

Auto Body Technology

Program Guide/ Syllabus

*Program objectives, student expectations, class regulations,
and requirements.*



**Welcome To Green River Community College
and the
Auto Body Technology Program.
A NATEF* Certified Collision Repair Program**

We believe that having made the decision to enroll in this program, you have a sincere interest in your future and a desire to be employed in the auto body trade or its related fields. The objective of this program is to assist you in developing the skills, work habits, and attitudes that are necessary for a successful start in the collision repair and auto body trades.

To help you master this objective, we have developed this handbook as a guide, providing you with information needed to help you succeed in this program. Please read the information carefully and thoroughly, for knowing this information and practicing it in class is essential to your progress. Your full cooperation in observing all the policies and procedures of the program are required not only for your educational success, but for your safety as well, along with the safety of everyone else connected with the program. If you have any questions about the policies and procedures of this program, or the information contained in this guide, please see your instructor as soon as possible.

This handbook provides information for the program as a whole, each class within the auto body program has its own specific syllabus. See your instructor for those documents.

NOTE: While the curriculum of this program pertains primarily to Collision Repair of late model vehicles, many of the skills and competencies learned will apply to the restoration of older vehicles as well.

* **NATEF**, the National Automotive Technicians Education Foundation, a branch of the ASE, certifies training programs that meet their strict guidelines for automotive instruction.

Campus-Wide Outcomes

In addition to the NATEF auto body tasks and competencies associated with the core auto body courses in this program, GRCC has identified other campus-wide outcomes that are vital to the success of our graduates. The four outcomes are:

Critical Thinking

Responsibility

Written Communication

Quantitative Reasoning

Successful graduates of the Auto Body Technology degree program will have learned and practiced all four of the campus-wide outcomes. Every required class associated with this degree will address one or more of these outcomes. Please refer to the syllabi for each class for the outcomes addressed in that course and how they are measured.

Auto Body Degree Description

Auto Body Technology is a two-year Associate in Applied Science degree (AAS), designed to educate students in the complete repair and refinishing of collision damaged vehicles. Graduates of this NATEF certified program will have acquired many of the skills necessary to enter into the auto body and collision repair trades. There are other aspects of the industry such as management, sales, and appraising that our program can help you prepare for.

The auto collision repair industry is becoming increasingly more technical and our graduates will have been trained with that in mind due to the help of competencies set forth by the National Automotive Technicians Education Foundation (NATEF), the National Institute for Automotive Service Excellence (ASE), and the Inter-Industry Conference on Collision Repair (I-Car).

This is an open entry program, and providing space is available, students may enter at the beginning of any quarter with instructor's permission.

One Year Certificates

We also offer two (2) one year certificates: Auto Body Apprentice and Auto Body Paint Prepper. Please see the current GRCC course catalog for details.

**Associate Applied Science Degree
107-112 Credits**

Dept./No.	Course Title	Credits
Auto Body 100	Conduct/Safety/Equipment	1
Auto Body 104	Non-Structural Repair	14
Auto Body 105	Structural Damage Repair	14
Auto Body 106	Mechanical & Electrical Components	15
Auto Body 107	Plastics & Adhesives	3
Auto Body 108	Painting & Refinishing	20
Auto Body 109	Special Shop Practice	11
Auto Body 110	Estimating for Collision Repair	3
*Auto Body 177-179	Auto Body Work Experience	4
Indus 102.1	Welding Survey 1	3
Indus 102.2	Welding Survey 2	3

First Aid/CPR

Upon graduation students must possess a valid Red Cross approved First Aid/CPR card.

Related Instruction Requirements

Dept./No.	Course Title	Credits
# Reading	Eligible for Read 104	0
# Auto Body 180-184	Industry Leadership	5
# Communications 100	Fundamentals of Oral Communication	5
# English 102	Practical College Writing	5
# Human Relations	Any course that satisfies general education requirement as listed in the GRCC catalog	3-5
# Acomp 100T (or Math 62)	Computation for the Trades <u>or</u> eligible for Math 70 or higher	5

Satisfies general education requirements. For scheduling or transferability reasons, other courses from the current list of general education requirements may be substituted.

** Abody 177-179 are variable credit courses (1-12); and with instructor's permission, up to 8 credits of this course may be used to substitute for Abody104-109.*

Note: *Students, whose primary language is not English, must pass ESOL Level 3 before enrolling in the Auto Body Technology program.*

COURSE UNIT MAP

Generally there is an order that each of the seven units of Auto Body should be taken;

1. 100 Conduct and Safety
2. 104 Non-Structural
3. 105 or 106 or 107 or 108
4. Finally, 109 Special Shop Practice

Suggested first quarter classes for new students:

Abody 100, 12 credits of Abody 104, and Indus 102.1 Weld Survey. See advisor for scheduling of subsequent quarters.

