



Automotive Technology Program Application Packet Fall 2017

Packet Includes:

- Program Guide
- Program Information
- Automotive Technology Program Application

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Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about:

Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503.365.4723, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr NE, Salem OR 97305.

To request this publication in an alternative format, please call 503.399.5192.

Automotive Technology Program Guide

- 2-Year AAS Degree
- Auto Body Repair Certificate Program
- Automotive Machining Certificate Program

Open date:

Friday, February 3, 2017—Applicants can begin submitting program applications

Close date:

Friday, May 19, 2017—All required documentation listed on the application checklist must be received by the Admissions Office in Building 2 Room 201 for the application to be considered complete.

This resource guide is for assistance in the two-year Associate of Applied Science degree program, Auto Body Repair Certificate, and Automotive Machining Certificate programs application process. Students apply after thoroughly reading this guide. The application packet is available at:

<http://www.chemeketa.edu/programs/automotive/ourprogram/curriculum.html>

This guide includes the following:

- Program Outline
- Required Tool List
- Estimated Program Cost Sheet
- Admissions Guidelines
- Automotive Technology Program Application Scoring Sheet

The Application Packet includes the following:

- Application Packet Checklist
- Automotive Technology Program Application

Program Outline

Program objectives: The Automotive Technology Program emphasizes technical training and development of skills through the study of the various systems of the automobile. The program is designed to train future Automotive Technicians from introductory to advanced automotive diagnosis and repair in the areas of engine repair, automatic transmission/transaxles, manual drivetrain & axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, and engine performance.

National certifications and accreditation: Each of the program instructors are master certified by the National Institute for Automotive Service Excellence (ASE) as well as various aftermarket and manufacturer certifications. The Chemeketa Community College Automotive Technology Program is accredited by the National Automotive Technicians Education Foundation (NATEF).

Further Considerations: Since the goals of the Automotive Technology Program include training and preparing students for employment as Automotive Technicians in the industry at new car dealerships as well as independent automotive repair shops, you should be advised that almost every future employer will require pre-employment drug testing and that you have a clean driving record. Many employers may also do a criminal background check. If you are unable to pass a drug test, do not have a valid drivers' license and/or have a felony conviction, your opportunities for employment will be extremely limited.

Criminal background check/drug testing: Although this program does not require background checks or drug testing, you might want to familiarize yourself with how future employers might use these procedures. Whether you are hired or promoted for a job may depend on the information revealed in a background check. Job applicants and existing employees as well as volunteers may be asked to submit to background checks. For some jobs, screening is required by federal or state law. The current emphasis on security and safety has dramatically increased the number of employment background checks conducted. For more information, visit privacyrights.org.

Program details

- Program is a fall term entry only.
- The AAS degree program is a total of six terms, about 21 months.
- The Auto Body Repair Certificate Program is one year, for a total of four terms including one term of Cooperative Work Experience (CWE).
- The Automotive Machining Certificate Program is one year, for a total of four terms including one term of Cooperative Work Experience (CWE).
- To be eligible to register for program classes, students must apply, attend a mandatory Automotive Technology Program Orientation, be accepted into the program, and have their major changed to Automotive Technology AAS, Auto Body, or Auto Machining.
- Current program curriculum for each program option can be viewed at:
<http://www.chemeketa.edu/classes/catalog/documents/automotivetechology.pdf>
- New Student enrollment is no more than 40 per year.
- Students are required to have each of the tools listed on the required tool list by the start of fall term classes
- Students are required to have a laptop computer, netbook, or tablet by the start of fall term classes.

Chemeketa Community College • Required tool list

Automotive Technology, Auto Body and Automotive Machining Programs

1/4" Drive socket set	General Service set Shallow socket and handle set 3/16"–9/16" Deep socket set 3/16"-9/16" Deep and shallow socket set, Metric, 5.5–13mm 1/4" handle
3/8" Drive socket set	Shallow and deep socket and handle set 3/8"–3/4" Deep and shallow socket sets, Metric, 8–19mm Spark plug sockets—13/16" and 5/8"
1/2" Drive socket set	General service set including ratchet, breaker bar and extensions 12–24mm sockets 7/16"-1" sockets 1/2"- 3/8" adapter
TORX® Socket Set	#10, #20, #25, #45, #50, #55 Torx socket bits E-5 through E-18 (Internal sockets)
Wrench sets	Combination 1/4"–1" Combination metric 6mm–19mm Allen wrench set (Standard and Metric) Flare nut (tubing) wrench set (1/4"–13/16", 9mm-21mm)
Screw drivers	Miscellaneous: 3 Phillips and 3 Standard #1 and #2 Pozidriv bits Ratcheting screwdriver/ bit set

