

# MACHINING TECHNOLOGY PROGRAM APPLICATION PACKET

## FALL 2019



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## **Machining Technology Program**

The Machining Technology Program offers a two-year Associate of Applied Science degree and two one-year certificates of completion. This full-time and limited enrollment program admits students in the FALL term only. Enrollment is limited to 30 students. Students are required to have their own tools, supplies, and textbooks.

The program provides this resource guide to assist in the application process of the following program options:

- Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM)  
Associate of Applied Science Degree
- Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion
- Computer Numerically Controlled (CNC) Operator Certificate of Completion

### **This Application Packet Includes:**

- Program Outline
- Estimated Program Cost Sheet
- Required Tool List
- Admissions Guidelines & Deadlines
- Application Packet Checklist (page 6)
- Program Prerequisites
- Program Application Scoring Sheet
- Machining Technology Program Application (page 9)

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 11, 2019

Application Close Date: May 24, 2019

# Program Outline

## Objectives

The Machining Technology Program emphasizes technical training and the development of skills through the study of the various aspects of a machinist and a machine shop. The program is designed to train future machinists from introductory to advanced manufacturing skills: manual machine operation, using computers as tools in engineering and design, inspection, industrial mechanical design, and CNC (computer numerical control) programming and operation.

## Drug Testing/Criminal Background Check

Since the goals of the Machining Technology Program include training and preparing students for employment as machinists in the industry, you should be advised that many employers will require pre-employment drug testing. Many employers may also do a criminal background check. If you are unable to pass a drug test or have a felony conviction, your opportunities for employment may be limited.

Although this program does not require drug testing or background checks, 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 Machining Technology Program is a fall term entry only.
- The AAS degree program is designed to be completed in just under two years.
- The certificate programs are designed to be completed in less than one year.
- To be eligible to register for program classes students must:
  - ✓ Submit an application
  - ✓ Attend a mandatory Machining 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/machining](http://go.chemeketa.edu/machining).
- New student enrollment is limited to 30 per year.
- Students are required to have each of the tools listed on the required tool list by the start of fall term classes.

## Program Cost

These costs are estimates and are subject to change without notice. Tuition, Universal Fees, Lab Fees, textbook, and tool costs are effective as of winter term 2019. The following assumes all courses are needed for each term, following the program curriculum. It also assumes a one-time purchase for books used in several courses.

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

<b>Term 1</b>	
Books/Fees (Universal Fees, Lab Fees)	\$1,233
Tools	\$2,510
Tuition (18 credit hours)	\$1,566
<b>Term 2</b>	
Books/Fees (Universal Fees, Lab Fees)	\$753
Tuition (15 credit hours)	\$1,305
<b>Term 3</b>	
Books/Fees (Universal Fees, Lab Fees)	\$736
Tuition (16 credit hours)	\$1,392
<b>Term 4</b>	
Books/Fees (Universal Fees, Lab Fees)	\$1,118
Tuition (16 credit hours)	\$1,392
<b>Term 5</b>	
Books/Fees (Universal Fees, Lab Fees)	\$656
Tuition (16 credit hours)	\$1,740
<b>Term 6</b>	
Books/Fees (Universal Fees, Lab Fees)	\$398
Tuition (16 credit hours)	\$1,044
<b>Estimated total</b>	<b>\$15,843</b>

## 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, tool requirements, and tool purchase information.

## Machining Technology Program • Required Tool List

This tool list has been compiled by the Machining Technology Program with the help of *MSC Industrial Supply*. You are not required to purchase your tools at *MSC*; however, they work with suppliers to provide you with entry level tools at fair prices.

ITEM / Description	MSC Part #
Starrett 6" Flex steel ruler	06316988
12' tape measure	04614350
Starrett Drill Point Gage	86401858
60 degree Center Gage	86413879
General Pocket Scriber	76498880
Mitutoyo Screw Thread Pitch Gage	06243034
Standard Allen Wrench set	36742534
Metric Allen Wrench Set	36742559
Starrett Edge Finder	86425246
Mitutoyo Test Indicator w/Mag Base	67294488
Mitutoyo Dial Indicator	06255590
12" 4R 4pc Combo Square Set	64004633
Best Test Dial Indicator	09989757
Indicol Mount for Dial Indicator	06451512
Mitutoyo 8" dial caliper	84477819
Mitutoyo 0"-3" Vernier Micrometer Set	06231872
Kennedy 8 Drawer Roller Cabinet	00677823
Safety Glasses Clear or semi tint only	
Leather, closed-toe work boot	
10" Nicholson Angle File	80765019
10" Nicholson Bastard File	80755317
Proto Center Punches	85245702
Proto 3/8 Prick Punch	84965151
Proto 1/2 Cold Chisel	85245256

**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 are obtained. Cooperative Work Experience sites may require and/or recommend additional tools that are more specific to that work site.

# Steps to apply for the Machining 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.**

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 A MACHINING 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:

- Machining Technology Program Application Form** (Page 9)
- 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.*
- Documentation of military-related machining experience, if applicable** (see Machining Technology Application Scoring Sheet for details)

## 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 Machining 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 Machining Technology Program (503.589.7875) 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 11** for Chemeketa program communications.

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

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

## Other College Transcripts

Applicants may submit transcripts from another college/university for transfer evaluation. Students must request an evaluation through Enrollment Services, and transcript evaluations may take several months so please submit early.

## Machining 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	Criteria Met?
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>	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>	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> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Successful completion of SSP051 with a C grade or higher taken within the past 5 years;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Successful completion of FYE105 with a C grade or higher taken within the past 5 years</li> </ul>	Yes    No

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

# Machining Technology Program Application Scoring Sheet • Fall 2019

Provided for applicant information only

**Do not submit this form with your application**

1. Student Assessment Score			Points
General Education courses			35 possible
These are part of the AAS curriculum			
MTH052 (or higher)	A or B = 5 points	C = 3 points	_____
MTH053 (or higher)	A or B = 5 points	C = 3 points	_____
DRF130	A or B = 5 points	C = 3 points	_____
WR088 or WR121 (or higher)	A or B = 5 points	C = 3 points	_____
WR089 or WR227	A or B = 5 points	C = 3 points	_____
PSY104	A or B = 5 points	C = 3 points	_____
GS104 or PH121 or PH201	A or B = 5 points	C = 3 points	_____
<b>Additional or higher math course(s)</b> to those above will increase your total possible points			
MTH060 (or higher)			_____
* 1 additional point for each math course with a grade of C or better			
<b>NOTE:</b> Any course with a "P" (Pass) grade will receive points equivalent to a "C" grade.			

2. Military occupation or a degree from an accredited institution in a closely related field
Must be documented from military Points records and/or official transcript. 3 points possible.
_____

3. Qualified Machining Technology program alternate from previous year
2 points possible.
_____

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 Machining Technology Program on an annual basis.



# Machining 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 11, 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 Machining 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 personal protective equipment 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