Occasionally this order can vary depending on student experience etc. Please check with your instructor prior to registration, as permission is required.

SPECIAL SHOP PRACTICE UNIT #109

Special Shop Practice109, is the last unit for the Auto Body Student. Unit 109 is designed so that you may devote time to specializing in a certain area of auto body repair, or brush up in areas of deficiency. When you are ready to register for 109 you must meet with your instructor to devise and file a course plan that will be beneficial to your Auto Body education.

Abody 177-179

Abody 177, 178 and 179 are Cooperative Education classes whereby students can earn college credit by working in the auto body industry. We believe that this work experience is so important that it is a required component of the degree. Four credits of co-op are required at a rate of 33 hours per credit. This work experience can be either paid or unpaid depending on your situation with the employer. Although only four credits are required for the degree, up to twelve credits may be substituted for in-class work. Often times your instructor will help you obtain co-op employment. You must consult with him on all co-op matters.

Abody 194 Special Topics

Abody 194 is a course designed to serve the needs of the auto restoration enthusiast, the street rodder, or for the student with other auto body related special interests. See instructor for more information.

ABOUT YOUR INSTRUCTOR

Your instructor is Mark Millbauer. Since completing a 2 year college Auto Body Program in 1975, Mark was employed as an Auto Body Technician until he began instructing Auto Body Technology in 1993. He has had extensive training and experience in the auto body profession.

Your instructor is committed to helping you with your educational goals. Please don't hesitate to ask questions or for help. Your instructor is also happy to meet with you personally outside of class and has time set aside to do so. Check with him for an appropriate time.

Office hour: 1:00 - 2:00 p.m. daily
Office phone ext: 4285
Office location: TIA 28
Shop phone: 4101
E-mail: mmillbauer@greenriver.edu
GRCC Auto Body Web Page: www.instruction.greenriver.edu/autobody/

AMERICAN DISABILITY ACT

If you need course adaptations or special accommodations because of a disability, if you have emergency medical information, or need special accommodations in case of a building evacuation, please contact us immediately so that we may help you.

POLICIES AND PROCEDURES OF THE AUTO BODY TECHNOLOGY PROGRAM

WORK PLACE ETHICS

It is the policy of the Green River Community College Trades Division that proper work place ethics will be an integral part of your training.

Work place ethics are defined as, but not limited to the following:

1. Attendance
2. Punctuality
3. Actively participating in class
4. Preparation for class, i.e.
 - a. Texts and other supplies (pencils, paper, etc.)
 - b. Proper attire and appearance (such as)
 - (1) Safety glasses
 - (2) Work shoes (leather)
 - (3) Appropriate work clothing (coveralls)
 - (4) Hair and jewelry kept out of harms way
4. Respect for school property and the property of others.
5. Respect and tolerance for peers.
6. Respect for cultural and ethnic diversity.
7. Respect for and adherence to all Federal, State, and local laws and regulations.

It is the policy of GRCC and this program that absolutely no sexual harassment or racial discrimination of any kind will be tolerated.

GRADES

All students will be evaluated at the completion of each college quarter in four categories and several sub-categories. (See the sample grading form on next page).

Grades are calculated on a point earned basis and converted to grade points averages on a corresponding scale established by the college. (Refer to GRCC catalog)

Please read the following grading criteria, and contact your instructor if you have any questions.

ATTENDANCE

Generally in the Auto Body trade as in most other occupations, if you are not at work producing, you're not earning money. Likewise if you are not in class you are absent and not learning. You must realize that it is extremely important that you be present and participating in order for you to get the most out of your education in this trade. Due to the hands-on design of our program and the nature of auto repair, important learning opportunities and subsequent lectures will often come up with little or no warning. It is vital to your success in the program that you are present at these times since they may not happen again. **Therefore attendance will comprise fifty percent of your grade (50%).** Furthermore, unlike most other college classes, here at GRCC, you may have the privilege of mastering your auto body skills by working on real customer owned vehicles. **ALTHOUGH OUR CUSTOMERS ARE INFORMED THAT AS STUDENTS WE WILL TAKE MORE TIME TO REPAIR THEIR VEHICLES AS COMPARED TO A PROFESSIONAL SHOP, WE STILL NEED TO FINISH OUR PROJECTS IN A TIMELY FASHION. JUST LIKE A REAL SHOP, GOOD ATTENDANCE IS CRITICAL TO COMPLETING OUR PROJECTS EFFICIENTLY.** As a result, **any student that is late five (5) times will be given an automatic one (1) day of absence (4 hours) on their timesheet. Any student that misses more than 40 hours of class (ten days) will automatically be given a non-passing grade.**

We understand that things come up that dictate you be absent. It may be possible to make up some missed time. It is your responsibility to contact your instructor as to the possibility of make up. He will consider it on a case-by-case basis.

