. Violations of this policy will result in the actions and consequences specified within this policy. Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following: plagiarism; cheating on tests, quizzes, or any assignments; fabrication; aiding and abetting dishonesty; falsification of records and official documents.

Disruptive Students: Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus (see the general college catalog for detailed information).

Safety (Classroom/Lab): Students must wear appropriate safety equipment at all times when in a lab.