ARM/MET Program – Spring 2023 Agreement

In order to enroll in the Automation Robotics Mechatronics Program and/or the Mechanical Engineering Program, there are a number of requirements that need to be met **prior** to course registration. The Mechatronics Certificate is run in a cohort format where students progress through the classes together. **Access to enroll in ARM/MET courses will be pending student signature of this agreement.**

❖ Have an active CLC STUDENT ID#.

   ✓ *If this is your first time taking classes at the College of Lake County, you must apply to the college by filling out the free Student Admission Form: http://www.clcillinois.edu/admission/become-a-STUDENT/new*

   ✓ *If you applied to or enrolled at CLC more than 5 years ago, your record is inactive. You will need to contact Student Records at (847) 543-2061 or admissions@clcillinois.edu to re-activate your record.*

❖ Meet with your assigned College and Career Navigator (CCN). This information is located in your "MyCLC" student portal. Continuing students will meet with their Academic Success Advisor (ASA). Your CCN/ASA will:
   ✓ Confirm/update your program of study
   ✓ Review the program prerequisite requirements and the program agreement with you
   ✓ Advise you for your first semester classes
   ✓ Process the signed agreement
   ✓ Assist you with course registration

ARM/MET Department Polices: Student, please review with your CCN/ASA and initial next to each point.

_____ Must be a Full time student
Must register for all courses/modules that are listed under course sequence for the start of the semester (16 - 18 credits).

_____ Must Register for One Campus
Must register at one campus for face to face and hybrid/online classes. You have a morning class option at the Grayslake Campus for Fall and Spring, and evening class option at the Lakeshore Campus (Waukegan) for start Fall only.

_____ MET 299 Math
The math class starts one week BEFORE the regular start of the semester (see course sequence below for dates)

_____ Continuous Class Enrollment
Must register for two consecutive semesters in order to complete the Mechatronics Technology Certificate (24ZB). Part time enrollment options are available after the certificate is completed.

_____ Continuous Advising
Must meet with your assigned Academic Success Advisor (ASA) before your 2nd semester registration. Future course selection will be determined based on offerings and ASA/Faculty Chair recommendations.

_____ Attendance in ARM Classes
Missing two classes in a particular 5-week module will result in a failing grade for that module. You will not be allowed to continue forward to the next 5-week sequence of that class. This is because you will have missed almost half of all the content in that 5-week module. You will need to repeat that module before you can move forward.

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_____ **Grades in ARM Classes**

You must earn a 'C' or better in each 5-week module (Ex. ARM 111, 116, 151, 156, 171) to move forward to the next 5 week module in the series. Grades less than a 'C' include grades of I, D, P, F, N, FW, and WS. Earning less than a 'C' in any ARM class means you have not attained the learning outcomes in that 5-week module and you will need to repeat the module until you do. In the case of the I grade, you will need to finish the coursework for that module before you can progress to the next 5-week module.

_____ **Repeating ARM courses**

If you do not earn a 'C' or better, or if you missed more than two classes in a 5-week class module, you need to repeat that course module. Please note: There is no guarantee that we will be able to fit you into courses you have not passed. Students who are new first-year ARM students have registration priority over students who need to retake course modules.

NEW STUDENT FRIST SEMESTER SEQUENCE
Spring 2023 Semester

*Grayslake Campus (Daytime) – 11:00AM-3:10PM					Credits
MET	299	Math (MoTuWeThFr) – ONLINE (Section 001) – One week only; required math review	Online	01/09/2023 - 01/13/2023	1
ARM	111	Fundamentals High Tech Mfg I	Online	1/17 – 2/17	1
ARM	112	Fundamentals High Tech Mfg II	Online	2/20– 3/31	1
ARM	113	Fundamentals High Tech Mfg III	Online	4/3 – 5/7	1
ARM	151	Mechanical Systems I (On Campus)	Mon	1/23 - 2/20	1
ARM	152	Mechanical Systems II (On Campus)	Mon	2/27 – 4/3	1
ARM	153	Mechanical Systems III (On Campus)	Mon	4/10 – 5/8	1
ARM	156	Electrical Systems I (On Campus)	Tue	1/17 – 2/14	1
ARM	157	Electrical Systems II (On Campus)	Tue	2/21 – 3/28	1
ARM	158	Electrical Systems III (On Campus)	Tue	4/4 – 5/2	1
LPO	113	Photonics-Enabled Technologies (On Campus)	Wed	1/17 – 5/10	3
CLC	120	College Success Seminar **(Your choice)**	Your choice	8 or 16 week options	2
ARM	171	Automation I (On Campus)	Thur	1/19 – 2/16	1
ARM	172	Automation II (On Campus)	Thur	2/23 – 3/30	1
ARM	173	Automation III (On Campus)	Thur	4/6 – 5/4	1
		Total			18

*Class schedule subject to change based on instructor availability and updates to the technology, equipment, and facility used in the program. Please discuss the details of the cohort

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By signing below, you are acknowledging you read the department policies.

Student Name (Print) _____

Student Signature _____

Student ID Number _____

Date _____

For Office Use:

CCN/ASA Name: _____   Date:_____

CCN/ASA Next Steps:

❖ Scan this signed form and email a copy to:
  o ImageNow account for linking to student record
  o The student's CLC email for their records.
❖ Add the ARM student Group in PSFT. This will allow the student to enroll
❖ Assist the student in adding all the classes to their shopping cart or refer to Registration Assistance

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