Attendance will be monitored through the use of time cards. All students are required to punch in and out on a time clock everyday, and will be responsible for maintaining and keeping track of his or her time cards. **Falsifying timecards will be considered cheating and students suspected of doing so will be subject to college procedures for such action.**

CREDITS & COMPETENCIES

The Auto Body Program units are variable credit, allowing you to work at your own pace. Based on our approximate 200-hour quarter, it is possible to earn 13 credits per quarter of Auto Body classes. The National Institute for Automotive Service Excellence, otherwise known as ASE, through our NATEF Certification, has provided us with the core of our Auto Body curriculum. ASE/NATEF requires that you complete 95% of the listed tasks in your unit workbook. The number of credits you earn will be based on the percentage of the required competencies you satisfactorily complete. Your instructor will assess whether or not you have completed the tasks based on Industry standards. Receiving partial credit could also be the result of absence or part-time attendance. See your instructor for more details. Please refer to your individual course workbooks/syllabi for more specific information such as, task lists and reading assignments.

It is *your responsibility* to track and document your completed competencies. Your instructor will sign-off on your competencies when he believes you have completed them to appropriate industry standards.

TEST AND PAPERS

At the beginning of each quarter, before starting projects in the shop, all students will be required to complete the reading assignments and corresponding tests listed in their unit workbooks. This helps assure your instructor that you have some basic education in those units. This will also help assure us that you understand the appropriate safety information as well.

Upon completion of the tests, your instructor may review the questions with you in class. This will enable you to ask questions and correct any answers. The exam along with the post-tests and any other assignments your instructor may give, will count as 15% of your grade.

At the end of each quarter you may be given a final exam or assignment pertaining to the units you are studying.

TOOLS

Tools are an integral part of performing auto body repairs and generally a condition of employment as well. In order to enhance your training and employment readiness, the auto body student will possess the required tool list (please see the complete list located in this handbook). While by no means a list of all the tools needed in auto body repair, the required tools will provide you with a basic set that will help you get a good start in the business. The tools can be purchased in one large set, or quarter by quarter. Several opportunities exist for receiving discounts on your tools (please see your instructor). Although tools will be required by the end of each quarter, it is strongly advised that you purchase and use your tools as soon as financially possible.

It is extremely important and beneficial to you that your tools be in the shop and available for your use every day.

Possession and care of the required tools for the quarter will comprise 10% of your grade. Your instructor may check your tools sometime near the end of the quarter. In addition to the required tools there are numerous other tools that will help you to be prepared for employment. You are strongly encouraged to obtain these tools as well. Again, please see your instructor for any concerns and questions about tools.

Please see the current tool list on pages 17 & 18

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PARTICIPATION AND COMPETENCY

The criterion for participation and competency reflects the skills and habits you will need to become a successful employee and craftsman. Participation and competency makes up the *final 25%* of your grade and will be evaluated in five separate subjects:

1. Perseverance and problem solving
2. Working and getting along well with others
3. Participation in shop clean-up and treating tools and equipment with respect
4. Producing quality work efficiently
5. Taking responsibility for your education by being prepared for, and actively participating in class

Participation and Competency are subjective, and will be compared to the expectations of the industry and your instructor.

All of the above criteria are assigned points for a total possible of 100 and are equated to the grade point scale in the school catalog.

It is possible to earn 100 points simply by participating in class every day, practicing the procedures in this booklet, completing the required assignments and tests on time and possessing the required tools. If you have any questions regarding grades or what's expected of you, please don't hesitate to contact your instructor.

TEXT AND WORK BOOKS

We use and require an excellent textbook in our program, and it is available in the school bookstore. Also available in the store are the unit workbooks required for your unit(s) of study. These materials will be needed at the beginning of the quarter.

COST OF BOOKS: Text; (Motor's Auto Body Repair) Approx. \$120.00 plus tax

TOOL ROOM

We maintain a large and expensive inventory of tools and equipment within the Auto Body program. Most of which are located in our shop tool room.

