

# Michigan Career and Technical Institute

## Michigan Postsecondary Handbook Profile Page

### SCHOOL DEMOGRAPHICS

<b>School Name</b>	<b>Title IV Institution Code Number</b>	<b>Web Site Homepage</b>	
Michigan Career and Technical Institute	026184	<a href="http://www.michigan.gov/mcti">www.michigan.gov/mcti</a>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
11611 West Pine Lake Road	Plainwell	MI	49080-9254

### CONTACT INFORMATION

<b>Admissions Contact Person</b>	<b>Financial Aid Contact Person</b>	<b>Athletic Office Contact Person</b>
Jennifer Zuniga	Lynda Thomas	None
<b>Telephone Number</b>	<b>Telephone Number</b>	<b>Telephone Number</b>
269.664.9223	269 664-9543	
<b>Email Address</b>	<b>Email Address</b>	<b>Email Address</b>
<a href="mailto:zunigaj@michigan.gov">zunigaj@michigan.gov</a>	<a href="mailto:thomasl5@michigan.gov">thomasl5@michigan.gov</a>	

### STUDENT BODY PROFILE

<b>2013-14 Fall Headcount</b>	Male	Female	Overall % of <b>Out-of-State</b> undergrad Students	0
- Freshmen (first year)	72	28	Overall % of <b>Undergrad</b> Students Living on Campus	99
- All Undergraduates	141	20	Overall % of <b>Minority</b> undergrad Students	13
			Overall % of <b>International</b> undergrad Students	0

### CAMPUS INFORMATION

<b>Academic Calendar System</b>		<b>Registration Dates</b>		<b>Freshmen</b>	<b>Transfer</b>
<input type="checkbox"/> Semester	<input checked="" type="checkbox"/> Quarter	Fall		September	
<input type="checkbox"/> Accelerated	<input type="checkbox"/> Other (specify) <input type="text"/>	Winter		December	
		Spring		February	
		Summer		May	

### HOUSING INFORMATION

<b>Housing Availability</b>	<b>Freshmen</b>	<b>Upperclassmen</b>	<b>School Location by Type of Community</b>
Fraternities and/or Sororities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Suburban
Campus-Owned Married/Family Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Urban
Residence Halls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Small Community
Theme Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Rural
On-Campus Apartments	<input type="checkbox"/>	<input type="checkbox"/>	
Off-Campus Apartments	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperatives	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Related Rules</b>			<b>Comment</b>
Can freshmen live off campus?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Single Family Housing for students is available if requirements are met. MCTI provides eval and remediation services to give students the necessary supports to successfully complete their program. The Career Readiness Center is comprised of 4 depts. Career Assessment Services, the Reading Clinic, Step-Up and Advanced Career Education.
Can freshmen have cars on campus?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

### STUDENT SERVICES

	Office	Telephone Number	Email Address
Dual Enrollment			
Campus Tours	Receptionist	877-901-7360 Toll Free	<a href="mailto:Haughtn@michigan.gov">Haughtn@michigan.gov</a>
New Students Orientation	Vocational Rehab Manager	877-901-7360 ext. 215 Toll Free	<a href="mailto:zwghizens@michigan.gov">zwghizens@michigan.gov</a> (DHS)
Disadvantaged Students, Special Admit and/or Support Programs	Vocational Rehab Manager	877-901-7360 ext. 215 Toll Free	<a href="mailto:zwghizens@michigan.gov">zwghizens@michigan.gov</a> (DHS)
Physically Handicapped Student Support Programs	Vocational Rehab Manager	877-901-7360 ext. 215 Toll Free	<a href="mailto:zwghizens@michigan.gov">zwghizens@michigan.gov</a> (DHS)
Online Courses			
Advanced Placement and CLEP			
Student Veteran Services			

### FINANCIAL AID INFORMATION

<b>Suggested Dates to Apply for Financial Aid</b>		
	Freshmen	Transfer
Fall		
Winter		
Spring		
Summer		
<b>Comments</b>		

To apply for financial aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Complete the PROFILE form
- Complete the institution's own form

**SCHOOL ADMISSION INFORMATION**

Required Entrance Exams

- ACT Traditional
- ACT Writing Component
- SAT
- Other (specify)  
\_\_\_\_\_

Recommended Entrance Exams

- None
- ACT Traditional → Code \_\_\_\_\_
- ACT Writing Component
- SAT → Code \_\_\_\_\_
- Other (specify)  
\_\_\_\_\_

