



NAME: \_\_\_\_\_ UIN: \_\_\_\_\_

## Acknowledgment Form - Open Enrollment Program

### Essential Functions and Technical Requirements

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance). \* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required of all students at completion of their program. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

- \_\_\_\_\_ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.
- \_\_\_\_\_ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- \_\_\_\_\_ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- \_\_\_\_\_ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- \_\_\_\_\_ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- \_\_\_\_\_ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.

- \_\_\_\_\_ Ability to use computers and related technology.
- \_\_\_\_\_ Ability to prioritize, organize, and utilize time management skills.
- \_\_\_\_\_ Ability to identify, recognize, maintain, and disseminate accurate information.
- \_\_\_\_\_ Ability to correctly interpret, and/or clarify, verbal and written communications.
- \_\_\_\_\_ Ability to conduct oneself in a professional manner including use of appropriate verbal and nonverbal responses in social interactions. Interactions may include physical contact with all people regardless of age, race, gender, socioeconomic, and cultural backgrounds.
- \_\_\_\_\_ Ability to think critically and demonstrate problem-solving skills.
- \_\_\_\_\_ Ability to perform all essential functions related to my program of study in a safe and effective manner minimizing risk to self, patient and others.
- \_\_\_\_\_ Ability to fulfill requirements of productivity and varying workloads.
- \_\_\_\_\_ Ability to demonstrate appropriate professional and procedural judgment decisions.
- \_\_\_\_\_ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures. These include but are not limited to:
  - Disclosure of any new felony charges, after the initial enrollment process at Baker College, to program officials.
  - Failure to disclose any felony charge to program officials will result in immediate dismissal from Baker College.
- \_\_\_\_\_ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

\*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Student Name (Print) \_\_\_\_\_ Student UIN \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Baker College Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Baker College Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



Baker College Program Information  
**Automotive Services Technology**  
Associate of Applied Science

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**Campuses:** Owosso

**Program Description**

Automotive Service Technicians use specialized tools and equipment to diagnose and repair automobiles and light trucks. Work is performed inside the vehicle as well as under the hood and under the vehicle. While some amount of physical dexterity is required, there are some procedures that can be performed at a work bench. Students in this program will be trained in multiple certification areas in preparation for ASE certification exams that are included in each student's program tuition.

This program is accredited by the Automotive Service Excellence, ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401 Leesburg, VA 20176. [www.aseeducationfoundation.org/](http://www.aseeducationfoundation.org/)

**Program Status:** Open Enrollment

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**Accreditation Status**

This program is accredited by the Automotive Service Excellence, ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401 Leesburg, VA 20176; [www.aseeducationfoundation.org/](http://www.aseeducationfoundation.org/)