At the discretion of the instructor, students may be required to rotate through the tool room on a daily basis as Tool Room Attendants. Attendants will be responsible for the checking in and out of shop tools, their daily maintenance, and the cleanliness and organization of the tool room.

If required to do so, working in the tool room is educational in that it helps you become familiar with the tools and equipment of the trade, but just as important, proper tool room organization is vital to everyone's productivity in the shop.

Students are required to help take care of our tools and equipment by returning tools to their proper place after use, treating them correctly. And informing us of tool and equipment wear, breakage and unsafe condition.

PARKING

All cars parked on campus must have a current GRCC parking permit on display. Parking space in the trade's compound is limited to staff and class projects only. Violators will be fined or may have their car impounded. Please check the current GRCC catalog for more information.

CLASS PROJECTS

In order to help prepare you for the collision repair of today's vehicles, work on live, customer vehicles is essential. Throughout the quarter your instructor will schedule projects according to the needed competencies of the registered students. All vehicles coming into the shop become class projects and will be worked on by the student(s) the instructor designates. The criterion for accepting class projects is as follows:

1. **Instructors permission**
2. **Owner must be a student of GRCC, a senior citizen, or an employee of the school. (In cases of exceptional educational value or curricular need, your instructor may choose other vehicles).**
3. **There are no insurance companies paying for the repairs.**
4. **Project cars should be newer than ten years old (your instructor may choose older cars for particular educational value).**
5. **Project vehicles will have a repair order completed (with your instructor's assistance).**

The person responsible for payment of the job must sign the repair order before the work can be started!

Estimate and repair order preparation is not only one of your objectives, but is necessary in order to track parts and materials and acquaint students with repair costs and sound business practice.

STUDENT OWNED PROJECTS

GRCC Auto Body Students may be allowed to work on their own cars with instructor's permission, as long as the project meets the aforementioned criteria. Current auto body students will be billed as per program policy. Currently, the policy states that program students will pay for materials and parts will be paid at college cost plus 10%. (Policy is subject to change) Before any vehicles enter the shop, you must have the instructor's permission.

PAYMENT FOR REPAIRS

ALL PARTS, MATERIALS, AND SUPPLIES, MUST BE RECOVERED BY GRCC.

The recovery of these expenses is not only essential to the economic health of this training facility, but will help insure that the opportunity to work on live vehicles will continue in the future. In addition to the recoverable expenses, we charge a modest shop rate to help cover the costs of repairing, maintaining, and purchasing tools, equipment, etc.

Final repair bills for customer owned projects must be paid before the vehicle can leave the campus. If you have any questions regarding these policies, please ask an instructor as soon as possible!

All repair bills for GRCC auto body students and staff must be paid upon completion of the job, or by the end of the quarter that the project is completed in. Any student that fails to pay for any materials, parts or supplies may have a hold placed on grades and transcripts and ultimately will be turned in for collection.. To allow your instructors to spend the maximum amount of time with you in class, we use a formula to arrive at the cost of repair materials (please ask your instructor for current prices). This formula is modeled after that used by most professional auto body shops in the area. The formula will use repair and replacement times listed on the repair order and unlisted judgment times. The replacement times are published in the Mitchell Estimation guidebooks that we subscribe to and are the prominent estimating guides used in the area. The repair judgment times are based on Industry standards as interpreted by your instructor. This formula is posted in the Auto Body Tech. office and is subject to change as needed.

PREPARATION FOR CLASS

REQUIRED SAFETY AND PERSONAL GEAR FOR ALL CLASSES

1. Appropriate safety equipment (safety glasses, gloves, hearing protection, etc.)
2. Leather high-top work shoes
3. Coveralls
4. Pen or pencil and paper
5. Binder or notebook (for tests and hand outs)

NOTE: We are currently supplying coveralls to “full-time” Auto Body students by charging a lab fee. These coveralls are yours to keep. It is your responsibility to keep them laundered and maintained.

DAILY COVERALL USE IS REQUIRED

THE SAFE WAY IS THE BEST WAY

1. Wear and use appropriate safety gear when needed! (Safety glasses must be worn at all times while in the shop, hearing protection when needed, etc.)
2. Do not use tools and equipment until you have been instructed in the correct usage.
3. Keep your work area clean and organized.
4. Be aware of others when using tools and equipment.
5. Use jacks and jack stands correctly.
6. Never climb under a vehicle without jack stands.
7. No smoking in the shop buildings. Use GRCC designated smoking areas only.
8. Report all chemical spills immediately and take responsibility for their cleanup
9. Be aware of heat sources (welders, torches, etc.)
10. No spraying will be done without proper protection (respirators, gloves, eye protection, etc.)
1. Inform your instructor immediately of any accidents or potential safety problems.
12. Do not work alone in the shop or in absence of an instructor.
13. To get outside help if needed; dial "9-911" or "0" for the school operator, and don't hang up.