Freshmen Admission Requirements

	ACT	SAT	GPA
Minimum			
Average			
Other (specify)			

Suggested Dates to Apply for Admission

	Freshmen	Transfer
Fall		
Winter		
Spring		
Summer		

- Early admissions available  Yes  No
- Deferred payment arrangements available  Yes  No
- Prepayment plan available to lock in tuition rates  Yes  No
- Advanced placement available based on grades/test results  Yes  No
- College credit available based on test results  Yes  No

Test Name	Required Score
WAIS	Full scale IQ 75
Other:	or above
Other:	
Other:	

Required Deposit Amounts and Deadline Dates

	Deposit Amount		Fall Dates
Application Fee	Online: \$0	Paper: \$0	
Matriculation	\$0		
Housing	\$0		
Other	\$0		

Undergraduate Programs Offered

- Certificate Programs  Associate Degree
- Bachelor's Degree  Online Courses

Essays

- Required
- Not Required

Letter of Recommendation

- Required
- Not Required
- Optional

Link to college's requirements for essays and letters of recommendations:

**Comment**

\_\_\_\_\_

**ESTIMATED COSTS FOR THE 2014-15 ACADEMIC YEAR**

**NOTE:** Tuition is based on 30 semester credits or 45 term credits, unless specified in the comment below. The fees listed are only fees charged to all students as a condition of enrollment.

	In-District	Out-of-District
Tuition	\$1,458	\$2,158
Mandatory Fees	\$0	\$0
Books & Supplies	\$0	\$0
Room & Board	\$1,254	\$1,254
Transportation	\$0	\$0
Misc and Personal	\$0	\$0
<b>Total</b>	<b>\$2,712</b>	<b>\$3,412</b>
Tuition & Fees/Credit Hr	\$0	\$0

Residency Requirements for Tuition Rates

The prices here are for students staying on campus and 4 terms per year.

Contact for State Residency Questions

Office	Telephone Number	Email Address
Admissions (toll free)	877-901-7360 ext. 223	<a href="mailto:zunigaj@michigan.gov">zunigaj@michigan.gov</a>

**Comment**

Once a student is accepted in a trade training program the student can apply on-line for the Pell Grant. MCTI provides most books and supplies. Please be aware that students are allowed to stay-off campus. The tuition is as followed: In-State Tuition \$1,458/student fees (meal plan): \$554 ~ Out-of-State Tuition \$2,274/student fees (meal plan) \$554

# INTRODUCTION

## MICHIGAN CAREER AND TECHNICAL INSTITUTE

The Michigan Career and Technical Institution (MCTI), a program within the Michigan Department of Human Services and Michigan Rehabilitation Services, conducts vocational and technical training programs. MCTI also provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

A separate entity from the traditional community college or technical school, MCTI has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art job training for business and industry today. MCTI operates under the auspices of Human Services. It is one of only eight comprehensive rehabilitation training centers in the United States.

The campus — located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological, and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather.

**At a reasonable cost, a two- and three-bedroom housing complex and day care center are available on campus for students with children. Depending on aptitude and interest, students may choose to enroll in one of several technical training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association – Commission on Accreditation and School Improvement (NCA-CASI) and by the Commission on Accreditation of Rehabilitation Facilities (CARF).**

# PROGRAMS OF MICHIGAN CAREER and TECHNICAL INSTITUTION

## **Automotive Technology**

Along with established academic and hands-on training, MCTI's Automotive Technology program operates like a small repair and auto parts business. All students are trained in basic shop practices and have hands-on experience working on vehicles.

Students may train in the diagnosis and repair of brakes, suspensions, and electrical, heating/air conditioning, and engine performance systems, working toward state of Michigan and national (ASE) certifications. The program is based on the National Automotive Technicians Education Foundation (NATEF) competency standards.

Students may also focus on the customer service side of the auto parts business. These students practice basic cataloging, inventory management and merchandizing skills. These students must complete a five (5) week work internship.

## **Cabinetmaking/Millwork**

MCTI's Cabinetmaking/Millwork Program is one of the best-equipped shops in the country for cabinetmaking and millwork training. Students are trained in the operation of state-of-the-art CNC panel processing equipment, spindle molders, profile grinders, and numerous other woodworking machines. Students work on individual as well as production projects.

