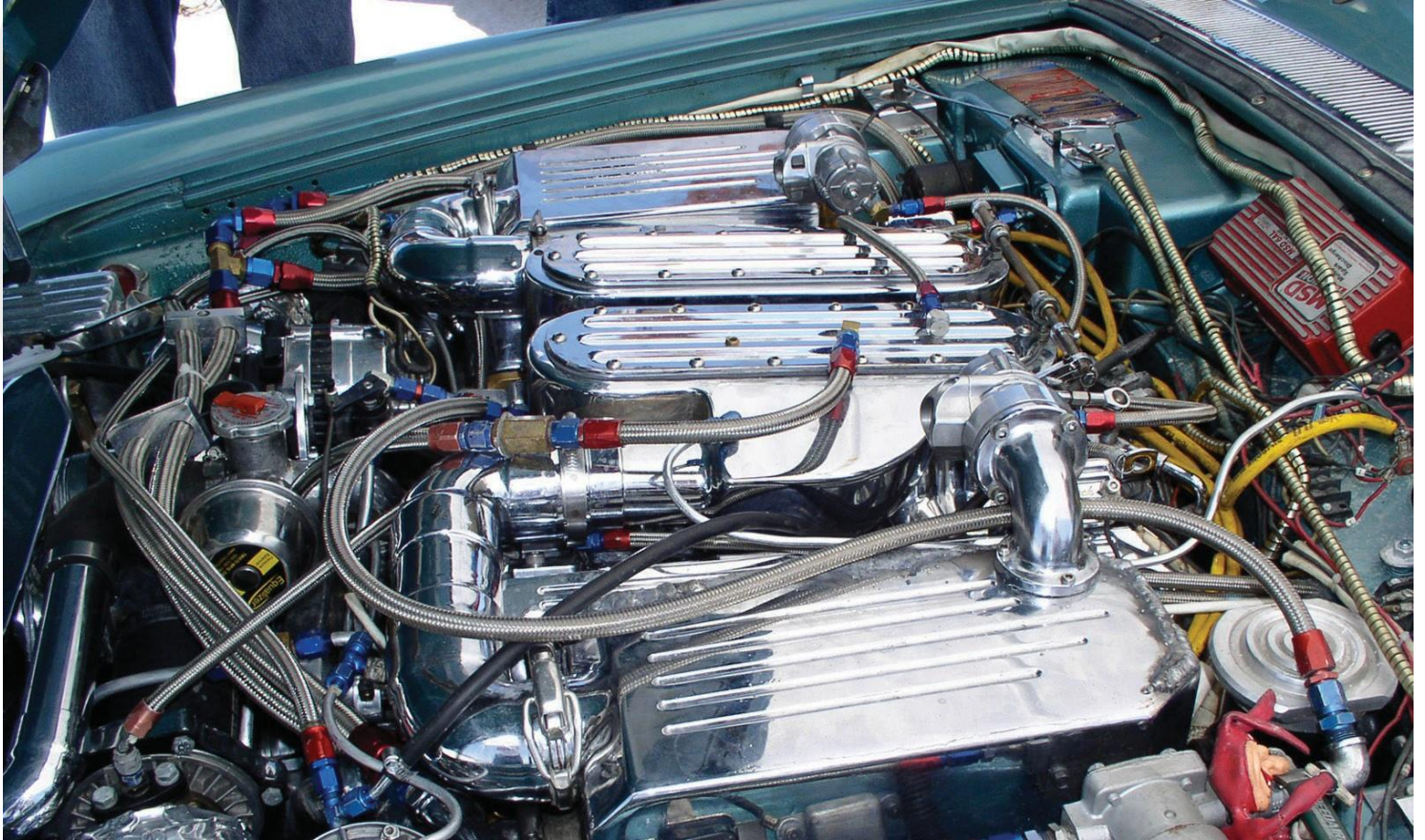


AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION PACKET

FALL 2018



Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistle blowing, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

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 Programs

This resource guide is provided to assist in the application process of the following programs:

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

This Application Packet Includes

- Program Outline
- Required Tool List
- Estimated Program Cost Sheet
- Admissions Guidelines & Deadlines
- Application Packet Checklist (page 8)
- Program Prerequisites
- Program Application Scoring Sheet
- Automotive Technology Program Application (page 10)

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.

