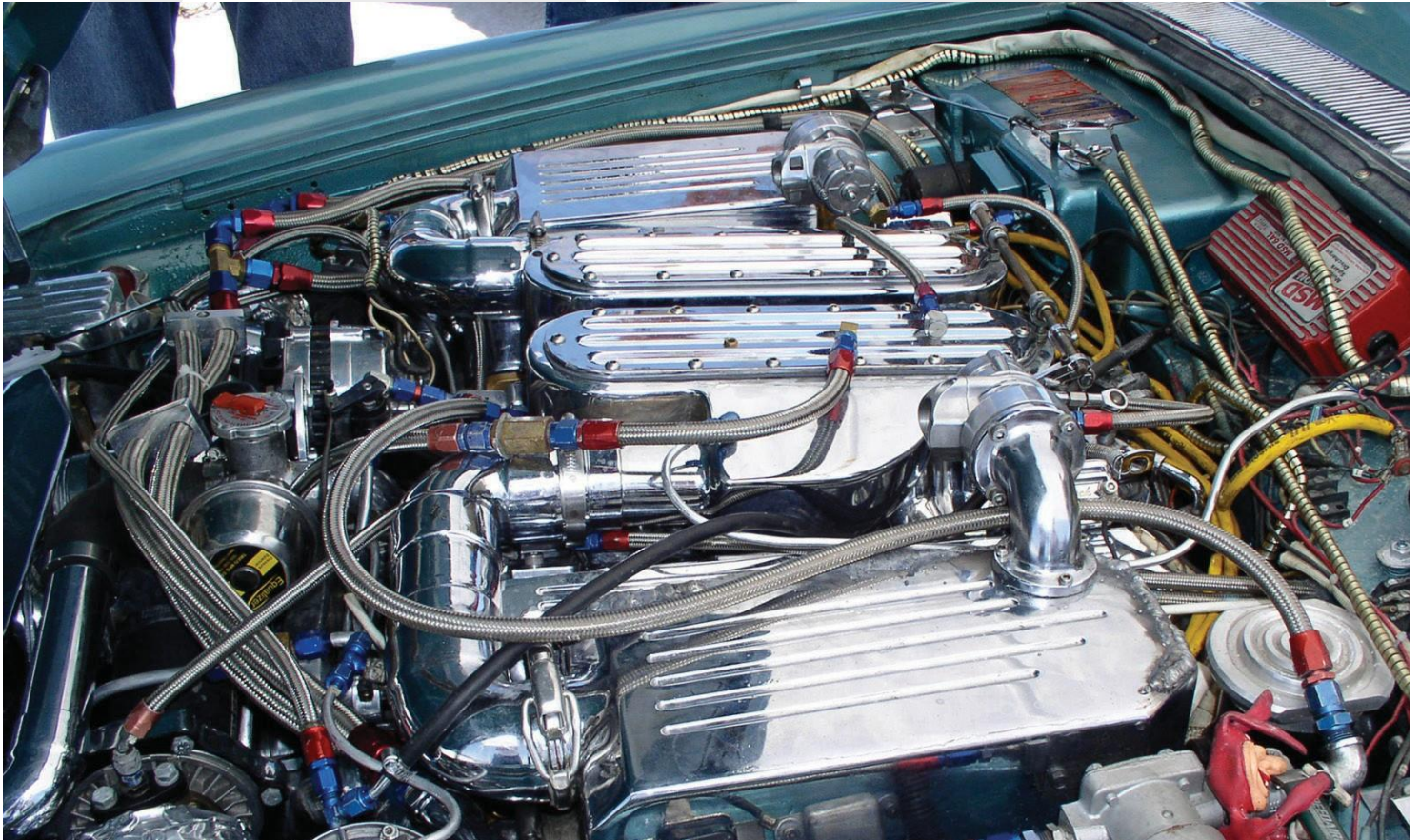


# AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION PACKET

## FALL 2019



Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, citizenship status, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy and related conditions, domestic violence, genetic information, family relationships, tobacco usage during non-working hours, whistleblowing, 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 Program

The Automotive Technology Program offers limited enrollment options including one associate of applied science degree and two certificates of completion. These limited enrollment program options admit students in the FALL term only. Enrollment is limited to 40 students. Students are required to have their own tools, supplies, and textbooks.

This resource guide is provided to assist in the application process of the following limited enrollment program options:

- Automotive Technology Associate of Applied Science Degree
- Automotive Body Repair Certificate of Completion
- Automotive Machining Certificate of Completion

### This Application Packet Includes

- Program Outline
- Required Tool List
- Estimated Program Costs
- Admissions Guidelines & Deadlines
- Application Packet Checklist (page 6)
- 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 1, 2019  
Application Close Date: May 24, 2019

# 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).

## Drug Testing/Criminal Background Check

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 driver's license and/or have a felony conviction, your opportunities for employment will be extremely limited.

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](http://privacyrights.org).

## Program Details

- The Automotive Technology Program limited enrollment options are fall term entry only.
- The AAS degree program is six terms in length.
- The certificate programs are each four terms in length, 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
- Current program curriculum for each program option can be viewed in the catalog or at: [go.chemeketa.edu/automotive](http://go.chemeketa.edu/automotive).
- New student enrollment is limited to 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.

# Automotive Technology Program • Required Tool List

## Automotive Technology, Automotive Body Repair, 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, Automotive Body Repair, or Automotive Machine Shop.

## Program Cost

These costs are estimates and are subject to change without notice. Tuition, Universal Fees, Lab Fees, and Cengage costs are effective as of Winter Term 2019. The two-year Cengage Unlimited subscription provides the student with all Cengage digital course materials.

