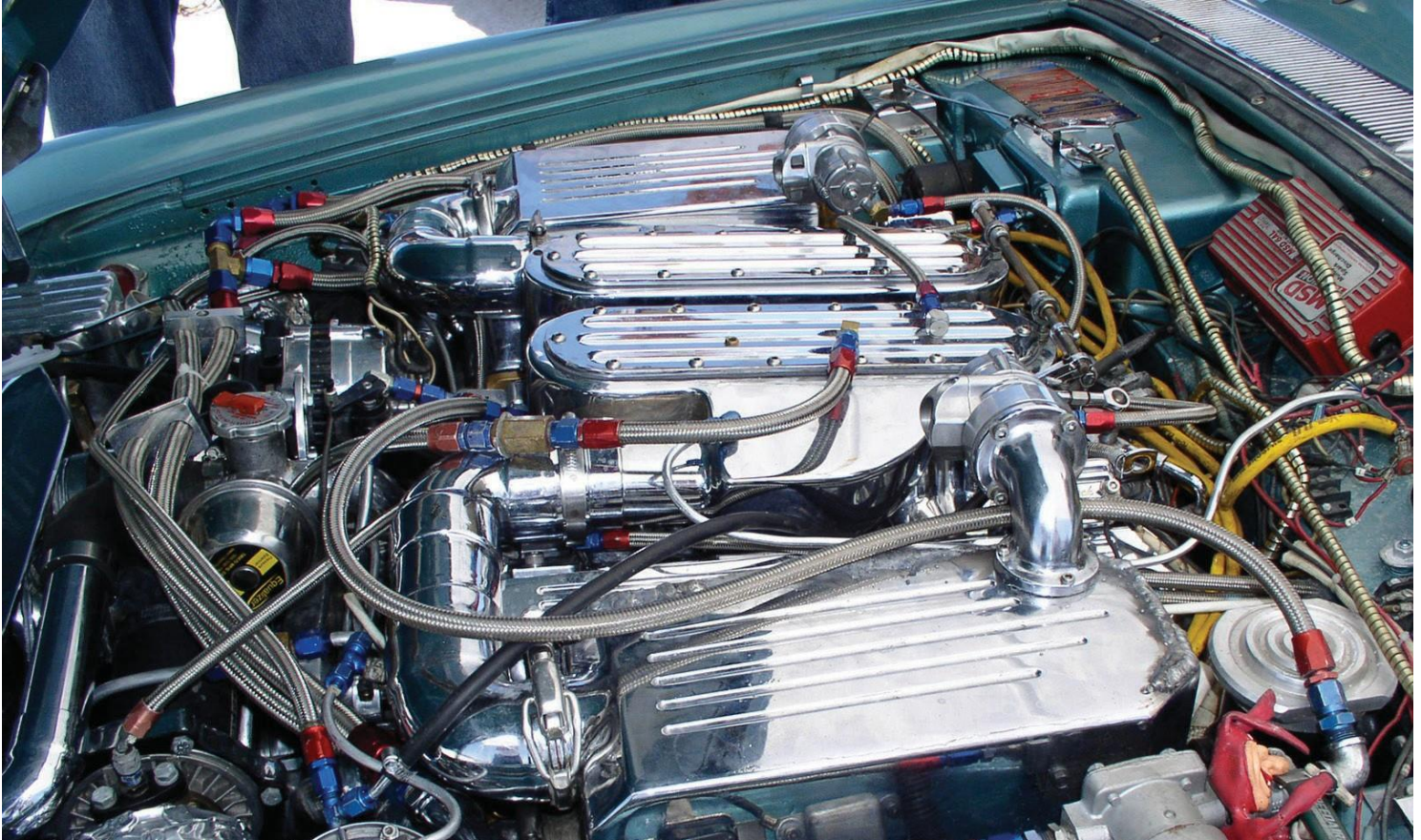


AUTOMOTIVE TECHNOLOGY PROGRAM APPLICATION PACKET

FALL 2021



Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, 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 503-584-7323, 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.

Application Open Date: February 1, 2021
Application Close Date: May 21, 2021

The Automotive Technology Program offers limited enrollment options including one associate of applied science degree and two certificates of completion. These 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
- Steps to Apply
- Application Packet Checklist (page 7)
- Program Prerequisites
- Program Application Scoring Sheet

Application Deadline

Applications packets must be emailed to registrar@chemeketa.edu by **May 21, 2021**.

