

# Advance your career with JCCC and UAW-Ford

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- State-of-the-art learning facilities
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- Free, unlimited tutoring sessions  
to help you succeed



Get started  
today at  
[jccc.edu/Ford](https://jccc.edu/Ford)

1. Students need to apply and enroll following the regular JCCC Admission application process.

- Steps to Enroll with JCCC Admissions Application link and OTHER important steps:  
[jccc.edu/admissions/enrollment/](http://jccc.edu/admissions/enrollment/)

2. **Official Transcripts:** Student MUST send official transcripts from MCC and/or other colleges and universities that would potentially have prerequisite courses needed to be able to take specific courses at JCCC.

- Where/How to send Official Transcripts to JCCC Admissions  
[jccc.edu/admissions/apply/transcripts.html](http://jccc.edu/admissions/apply/transcripts.html)

3. Students should schedule an appointment with a JCCC Industrial Technology Counselor AFTER Steps 1 and 2 are completed.

- How to make a Counseling appointment:  
[jccc.edu/student-resources/counseling/academic-counseling/](http://jccc.edu/student-resources/counseling/academic-counseling/)

4. Students MAY be referred to Professor Hugh Clark, JCCC Faculty Chair, at [hclark13@jccc.edu](mailto:hclark13@jccc.edu) to discuss which course(s) the apprentice should begin for their track.

5. Below is the contact information if a student needs to request departmental approval or a prerequisite override:

<b>ELEC</b>	<a href="mailto:mkingjr@jccc.edu">mkingjr@jccc.edu</a>
<b>ELTE</b>	<a href="mailto:electricaltech@jccc.edu">electricaltech@jccc.edu</a>
<b>AET</b>	<a href="mailto:hclark13@jccc.edu">hclark13@jccc.edu</a>
<b>AUTO</b>	<a href="mailto:jirelan3@jccc.edu">jirelan3@jccc.edu</a>
<b>DRAFT</b>	<a href="mailto:dfeuerb2@jccc.edu">dfeuerb2@jccc.edu</a>
<b>MFAB</b>	<a href="mailto:welding@jccc.edu">welding@jccc.edu</a>
<b>PLUM</b>	<a href="mailto:hhendren@jccc.edu">hhendren@jccc.edu</a>
<b>HVAC</b>	<a href="mailto:msteinm2@jccc.edu">msteinm2@jccc.edu</a>

6. Once a student has REGISTERED/ENROLLED in classes they MUST complete the FERPA release form:

- FERPA Release Form  
[jccc.edu/student-resources/records/ferpa.html](http://jccc.edu/student-resources/records/ferpa.html)

7. Student prints their FERPA release and gives it to Cortez Bradley, UAW / Ford Motor Company for his records.

- Classes will NOT be held and/or paid for if a student does not submit their FERPA release to Cortez Bradley AND the Third-party billing deadline for the semester is not met.
- JCCC Third Party Billing:  
[jccc.edu/admissions/tuition/third-party/](http://jccc.edu/admissions/tuition/third-party/)

8. Cortez Bradley notifies Courtney Price, JCCC Billing and A/R Coordinator (JCCC Bursar’s Office–Third Party Billing) that the student has enrolled. Courtney places a third-party billing hold on their record.

If you receive a call from a student, here’s who to refer them to:

<b>Steps to enroll</b>	Admissions	3731
<b>Enrollment questions</b>	Registration	3803, Option 2
<b>Which classes to enroll in</b>	Counseling	3809
<b>Payment/3rd party hold questions</b>	Courtney Price	3278
<b>Am I eligible?</b>	Cortez Bradley	816-459-2060