



Apprenticeship Guide

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Admitting New Apprentices to GRCC

This process should be used only for new apprentices.

1. Company Coordinators should fill out the New Apprentice Application located at <https://www.grcc.edu/manufacturing/manufacturingapprenticeship/newapprenticeapplication?wssl=1> .

2. Once the apprentice has been admitted to GRCC, he/she will receive a student ID number. Keep this number safe, this number is necessary for every semester.

NOTE: This student ID number will be sent to the apprentice coordinator and should then be distributed to the student.

3. Apprentices are to fill out a Grade/Attendance Release Form
 - a. Return to company coordinator for submission to apprenticeship office.

NOTE: The release form is good for the apprentices' entire apprenticeship and only needs to be submitted once.

4. If a company wants to pay for the classes up front, Company Coordinators should fill out the Tuition Authorization form located at <https://www.grcc.edu/manufacturing/manufacturingapprenticeship/manufacturingapprenticeshiptuitionauthorization?wssl=1> . This form will authorize GRCC to bill the company for the total tuition costs per semester.

NOTE: The tuition authorization form must be completed every semester prior to the tuition due date to avoid your apprentices being dropped from classes.

5. Company Coordinators should meet with an apprenticeship coordinator at GRCC to mutually develop the Related Training Instruction (RTI). This is John Doneth for manufacturing. (see Contacts section)
6. After a Related Training Instruction (RTI) is developed, the apprentice is ready to register for classes. (see Registering for Classes)

NOTE:

This applies to Electrical Trades. Companies who are sponsoring an apprentice in the Electrician Trade must also register their apprentice with the State of Michigan. Those forms can be found online under the Michigan-LARA-Licensing section. Once the apprentice is registered into a class, then GRCC will sign off on the back of the Application for Electrical Apprentices.

Contact the Licensing Section:

Phone: 517-241-9316

Fax: 517-241-0130

E-Mail: lara-bcc-licensing@michigan.gov

Registering for Classes

Once an apprentice is accepted at GRCC, they can register for the classes outlined in the Related Training Instruction (RTI). There are two ways to register for classes.

- **Year-Long Registration:** Since Winter 2018 GRCC has started year-long registration. Every year in March, apprentices can register for the Summer, Fall, and Winter classes for the upcoming year. The dates can be found online at: <https://www.grcc.edu/admissionsenrollment/registrationdates>
- **Self-registration:** Company coordinators and apprentices can self-enroll at the time of class selection. This is the *fastest and guaranteed way to enroll in classes*. Information about enrolling for classes at GRCC can be found online at: <https://www.grcc.edu/students/admissions-enrollment/how-register-classes>
 - Apprentices can print off their class schedule in their online center at any time.
- **Class Request form:** It should be noted that this *does not* register students immediately. Instead it submits the request to the Apprenticeship office. Those requests are manually inputted. Therefore, class registration is *not guaranteed* due to the volume of requests each semester. The Apprenticeship Class Request form can be found at <https://www.grcc.edu/manufacturing/manufacturingapprenticeship/manufacturingapprenticeshipclassrequest?wssl=1>
 - If utilizing GRCC to enroll for classes, a class schedule will be sent back to the company coordinator once the apprentice(s) is enrolled.
 - It is the company coordinator's responsibility to distribute the class schedule to the apprentice.
- **Attendance Policy:** The new attendance policy requires faculty to monitor and report student attendance in two ways.
 1. Near the beginning of a course, faculty must report if a student never attended.
 2. After this initial report, faculty must also track and report when a student ceases attending class for any consecutive 14 calendar day period with no communication by the student regarding their absence.To meet this criteria, the student would need to do the following:
 - For **online courses**, federal regulations require that student attendance be established by activity other than logging into the course. Attendance can be determined by participating in a discussion board, submitting an assignment, or other actions that are considered fulfilling a course requirement or contributing toward a grade as defined in the course syllabus.
 - For **in-seat courses** students need to attend class.
 - For all **Open Entry / Open Exit** (Modules in Holland) courses students need to attend classes at the beginning of the semester or communicate to the instructor (GRCC email is preferred) when they plan to start the course work.
 - If a student is not going to start a class right away or they are traveling they would need to email the instructor to avoid being marked as never attending.

What happens when a student is marked as having never attended?

1. This generates institutional action to drop a student from the course. Students first will be notified by the Student Records Office that a withdrawal process has begun. Students will be instructed to contact attend@grcc.edu, if they feel an error has been made. Faculty may be contacted by the Financial Aid or Student Records offices if clarification is needed.
2. If no response from the student is received, the student will be withdrawn from the course. This will occur approximately 2 to 3 business days after the never attended status is reported. The withdrawal may be indicated on the student's transcripts as a "DR" (drop) grade. This grade will not factor into the student's GPA, but will be considered in their course completion rate for financial aid eligibility purposes.

Self-Pay Apprentices

If the company is not paying for their apprentice's tuition bill, apprentices will need to pay their bill. There are several ways to do that:

- Online, via the Online Student Center
- In person, at the cashier's office
- Over the phone, with the cashier's office.

Self-pay apprentices will be responsible for taking care of their tuition payment before the tuition due date to avoid being dropped from classes.

Student Accounts

All GRCC students should be aware of the following accounts through their MyGRCC:

- Blackboard: Used for individual classes
- Online Student Center: Used for bill paying, transcripts, and registration
- Student Email: The official email for all GRCC correspondence

If apprentices need assistance with getting any of these accounts set up, please contact student IT Help at 616-234-4357.

RaiderCard

Apprentices will need their Raider Cards for identification on campus. Students can get their raider cards in the Student Services building (#7 on Downtown Campus Map) or at the Holland M-tec. The RaiderCard is used for the following functions:

- Parking
- Printing
- Campus Dining
- Bookstore

Bookstore

Apprentices are responsible for getting their own textbooks, they can find the required textbooks for each semester at:

- Physical bookstore, located in our Student Services building (#7 on Downtown Campus Map)
<http://www.grcc.edu/sites/default/files/docs/Maps/New%20Downtown%20Map%202017.pdf>
- Bookstore website: www.grcc.edu/bookstore

Parking

There are two parking ramps on the main campus:

- The Bostwick Ramp (#8 on Downtown Campus Map)
- The Lyon Parking Ramp (#2 on Downtown Campus Map)

NOTE: Parking fee at GRCC is \$3.50, students are charged when they swipe their card to leave the ramp. Be sure to have money on your Raidercard when exiting the ramp to get the student rate. Otherwise students will be responsible for paying the lot rate of \$2.00 per half hour up to a \$12 daily maximum.

Contacts

John Doneth, Manufacturing Apprenticeship Coordinator
idoneth@grcc.edu (email preferred)

Katie Peña, Manufacturing Apprenticeship Assistant
katherinepena@grcc.edu
616-234-3670

Resources

IT Help (Blackboard, Online Center, Student Email)
<http://www.grcc.edu/informationtechnology/customersupport/informationtechnologystudentsupport>

Login Information/How to Register for Classes
<https://www.grcc.edu/students/admissions-enrollment/how-register-classes>

Registration Dates
<http://www.grcc.edu/admissionsenrollment/registrationdates>

Tuition Due Dates
<http://www.grcc.edu/cashier/tuitionduedates>

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