All required documentation listed on the application packet checklist must be received by the application close date. Application packets received after May 21, 2021 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 (503.399.6523) informed of any address or phone number 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 7** for Chemeketa program communications.

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

Required Program Orientation

Students who accept an offer of program admission must attend a program orientation, planned for **August** at the Salem Campus. Students will be notified by *My Chemeketa* e-mail of the 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 • 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.

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 on August
 - ✓ Be accepted into the program
- Current program curriculum for each program option can be viewed in the catalog or at: go.chemeketa.edu/automotive.
- New student enrollment is limited to 40 per year.
- Students are required to have all of their required tools 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	(*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.

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192.

Automotive Technology Program • Estimated Program Costs

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 2021. The two-year Cengage Unlimited subscription provides the student with all Cengage digital course materials.

Visit chemeketa.edu/cost-aid/tuition-fees for current tuition and fee rates.

Term 1	
Cengage Unlimited Subscription	\$240
Tools and Laptop computer	\$2,300
Fees (Universal Fees, Lab Fees, Differential Fees)	\$819
Tuition (19 credit hours)	\$1,805
Term 2	
Fees (Universal Fees, Lab Fees, Differential Fees)	\$680
Tuition (14 credit hours)	\$1,330
Term 3	
Fees (Universal Fees, Lab Fees, Differential Fees)	\$1,060
Tuition (20 credit hours)	\$1,900
Term 4	
Fees (Universal Fees, Lab Fees, Differential Fees)	\$852
Tuition (19 credit hours)	\$1,805
Term 5	
Fees (Universal Fees, Lab Fees, Differential Fees)	\$752
Tuition (18 credit hours)	\$1,710
Term 6	
Fees (Universal Fees, Lab Fees, Differential Fees)	\$784
Tuition (15 credit hours)	\$1,425
Estimated total	\$17,462

Automotive Technology Program • Steps to Apply

1. APPLY TO CHEMEKETA

If you are not currently enrolled at Chemeketa, you must apply for admission at: go.chemeketa.edu/apply.

Apply to begin taking classes SUMMER term 2021 in order to register for the program orientation.

You must complete Chemeketa's new student orientation, placement testing*, and academic advising requirements *before* you will be allowed to register for any classes. These are separate from the Automotive Program entrance requirements.

*Online placement testing has been made available while Chemeketa operates remotely. Instructions on how to take a placement test online can be found here: [Placement Assessment](#).

Other College Transcripts

Applicants may submit transcripts from another college for transfer evaluation. Complete a ***Request for Evaluation and Transfer of Previous Credits*** through Enrollment Services at: [Transcript Evaluation](#). Transfer evaluations may take several months so please submit early.

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: [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

Email your completed application packet as one attachment to: registrar@chemeketa.edu.

Use the subject line "**Automotive Technology Program application**" in your email.

Automotive Technology Program • Application Packet Checklist

Automotive Technology Program Application Form

(download form at go.chemeketa.edu/automotive)

A copy of your Chemeketa placement test scores

(download from your *My Chemeketa* account)

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

(download from your *My Chemeketa* account)

If you are transferring courses from another college/university, a Chemeketa transcript will be created. An official Chemeketa transcript will be generated by the Chemeketa Registrar's office after spring term 2021 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.

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 Certified Court Print

*Each applicant is required to submit a "Certified Court Print" of their driving record. This can be requested online at oregon.gov/odot/dmv. 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

(download from your *My Chemeketa* account)

A copy of your TALI attendance certificate, if applicable

Automotive Technology Program Prerequisite Requirements • Fall 2021

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"> • Placement test score showing Recommended Course Placement into WR088 or higher taken in the past 2 years; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Successful completion of WR080 with a C grade or higher taken within the past 5 years 	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
Reading	<ul style="list-style-type: none"> • Placement test score showing Recommended Course Placement into RD115 or higher taken in the past 2 years; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Successful completion of RD090 with a C grade or higher taken within the past 5 years 	<div style="display: flex; justify-content: space-around;"> Yes No </div>	
Mathematics	<ul style="list-style-type: none"> • Placement test score showing Recommended Course Placement into MTH052 or MTH060 or higher taken in the past 2 years; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Successful completion of MTH020 with a C grade or higher taken within the past 5 years 	<div style="display: flex; justify-content: space-around;"> Yes No </div>	

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 2021

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. _____

4. Attendance at the Tri-County Automotive Leadership Institute (TALI) as a high-school student

Must provide attendance certificate to receive credit.

One point 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

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