Visit [chemeketa.edu/cost-aid/tuition-fees/](http://chemeketa.edu/cost-aid/tuition-fees/) for current tuition and fee rates.

<b>Term 1</b>	
Cengage Unlimited Subscription	\$240
Tools and Laptop computer	\$2,300
Fees (Universal Fees, Lab Fees)	\$453
Tuition (18 credit hours)	\$1,470
<b>Term 2</b>	
Fees (Universal Fees, Lab Fees)	\$428
Tuition (14 credit hours)	\$1,230
<b>Term 3</b>	
Fees (Universal Fees, Lab Fees)	\$463
Tuition (20 credit hours)	\$1,640
<b>Term 4</b>	
Fees (Universal Fees, Lab Fees)	\$510
Tuition (19 credit hours)	\$1,558
<b>Term 5</b>	
Fees (Universal Fees, Lab Fees)	\$443
Tuition (18 credit hours)	\$1,476
<b>Term 6</b>	
Fees (Universal Fees, Lab Fees)	\$514
Tuition (15 credit hours)	\$1,230
<b>Estimated total</b>	<b>\$11,588</b>

# Steps to apply for the Automotive Technology Program

## 1. APPLY TO CHEMEKETA

If you are not currently enrolled at Chemeketa, you must apply for admission at: [go.chemeketa.edu/apply](http://go.chemeketa.edu/apply).

\*\*Apply for admission starting SUMMER term 2019 in order to register for the program orientation in June.

You must complete the new student orientation and academic advising requirements before you will be allowed to register for any classes.

## 2. APPLY FOR FINANCIAL AID

Applying for financial aid is not required but is encouraged. Apply as soon as possible to get the maximum amount available to you. See financial aid application instructions and deadlines at: [chemeketa.edu/cost-aid/financial-aid/](http://chemeketa.edu/cost-aid/financial-aid/).

The deadline to apply for financial aid for fall term is in June. Don't wait to apply!

## 3. SUBMIT AN AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION

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

**The Automotive Technology Program Application Form** (Page 10)

**A copy of your Chemeketa placement test scores (print from My Chemeketa)**

*Placement scores are valid for two years. If your placement scores are over two years old at the time you submit your application, they are not valid and you will need to retest for placement.*

**A current unofficial Chemeketa Community College transcript with name and ID number**

*If you are transferring courses from another college/university, a Chemeketa transcript will be created. You must print the Chemeketa transcript and submit it with your packet. An official Chemeketa transcript will be generated by the Chemeketa Registrar's office after spring term 2019 grades are posted for purposes of reviewing your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and listed on your transcript to be included in the assessment.*

- *In order to create a Chemeketa transcript, submit your Request for Evaluation and Transfer of Previous Credit and official transcripts to Enrollment Services. Please refer to "Application Deadline" for details. See below "Other College Transcripts" for information.*

**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.*

**A 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.*

**Documentation of military-related experience, if applicable**

## Application Deadline

**All applications must be received by May 24, 2019.** Any application packets received after May 24, 2019 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 Enrollment Services (503.399.5001) and the Automotive Technology 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 My Chemeketa email. Applicants should check their My Chemeketa email daily after **June 10** 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 August at the Salem Campus. Students will be notified by My Chemeketa e-mail of the date, time, and location of the orientation.

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



## Automotive Technology Program Prerequisite Requirements • Fall 2019

Provided 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"> <li>• Placement test score showing Recommended Course Placement into WR088 or higher taken in the past 2 years;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Successful completion of WR080 with a C grade or higher taken within the past 5 years</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No	
Yes	No				
Reading	<ul style="list-style-type: none"> <li>• Placement test score showing Recommended Course Placement into RD115 or higher taken in the past 2 years;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Successful completion of RD090 with a C grade or higher taken within the past 5 years</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No	
Yes	No				
Mathematics	<ul style="list-style-type: none"> <li>• Placement test score showing Recommended Course Placement into MTH052 or MTH060 or higher taken in the past 2 years;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Successful completion of MTH020 with a C grade or higher taken within the past 5 years</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No	
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.

# Automotive Technology Program Application Scoring Sheet • Fall 2019

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 • Fall 2019

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

Application Open Date: February 1, 2019

Application Close Date: May 24, 2019

Name (print) \_\_\_\_\_

Student ID/K# \_\_\_\_\_

Chemeketa E-Mail \_\_\_\_\_ @my.chemeketa.edu

## Initial All

\_\_\_\_\_ I have applied for admission to Chemeketa (to begin summer term) or am already a current Chemeketa student.

\_\_\_\_\_ I have attached all required documents to this application form to be submitted as one complete packet.

## Check All

- I have read and detached this application packet and will retain it for my reference.
- I understand that an offer of admission to the Automotive Technology Program is dependent on my having successfully fulfilled the prerequisite requirements for the program.
- I understand that if I qualify for admission I will be placed on an admission or alternate list based on a review of my application.
- I have verified that my student email in *My Chemeketa* is active.
- I understand that I will be notified by student e-mail of my admission status.
- I understand that if offered admission, I will be required to attend the program orientation.
- I understand that if I do not attend the program orientation, I will not be admitted into the program.
- I understand that I must notify both Enrollment Services and the Program Chair of any address changes.
- I understand that the deadline to apply for financial aid for fall term is in June.
- I understand that all students are required to have their program-required tools; textbooks; and laptop, netbook, or tablet by the start of fall term.

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

