

CVCC Automotive Required Items Student Agreement

Dress Code

1. Clear, not tinted Safety Glasses must be worn at all times in the Lab
2. CVCC Automotive and CVCC Automotive Club shirts must be worn during class and lab times. No loose fitting clothes.
3. Dark colored work pants or jeans are required. No pants with holes will be allowed in the Automotive Dept.
4. Closed-toe brown or black work type shoes will be worn in the shop at all times. (Steel-toe shoes recommended) (No sandals, flip-flops, high heels, etc.)
5. Each student is to wear clean work clothes while in the lab. Clothing must be laundered when necessary.
6. The only exception to the dress code is if the student is working in the automotive industry and has a uniform supplied by their employer. This work uniform can be worn in the Automotive Dept in place of the CVCC shirts.
7. Jewelry may not be worn on the hands or arms while in the shop area. Jewelry worn on other parts of the body that could come in contact with the battery or any moving engine parts should not be worn either.
8. Hair will be worn in such a manner that it is to be kept out of the eyes at all times. Long hair will be kept tied back at all times in the shop area.
9. Students are to maintain an industry type professional appearance in the Automotive Department at all times. Failure to adhere to the dress code will result in the student being sent home and being docked for the time missed out of class and lab. Student may return upon adhering to the dress code. An accumulation of 3 infractions will result in the student being dropped from all Automotive classes.

Required Classroom Items

Each student attending automotive classes must have his/her textbook, notebook, workbook and a pen or pencil. At the instructor's discretion, a student without these items may not be allowed to attend class for the day. The time missed would count towards the student's absences.

Hand Tool Policy

Each student taking a class in the CVCC Automotive Technology curriculum is required to own a basic set of hand tools. The "Required Hand Tool Set" page in this booklet details the minimum tools each student should own.

Students may store tools in the tool room preferably in a locked toolbox provided by the student. Students are responsible for storing personal toolboxes in the tool room, CVCC, and its staff, or its instructors are not responsible for these tools at any time.

Required Hand Tool Set

1/4" Drive Sockets

- (13) Six-Point Metric Sockets
- (10) Six-Point SAE Sockets

1/4" Drive Tools

- Ratchet
- 3" Extension Bar
- 6" Extension Bar

3/8" Drive Sockets

- (14) Six-Point Metric Sockets
- (13) Six-Point SAE Sockets
- (14) Six-Point Metric Deep Sockets
- (1) 5/8" Spark Plug Socket
- (1) 13/16" Spark Plug Socket

3/8" Drive Tools

- Ratchet
- 3" Extension Bar
- 6" Extension Bar
- Universal Joint

Wrenches

- (12) SAE Combination Wrenches
- (12) Metric Combination Wrenches

Hex Keys & Sockets

- (13) SAE Allen Hex Keys

Screwdrivers

- (2) Phillips Screwdrivers
- (4) Slotted Screwdrivers

Pliers

- 4 Pliers
- 7" Diagonal Cutting
- 8" Long Nose
- 9-1/2" Tongue & Groove
- 10" Locking Pliers

Punches & Chisels

- 5 Piece Punch & Chisel Set

General Purpose Tools

- 16oz. Ball Peen Hammer
- 12oz. Ball Peen Hammer
- Utility Knife
- Aluminum Flashlight
- Safety Goggles

Specialty Tools

A Bulb type Test Light (non LED)
16 Blade Feeler Gauge
Gasket Scraper
Digital Multi meter

Tool Storage

Tool Box

NOTE: The tools listed are available in the campus bookstore, however students may purchase the tools from any source they choose, bearing in mind that quality is an important consideration. In addition to the basic tool set, each student will be required to wear CVCC Automotive Polo Shirt (available in the campus bookstore), dark colored trousers (no holes) and brown or black work type shoes. Safety glasses are also required during lab sessions.

The Required Items are mandatory for enrollment into the CVCC Automotive Program.

Current Pricing for Required Items if purchased from the Campus Book Store:

Textbook, which covers most AUT/TRN classes: \$194.75
AUT 212 text: \$151.00
Polo: \$22.00
Suggested Tool Kit: \$1313.50
Add-on Tool Kit Not Required: \$594.75

This is current pricing, and subject to change if pricing increases with vendors.

CVCC Automotive Required Items Student Agreement

I, _____, have received a copy of the CVCC Automotive Required Items Student Agreement. I have received, read, understand, and agree to have all required items by the first day of automotive classes as shown by my signature below. Failure to have the Required Items by the first week of class will result in being dropped from all automotive classes. If students are currently employed in the Automotive Industry they will not be required to bring tools to class as their tools will be at their place of employment.

Student Signature

Date