Miscellaneous tools

Combination pliers	Feeler gauges (.0015"-.040")
6" needle nose pliers	10" mill file and handle
Diagonal cutters	Tape measure (6 ft.)
Wire strippers	6" steel rule
Terminal crimping tool	Air blow gun (meeting OSHA requirements)
12v test light	Tire pressure gauge
Adjustable joint pliers (Channellock® pliers)	Tire air chuck
10" Vise grip pliers	Oil filter wrench (small)
Gasket scraper	Oil filter wrench (large)
24 oz. Ball peen hammer	Hacksaw
Dead blow hammer	Spark plug (ignition) tester
Rubber mallet	Utility knife
Punch and chisel set	Inspection mirror
Brass drift	Magnetic pickup tool
18" Pry bar	Flashlight
Safety Glasses	Padlock
Tool box (no larger than 28" long x 20" x 20" high)	Fender cover
Snap-On Digital Multi-meter #EEDM504D	Spark plug gapping tool
Battery post/terminal cleaner	Crowfoot wrench set (standard and metric for tubing)
Miscellaneous test leads and jumper wires (14 gauge jumper leads w/boots)	Hearing protectors (ear plugs)
Brake return spring tool	Leather shoes
Brake hold down spring tool	MIG Welding gloves
	Work shirts*

*Work shirts to be purchased at the Chemeketa Community College Bookstore

NOTE: This is a basic tool list that will be adequate for lab work in classes on campus. It is highly recommended that quality brand name tools be obtained. Cooperative Work Experience sites may require and/or recommend additional tools that are more specific to Automotive Technology, Auto Body Repair, or Automotive Machine Shop.

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192

Program cost: These costs are estimates and are subject to change without notice. Tuition, Universal Fee, Lab Fee and Textbook costs are effective as of Winter Term 2017. Visit <http://www.chemeketa.edu/earncertdegree/tuition/> for the current Tuition/Fee Rate Table.

Term 1	
Books/Fees (Universal Fees, Lab Fees)	\$1,182.50
Tools and Laptop computer	\$2,300
Tuition (18 credit hours)	\$1,470
Term 2	
Books/Fees (Universal Fees, Lab Fees)	\$343
Tuition (14 credit hours)	\$1,230
Term 3	
Books/Fees (Universal Fees, Lab Fees)	\$598.50
Tuition (20 credit hours)	\$1,640
Term 4	
Books/Fees (Universal Fees, Lab Fees)	\$907
Tuition (19 credit hours)	\$1,558
Term 5	
Books/Fees (Universal Fees, Lab Fees)	\$566.75
Tuition (18 credit hours)	\$1,476
Term 6	
Books/Fees (Universal Fees, Lab Fees)	\$490
Tuition (15 credit hours)	\$1,230
Estimated total	\$14,991.75

Admission criteria—required documents

APPLICATION PROCESS: If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>

Directions: Submit the following required as one complete packet between the hours of 8 am–5 pm in the Enrollment Services in Building 2, Room 201 on the Chemeketa Community College main campus:

- Automotive Technology Program Application Form (Page 10)
- A copy of your Chemeketa Accuplacer, ASSET, or COMPASS Reading, Writing, and Mathematics Placement Test scores (print from MyChemeketa). Note- Placement scores are valid for two years. If the placement scores are over two years old from the time you submit the Automotive Technology Program Application, they are not valid, and you will need to retest for placement.
- A clear and legible photocopy of your valid driver's license. Note-Each applicant is required to have a valid driver's license while attending any Automotive Technology courses, and will be required before starting the program in Fall term 2017.
- DMV Court Print. Each applicant is required to submit a "Court Print" of their driving record. Applicants must be able to furnish a certified copy of their driving record showing not more than two convictions for moving violations or two chargeable accidents or any combination of two thereof in past three prior years and no conviction of a moving violation which is alcohol or drug-related in the prior five years. All periods are calculated from the date of the first scheduled class in the beginning term. This can be obtained by going to any DMV office with your driver's license. There is a **\$3.00** fee. Please obtain and keep a copy of the Court Print for your records, as most dealerships and independent repair shop employers will ask to see the Court Print as part of their interview process.

Application deadline:

All completed applications must be received by May 19, 2017. Any application packets received after May 19, 2017 may be considered if the program has not been filled. Applicants who submit accurate and complete applications are qualified for admission (or alternate status if the program is full). Applicants will be placed on the Automotive Technology program admission or alternate list based on the evaluation of their application packet. It is therefore necessary that you keep Admissions (503.399.5006) and the Automotive Program (503.399.6521) informed of any address changes after you submit your application. Applicants will be notified by the program of their status beginning in early June via your MyChemeketa email. Applicants should check their MyChemeketa email daily after June 9 for Chemeketa program communications.

