



Apprenticeship Guide

Table of Contents

Admitting New Apprentices to GRCC.....	3
Registering for Classes.....	3
Self-Pay Apprentices.....	4
Student Accounts	4
Raidercard	4
Bookstore	5
Parking.....	5
Michigan Apprenticeship Program Plus (MAP+) Grant Funding.....	5
Contacts.....	6
Resources	6

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> .

NOTE: Learn more about how your company can utilize tuition dollars (MAP+ section below)

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/manufacturingapprenticeship/tuitionauthorization?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 either John Doneth for manufacturing or Luann Keizer for IT. (see Contacts section)
6. After a Related Training Instruction (RTI) is developed, the apprentice is ready to register for classes. (see Registering for Classes)

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.

- **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 <http://www.grcc.edu/sites/default/files/attachments/80623%20How%20to%20Enroll%20brochure.pdf>
 - 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.

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:

- 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.

Raider Card

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.

Michigan Apprenticeship Program Plus (MAP+) Grant Funding

GRCC, in partnership with Macomb Community College, has created the Michigan Apprenticeship Program Plus (MAP+). Through this initiative, the GRCC-MCC partnership has received \$3.9 million of the U.S. Department of Labor grant to meet employer demand for high-skilled talent.

At GRCC, each new apprentice that is enrolled in the MAP+ grant is awarded \$2,700 to utilize towards tuition bills.

To learn more about this funding, contact Isabel Vargas at 616-234-2206 or isabelvargas@grcc.edu.

Contacts

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

Luann Keizer, IT Apprenticeship Coordinator
lkeizer@grcc.edu
616-234-3681

Resources

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

Login Information Brochure
<http://www.grcc.edu/sites/default/files/attachments/80623%20How%20to%20Enroll%20brochure.pdf>

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

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

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The following EEO statement per DOL regulations 29 CFR 37.30 and .34:

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