SAFETY IN THE SHOP AFFECTS EVERYONE, AND WILL BE CONSIDERED A PRIORITY IN ALL THAT WE DO!

The Trades Division emergency procedures are contained in the learning activity packet for Abody 100.

CHECK WITH, AND ASK YOUR INSTRUCTOR ABOUT ANY SAFETY ISSUES!

It is imperative that you carry medical insurance to cover you in the case of an accident. If you do not already have insurance, it is very affordable through the school. Please check at the cashier's window for more information.

SHOP CLEAN-UP

All GRCC Auto Body Students will participate in daily shop clean up. This is imperative to maintaining safety and order for all involved. Additionally one of the last days of every quarter will be dedicated to a major shop clean up. All students are expected to participate. Lack of participation could significantly affect the clean-up portion of your grade.

CLASS CONDUCT

To help prepare you for success in the Auto Body Repair field, we at Green River Community College will try to operate the Auto Body program as much like a real life shop as possible. The same conduct and expectations an employer would have of you will be observed here. Your cooperation is required and will prove to be to your benefit.

This booklet should help guide you in your every day conduct and participation in class, please discuss with your instructor any questions or concerns you may have.

IF YOU HAVE A PROBLEM WITH YOUR INSTRUCTOR PLEASE MAKE EVERY ATTEMPT TO WORK IT OUT WITH HIM OR HER.

Should you need further assistance, or need to talk to someone besides your instructor; your next step would be the Trades Division Chair. Beyond him or her you would contact the Vocational Dean, and finally the Vice President of Instruction. There are also various departments and groups on campus dedicated to helping students with almost and problem. Please do not hesitate to seek assistance. Your instructor will be happy to help you get the assistance you need.

THANK YOU FOR CHOOSING OUR PROGRAM, WE WILL WORK HARD TO HELP YOU WITH YOUR EDUCATION.

THE POLICIES AND INFORMATION IN THIS BOOKLET ARE SUBJECT TO CHANGE.

**GRCC Auto Body Technology
Required Tool list
2002**

Possession of the required tools will comprise 10% of the quarterly grade.

First Quarter Tools

*Safety Glasses and face shield	Pick body hammer
*Leather gloves and rubber gloves	Combination dolly
*Respirator (NIOSH Cartridge type for sanding and welding)	Body File and Handle
*Blow Gun with #727 fitting	4" Plastic Spreader
*Coveralls	Rubber wet sanding squeegee, 2"x 3"
*Ear Protection	File board
# Tool Box and Lock	Plastic Mixing Board
Putty Knife, 2" - 4"	Torch Striker
Hard Rubber Sanding Block, 5"	Disposable painting suit
Flexible foam sanding pad 2.5"x 5"	Pocket knife
Slapping file, coarse or medium	1 – Aluminum yard stick

***Tools that are in bold letters are required at entry into the Auto Body Program. Students are required to have procured all of the remaining tools for the quarter by study day.**

A toolbox is required to keep your tools orderly and secure. While a reasonably sized rollaway cabinet would be preferred, any suitable toolbox that can be locked is adequate.

SECOND QUARTER TOOL LIST

Scratch Awl	
Slip joint pliers	
Diagonal cutter	
Channel lock type pliers	
Window handle removal tool	
Cross peen body hammer	
Flat surface spoon	
Heel Dolly	
Metric and STD tape measure	
Windshield molding removal tool	
10 inch "C" clamp vice grips	(2 Each)
10 inch vice grips	(2 Each)
1/4 drive ratchet	
Screwdriver set (std and Phillips)	
1/4 drive 6-point deep socket set (metric)	

THIRD QUARTER TOOL LIST

Hex type wrench set (std.)	Scraper (stiff, 1"-2" wide)
Hex type wrench set (metric)	Punch and Chisel set
Large cross peen hammer 32oz	1/2 dr. ratchet
Hacksaw	1/4 dr. 4 inch extension
Combination wrench set (metric)	Tire pressure gage
2 inch putty knife	Air chuck (for tires)

FOURTH QUARTER TOOL LIST

1/4 dr. 6-point deep socket set (std.)	Scraper (gasket type)
1/4 dr. 6-point shallow socket set (std.)	3/8 dr. handle driver
1/4 dr. 6-point shallow socket set (metric)	3/8 dr. ratchet
3/8 dr. 6-point shallow socket set (std.)	3/8 dr. 3 inch extension
3/8 dr. torx socket set (std.)	1/2 dr. 3 inch extension
10 inch adj. wrench	1/4 dr. handle driver
Ball peen hammer 16 oz.	