## **Certified Nurse Assistant**

In the Certified Nurse Assistant (CNA) program, students learn to care for patients in a caring and compassionate manner. Students first learn patient care techniques in a simulated lab environment, followed by a clinical rotation at a nursing home. Upon completion of the program, students are offered study and practice sessions to prepare for the state of Michigan competency exam.

## **Culinary Arts**

MCTI's Culinary Arts Program operates the Pine Cove Restaurant on campus. Students gain experience in the restaurant setting and also work in the school cafeteria, where they learn large-quantity food preparation, breakfast cookery, and serving. The program offers the required classes for chef certification, ServSafe, nutrition and supervision. The program is accredited by the American Culinary Federation's Secondary Accrediting Committee.

## **Custodial**

MCTI's Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Through the use of up-to-date equipment, students apply the skills learned at on-campus job stations. Through hands-on training, students gain experience in daily cleaning and floor maintenance, stripping of floors, restroom sanitation, daily carpet cleaning and shampooing, and using and maintaining equipment. Students are also trained to follow work schedules and keep inventory.

## **Customer Service**

In the Customer Service Program, students work in a simulated customer service environment utilizing a telephone and a computer to learn all aspects of customer service including problem solving, telephone techniques and etiquette, computer concepts, and business correspondence. This hands-on training insures the student can work effectively on the computer while communicating clearly, resolving problems, and remaining tactful when handling complaints and satisfying customers.

Advanced students may also qualify to work in one of the MCTI offices or other internship opportunities available. Students within this department may take any courses listed with instructor approval.

## **Electronics**

MCTI's Electronics program has a well-equipped electronics lab that provides up-to-date, hands on training. Students in the Electronics program learn entry-level skills appropriate to most electronic businesses and industries. Courses help prepare students for entry-level employment in industrial/ electronics maintenance. More than 75 percent of the student's time is spent in the lab with hands-on training exercises.

## **Graphic Communications**

MCTI's Graphic Communications Program is run like a print shop. In this production environment, students develop job competencies, while operating specialized printing equipment to produce brochures, business cards, forms, and other printing for the school and various other organizations.

## **Grounds Maintenance and Landscaping**

MCTI's Grounds Maintenance and Landscaping Program is run like a small grounds maintenance and landscaping business. Students are the crew and work as a team. Students gain actual experience on the school campus. They use power equipment and tools to mow and trim the lawn; trim and prune hedges and bushes; and plant trees, shrubs, and flowers. In the winter months, they are exposed to snow and ice removal using plows and a variety of hand tools. The "crew" maintains the equipment used.

## **Machine Technology**

MCTI's Machine Technology Program runs like a small machine shop. Students are taught to run various machines including manual lathes, milling machines, and grinders. Students use hand tools to layout, finish, fit, and assemble parts. Students also learn setup and operation of CNC turning and machining centers. Advanced students learn to use CAD/CAM software such as AutoCAD, Solidworks, and Bobcad/CAM to generate G-code for CNC machining.

## **Office Automation**

MCTI's Office Automation Program has a well-equipped office automation lab that provides a realistic setting for up-to-date, hands-on training. Students spend approximately 30 hours a week maintaining and repairing office management systems, computers, copiers, printers, cash registers, fax machines, and other office equipment. Depending on interest and ability, students may also learn webpage design and basic computer programming.

## **Pharmacy Aide**

MCTI's Pharmacy Aide Program students acquire essential customer service skills needed to interact professionally with pharmacy customers, co-workers, and other healthcare professionals. Students practice using medical and pharmaceutical terminology and performing pharmacy related calculations. They also receive hands-on experience related to cashiering and inventory management in the on-campus store – the Eagle Shack. During the second term, students receive additional training (externship) at a pharmacy

## **Retail Marketing**

MCTI's Retail Marketing Program operates the Eagle Shack, the on-campus store. Students learn customer service/personal selling, cash handling, inventory control, merchandising, and promotion/advertising.

# **CAREER READINESS CENTER (CRC)**

MCTI provides evaluations and remediation services to give students the necessary supports to successfully complete their program. The Career Readiness Center is comprised of four programs: Career Assessment Services, the Education Center, the Reading Clinic and Step-Up.

The CRC programs work together to offer a variety of assessments, structured programs and classes to potential and current vocational trade students. The CRC prepares students to enter a vocational trade program that matches their skills and interests and builds employability skills prior to entering the vocational trade program and/or the world of work.

# **Michigan Career and Technical Institute**

For program information, please see  
Michigan Career and Technical Institute  
online at [www.michigan.gov/mcti](http://www.michigan.gov/mcti).