Other College Transcripts:

Applicants may submit transcripts from another college/university to be evaluated. Students must request an evaluation through Enrollment Services, and evaluations may take several months.

Important: You are **not** an applicant to the Automotive Technology Program until you have submitted an application packet that includes all items listed above. **All prerequisite courses (WR 080, RD 090, MTH 020) must be successfully completed by the end of Spring term 2017.**

The receipt you receive from admissions is your proof of your application submission.

Program orientation:

Students who accept an offer of Program Admission **must attend a program orientation in August** at the Salem Campus. **Students will be notified by MyChemeketa e-mail of the date, time and location of the orientation.**

The orientation will include program information, policies and procedures, locker assignment, tool requirements, tool purchase information with up to 60% discount available.

Automotive Technology Program Prerequisite Courses Fall 2017

FOR APPLICANT INFORMATION ONLY (Do not submit this form with your application)

Prerequisite Requirement	Criteria for Fulfilling Requirement	Completed with "C" Grade or Higher?	Final Grade
Writing	<ul style="list-style-type: none"> Placement test score showing Recommended Course Placement into WR088 or higher taken in the past 2 years; OR Successful completion of WR080 with a C grade or higher taken within the past 5 years 	Yes No	
Reading	<ul style="list-style-type: none"> Placement test score showing Recommended Course Placement into RD115 or higher taken in the past 2 years; OR Successful completion of RD090 with a C grade or higher taken within the past 5 years 	Yes No	
Mathematics	<ul style="list-style-type: none"> Placement test score showing Recommended Course Placement into MTH052 or MTH060 or higher taken in the past 2 years; OR Successful completion of MTH020 with a C grade or higher taken within the past 5 years 	Yes No	

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Automotive Technology program on an annual basis.

Chemeketa Community College

Automotive Technology Program Application Scoring Sheet Fall 2017

For applicant information only

(Do not submit this form with your application)

1. Student Assessment and Recommendation Score

One point for each step recommended above minimum required course.

Course	Recommended	Points
WR080	_____	_____
RD090	_____	_____
MTH020	_____	_____

2. Military service or a degree from an accredited institution in the automotive field.

Must be documented from military Points records and/or official transcript.

Three points possible.

3. Qualified Automotive Technology program alternate from previous year.

Two points possible.

Applicant Score: _____

In the event of a tie, the following tiebreakers will be applied in the order listed below:

1. Legal residence in the Chemeketa Community College service district
2. Cumulative GPA from Chemeketa Community College
3. Successful completion of program related College Credit Now courses
4. Date of program readiness
5. Random selection

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Automotive Technology Program on an annual basis.

Automotive Technology Program Application • September 2017

Name (print) _____

Address (print) _____

City _____ State _____ Zip Code _____

Telephone Number (include area code) _____

Student ID/K# _____

Chemeketa E-Mail _____ @my.chemeketa.edu

I have completed the College Admission application form online:

1. Apply online at <http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>

If you are already a Chemeketa student, you have completed this step.

I have attached the following documents to this application form:

1. A copy of my Chemeketa Accuplacer, ASSET, or COMPASS Writing, Reading and Mathematics Placement Test scores.
2. A photocopy of my current Oregon driver's license.
3. A copy of my DMV Court Print
 - I have read and detached the Automotive Technology Program Application Information, and will retain it for my reference.
 - I understand that an offer of admission to the Automotive Technology program for this fall is dependent on my having successfully completed all prerequisite courses with at least a "C" grade.
 - I understand that if I qualify for admission, I will be placed on an Automotive Technology Program admission or alternate list based on the program review of my application packet.
 - I understand that if offered admission, I will attend the program orientation in August.
 - I understand that I will be notified by e-mail whether my status will be either: admitted to the program, alternate status, or not admitted.
 - I understand that if I do not attend the mandatory orientation, I will not be admitted into the Automotive Technology Program.
 - I understand that I must notify Enrollment Services and the Automotive Technology Program Chair of any address change.
 - I understand that all Automotive Technology students are required to have their own hand tools and laptop computer.
 - I have submitted a "court print" of my driving record from DMV.
 - I am submitting this application for admission into the following program:
 - _____ Automotive Technology—two year AAS Degree
 - _____ Auto Body Repair—one-year Certificate Program
 - _____ Automotive Machining—one-year Certificate Program
 - I hereby attest that all of the documentation I have submitted with this packet is accurate and authentic.

Signature _____ Date: _____

Submit Application Packet to Admissions in Enrollment Services in Building 2 Room 201