FIFTH QUARTER TOOL LIST

3/8 dr. 6-point shallow socket set (metric)	1/2 dr. 6-point deep impact socket set (std.)
3/8 dr. 6-point deep socket set (metric)	Combination wrench set (std.)
3/8 dr. 6-point deep socket set (std.)	

Before buying your tools, please check with your instructor for advice on what type. He may save you money.

Other tools strongly recommended improving student's efficiency and employability:

Air chisel and bits	HVLP Paint guns
Upholstery panel tools (small and large)	6" DA sander
Air drill motor and drills	8" DA sander
1/2 : Impact gun	Set of files
5" Disc grinder	Air file boards
Tin snips	1/4 " Air ratchet
Cordless drill/driver	Air cut off tool
Several "C" clamp Vise Grips	1/2" Drive torque wrench
3/8 " Impact gun (butterfly)or ratchet	

TIPS FOR SUCCESS

1. Ask a question when you have one.
2. Feel free to share an illustration or idea.
3. Don't try to develop an extreme problem just to prove your instructor doesn't have all the answers (he doesn't).
4. Request an example if a point is not clear.
5. Search for ways which you can apply a general principal or common sense to your work.
6. Don't close your mind by saying, "This is all fine in theory, But...".
7. Share some of your own experiences.
8. Think of ways you can pass on your ideas to others.
9. Remember that your instructor's goal is to help you learn and become a successful technician.
10. Have FUN!

WAC 132J-125-200 PLAGIARISM / CHEATING

- (1) Any student, who for the purpose of fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
- (2) Any student who knowingly aids or abets the accomplishment of cheating as defined in subsection (1) of this section, shall be subject to discipline.

GRCC AUTO BODY TECHNOLOGY STUDENT STATEMENT OF UNDERSTANDING

2. I have read and understand all of the information contained in the GRCC Auto Body Guide Book.
3. My auto body instructor has satisfactorily answered all of my questions concerning the information in this guidebook.
4. I understand that the policies of the Auto Body Program and the contents of this booklet are subject to change.
5. My instructor has clearly explained his expectations of me and I understand them.
6. I will abide by the policies contained in this booklet as well as the general policies of Green River Community College concerning student behavior as stated in the current school catalog.
7. I understand that if I do not follow the guidelines presented in this guidebook as they pertain to safety and appropriate student conduct, I can be dropped from this program.
8. I Understand that class attendance is the major portion of my grade and that through lack of attendance, my grade could suffer dramatically and even result in receiving no credit.

Student Signature

Date

AUTHORIZATION FOR DISCLOSURE OF INFORMATION

I hereby authorize the Auto Body Technology instructor(s) at Green River Community College, to discuss and/or release my educational, attendance, performance, and emergency medical information to the following;

- Potential employers
- Present employers
- Educational counselors
- Career counselors
- Other GRCC staff persons concerned with my education
- Medical personnel
- And the following:
(Parents, spouse, etc.)_____

I understand that my records are protected under federal and state confidentiality regulations and cannot be disclosed without my written consent which I give through signing this form. I also understand that by signing this form, I am releasing the auto body instructors at GRCC from any and all liability, damages, or expenses for providing the requested information.

Signature_____Date _____

EMERGENCY INFORMATION

NAME: _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____ **APARTMENT#:** _____

RES. PHONE: (____) _____ **MESSAGE? YES NO:** _____

CONTACT PERSON: 1 _____ **PHONE: (____)** _____

CONTACT PERSON: 2 _____ **PHONE: (____)** _____

IF YOU ARE OR WILL BE TAKING MEDICATION DURNING SHOP HOURS, OR ARE UNDER THE DIRECT SUPERVISION OF A DOCTOR PLEASE COMPLETE:

Name of medication(s): _____

Doctor's name: _____ **Phone : (____)** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Fax(____)** _____

Please explain the nature of the medication:

MEDICATIONS YOU ARE ALLERGIC TO OR OTHER COMMENTS:
