

CNC MACHINING

GATEWAYCC.EDU/PRECISION-MACHINING

[INFORMATION PACKET]



**APPLIED
TECHNOLOGY**



**GATEWAY
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu

Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We are thrilled that you've chosen to pursue your educational journey with us, and we are here to support you every step of the way.

Congratulations! You are taking the first step in applying to the CNC Machining I program. Our program provides hands-on training to prepare students for employment in today's dynamic workforce. As a Computer Numerical Control (CNC) machine operator, you will learn to efficiently convert raw materials into finished goods by programming, setting up, and operating two- and three-axis CNC machines.

In this program, you will develop the skills needed to manually program, set up, and operate CNC mills and lathes, read technical drawings and prints, and verify part sizes and tolerances using various inspection tools and techniques. Students in the CNC Machining I program can earn up to eleven nationally recognized certifications through the [National Institute for Metalworking Skills \(NIMS\)](#), including certifications in Measurement Materials and Safety, Manual Mill, Manual Lathe, Drill Press, Benchwork and Layout, and CNC Mill and Lathe Programming Setup and Operations. If this sounds exciting, the CNC Machining I program is the perfect fit for you!

Our fully accredited program lasts approximately 10 months, and upon completion, you will be awarded a [Certificate of Competency \(CCT\)](#) in CNC Machining. For more information about careers and salary potential in CNC Machining, please visit oneline.org.

To successfully enroll in the program, please read through this packet carefully and follow the outlined steps.

Thank you for your interest in GateWay's CNC Machining I program. We are excited to be part of your journey, and we look forward to celebrating your graduation!

Sincerely,

The Trades Team

CNC Machining Program Webpage:
gatewaycc.edu/degrees-certificates/manufacturing

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PROGRAM OVERVIEW

Clock Hour Trade & Technical Training

GateWay Community College offers specialized clock-hour trade and technical programs designed to prepare students for careers through focused, hands-on learning. Unlike traditional credit-hour programs, clock-hour programs measure progress based on the number of hours and weeks of instructional time completed, providing a direct path to certification. These programs emphasize practical training, allowing students to develop industry-specific skills from experienced professionals. In as little as six months, students can earn certifications in fields such as healthcare, cosmetology, construction, and advanced manufacturing.

With expert instructors and state-of-the-art facilities, GateWay ensures students gain the real-world experience needed to succeed. Whether your goal is to save lives, design new styles, reduce stress, construct shelters, or machine future technologies, GateWay's programs are tailored to provide the essential skills for career success. Located in the Phoenix metropolitan area, GateWay has been serving the community since 1968, committed to innovation and excellence in education.

CNC Machining I

CNC Operators/Machinists use industry-standard practices to efficiently convert raw materials into durable goods with CNC machines. Their skills include reading technical drawings, interpreting prints, and using CNC G-code programs to control mills or lathes. CNC Operators plan, program, set up, and operate machines while maintaining quality, safety, accurate records, and equipment.

Whether re-careering or entering the workforce, the GateWay Central City CNC Machining I program provides comprehensive training for careers in manufacturing industries like aerospace, medical, and defense. Students gain hands-on experience with manual and CNC mills and lathes, interpret technical drawings, and use precision measuring tools.

The CNC Machining I program aligns with state and national standards via the [National Institute for Metalworking Skills \(NIMS\)](#) and prepares students for NIMS Level I certifications in this 10-month program.

Upon completion, students receive a [Certificate of Competency \(CCT\)](#) with opportunities to pursue a Certificate of Competency (CCT) in Machining II and an Associate of Applied Science (AAS) in Manufacturing and Production Technology through GateWay Community College.

Get Started as a CNC Machine Operator Today!

Courses and Hours

Block	Course Number	Course Name	Clock Hours
Block 1	MFC101	Technical Documentation	84
	MFC110	Inspection Techniques	72
	MFC111	Geometric Dimensioning and Tolerance (GDT)	102
	MFC113	Coordinate Measuring Machines I	84
Block 2	MFC120	Introduction to Manual Machining	168
	MFC131	CNC Machining Level I	216
	MFC140DC	Manual CNC Programming	72
Total Clock Hours			798

Certificate of Competency (CCT) Information

- **CNC Machining I (Day)**

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

Virtual Information Sessions

To learn more about your program of interest, we encourage you to attend one of our virtual information sessions. These sessions are recommended for all programs and provide valuable insights. Attending a session prior to contacting an advisor is highly encouraged.

→ To register for a Virtual Information Session, visit gatewaycc.edu/virtual-sessions

Trades Advisor

All students must meet with the Trades Advisor, Dariyea Hollins, before enrolling. To schedule an appointment, please use the online scheduling tool linked below:

- ★ [Schedule Appointment](#)
- ★ Email: dariyea.hollins@gatewaycc.edu

Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit maricopa.edu/become-student and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning Students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify the Following Information During the Admission Application

Primary College of Interest:	GateWay Community College
Primary Reason for Attending:	Get a Certificate
Select a Plan:	CNC Machining I (Day) (CER)
Select Expected Start:	Select Academic Year

For assistance, please contact Enrollment Services at (602) 286-8200

PRE-ENROLLMENT

Request Enrollment

To request enrollment in this clock hour program, send an email from your Maricopa Student Email address to: clockenroll@gatewaycc.edu.

Please be sure to include the following in your email:

- Program name, program location, and desired **start date**
- The funding source you intend to use to pay for your program (*self-pay, FAFSA, VA benefits, etc.*)

Enrollment is based on eligibility, completed documents, and space in the program.

Financial Aid

Pursuing higher education shouldn't be limited by financial barriers. The GateWay Community College Financial Aid Office is committed to helping students access the funding they need to cover educational expenses, including tuition, fees, and books.

How to Apply for Financial Aid

If using financial aid for your program, submit your Free Application for Federal Student Aid (FAFSA) at StudentAid.gov using the GateWay Skill Center (clock program) school code **E00701**. For assistance, contact the Financial Aid Office at **(602) 286-8117** and follow the prompts for financial aid, and then clock financial aid. You can also reach them via email at finaid@gatewaycc.edu.

- ★ **Complete "To-Do" Items:** Ensure all required tasks in the MCCCDC **Student Center** are marked complete to remain eligible for financial aid awards.
- ★ **Enroll First:** It's recommended that you enroll in your program before applying for financial aid.

Processing Time & Payment Requirements

- **Processing Time:** Financial aid processing can take 2-4 weeks.
- **Plan Ahead:** Financial aid must be in place at least two weeks before your program starts.
- **Payment Plan:** If your financial aid package isn't finalized by the deadline, you'll need to set up a payment plan until the aid is processed. Refer to **Pay for College** for more details.

Additional Resources

- Learn more about financial aid at GateWay: **Financial Aid**
- Browse frequently asked questions: **Financial Aid FAQs**

POST-ENROLLMENT

Uniforms and Professional Appearance

Students are required to wear the GWCC Welding Program logo button-down shirt, which will be provided. All other uniform requirements will be at the student's own expense.

- No open-toed shoes
- Non-slip shoes are encouraged
- Long hair to be tied and or secured
- Long beards to be tied and secured
- No dangling jewelry
- Watches and rings to be secured

FINANCIAL INFORMATION

Program Costs *

PROGRAM TUITION AND FEES	CNC Machining I
Registration Fee **	\$ 15.00
Tuition Clock Hour	\$ 3,990.00
Course Fees	\$ 2,553.00
TOTAL Tuition & Fees	\$ 6,558.00

Estimated Costs for Additional Expenses

ADDITIONAL EXPENSES	ESTIMATED COST
Uniform (approx. cost per uniform)	\$35.00+

**Please note that these are only estimates and may change. Additional fees may apply.*

***Two registration fees will apply if the program extends into the next term.*

Payment Options

After enrolling in a clock hour program, tuition must be paid by the due date. Explore your payment options and set up a plan that works for you. Payment plans can be arranged online through your [Student Center](#), and it's crucial to do so before the tuition due date to avoid being dropped from your program. Please note that Nelnet payment plan enrollment fees are non-refundable. Students are responsible for covering all program costs, including tuition, fees, and other expenses. Certification will not be granted until all tuition and fees are paid in full.

→ For more details, visit [Payment Options](#)

Clock Hour Payment Plans

Payment plans allow you to divide your tuition into manageable installments with no interest or credit checks. A down payment is required, and the remaining balance is paid over time. Contact Student Business Services at [\(602\) 286-8277](tel:602-286-8277) or DL-GWC-CAS@gatewaycc.edu for specific details.

- 10% down payment due 30 days before the start date
- 1 – 6 scheduled payments require a 10% down payment plus a \$25 enrollment fee*
- 7 – 12 scheduled payments require a 10% down payment plus a \$45 enrollment fee*

All payment options require an immediate (same-day) down payment. If you choose to sign up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

**Enrollment fee is non-refundable*

Payment Methods

- **Online:** Log in to your [Student Center](#) to pay by credit card or e-check.
- **By Phone:** Call [\(602\) 238-4347](tel:602-238-4347) to make a credit card payment by phone. Wait times may increase during peak periods of enrollment.
- **In Person:** Visit the campus where you are enrolling for classes to make your payment in full using cash, credit, or check. A picture ID may be required for payment transactions.

Important Reminders:

- ★ Regularly check your Maricopa student email and [Student Center](#) for updates on payment balances and deadlines.
- ★ If you've applied for financial aid, check for any pending "To Do List" items that may delay your award.
- ★ Your seat in the program is not secured until your funding is confirmed. Failure to meet payment deadlines may result in being dropped from the program.

→ For more details, visit [Pay for College](#)

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course, and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse for the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your [Student Center](#), by calling **(602) 286-8200** or in person at the [Admissions and Records](#) office. Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact [Student Business Services](#) to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, verify your current address is correct, and update it if necessary in your [Student Center](#) in the Personal Information section.

→ For more details, visit [Student Refunds](#)

POLICIES, RESOURCES, AND STUDENT SUPPORT

Disability Resources and Services (DRS)

Students with disabilities who need accommodations for a class or program should contact the GateWay Disability Resources & Services (DRS) Department by calling **(602) 286-8171** or emailing DRS@gatewaycc.edu. A qualified DRS professional will assess the student's eligibility and notify faculty in writing about the necessary accommodations. During the first class session, faculty will announce that students can meet with them during office hours to discuss any required accommodations. For questions or concerns, please contact DRS.

gatewaycc.edu/disability-resources | DRS@gatewaycc.edu | **(602) 286-8171**

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical practicums and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational practicum - will be subject to disciplinary action and criminal prosecution.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam-era/disabled Veteran status in employment or in the application, admission, participation, access, and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.