Application Open Date: February 2, 2018
Application Close Date: May 25, 2018

Program Outline

Objectives

The Automotive Technology Program emphasizes technical training and the 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, you should be advised that almost every future employer will require pre-employment drug testing and 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 may 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:
 - ✓ submit an application
 - ✓ attend a mandatory Automotive Technology Program Orientation
 - ✓ be accepted into the program
 - ✓ change their major to either Automotive Technology AAS, Auto Body, or Auto Machining
- Current program curriculum for each program option can be viewed at:
<http://www.chemeketa.edu/programs-classes/college-catalog/>
- 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	Miscellaneous test leads and jumper wires (14-gauge jumper leads w/boots)
Dead blow hammer	Hacksaw
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	Crowfoot wrench set (standard and metric for tubing)
Battery post/terminal cleaner	Hearing protectors (ear plugs)
Spark plug (ignition) tester	Leather shoes
Spark plug gapping tool	MIG Welding gloves
Brake return spring tool	Work shirts*
Brake hold down spring tool	

*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 2018.

Visit 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

Apply to Chemeketa

If you are not currently enrolled at Chemeketa, you must apply for admission at go.chemeketa.edu/apply.

Required Documents

Submit the following, as one complete packet, to Enrollment Services in Building 2 Room 201 on the Chemeketa Community College main campus:

- Automotive Technology Program Application Form (Page 12)
- A copy of your Chemeketa Accuplacer, ASSET, or COMPASS Reading, Writing, and Mathematics Placement Test scores (print from MyChemeketa).

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.

Each applicant is required to have a valid driver's license before the start of fall term.

- DMV Court Print. Each applicant is required to submit a "Court Print" of their driving record. 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.

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 the past three years and no conviction of a moving violation which is alcohol or drug-related in the past five years. All periods are calculated from the date of the first scheduled class in the beginning term.

Application Deadline:

All applications must be received by May 25, 2018. Any application packets received after May 25, 2018 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 of their status beginning in early June via their MyChemeketa email. Applicants should check their MyChemeketa email daily after **June 11** for Chemeketa program communications.

You may not submit an application packet before you have taken all of the required prerequisites.

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

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 so please do so early.

Required Program Orientation

Students who accept an offer of Program Admission must attend a program orientation in June 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 2018

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.

Application Scoring Sheet - Fall 2018

Provided 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

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 2019

Submit this page with other required documents to Admissions in Enrollment Services Office - Building 2 Room 201

Application Open Date: February 2, 2018

Application Close Date: May 25, 2018

Name (print) _____
Address (print) _____
City _____ State _____ Zip Code _____
Telephone Number (include area code) _____
Student ID/K# _____
Chemeketa E-Mail _____@my.chemeketa.edu

Initial All

_____ I understand this application must be submitted as one packet, including this checklist.

_____ I have completed the College Admission application form online.

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

New students can apply online at go.chemeketa.edu/apply

_____ I have attached the following documents to this application form:

A copy of my writing, reading and math placement test scores

A photocopy of my current Oregon driver's license

A copy of my DMV Court Print

Check All

- I have read and detached the Automotive Technology Program Application Packet 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 I will be notified by e-mail of my status: admitted to the program, alternate status, or not admitted.
- I have clicked on the Gmail icon at the top of the page in *My Chemeketa* to verify my email is active.
- I understand that if offered admission, I will attend the program orientation in August.
- I understand that if I do not attend the mandatory program 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 changes.
- I understand that all Automotive Technology students are required to have their own hand tools and laptop computer.

I am submitting this application for admission into the following program (check one)

_____ 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 Office - Building 2 Room 201