

GENERAL MOTORS
ASEP
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM



www.southeast.edu/GO/ASEP

 **Southeast**
COMMUNITY COLLEGE
Milford Campus
Milford, NE

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**GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS
AUTOMOTIVE SERVICE EDUCATION PROGRAM (ASEP)**



Dear Prospective Student:

We have received your inquiry concerning the General Motors' ASEP Program. Enclosed you will find the program information which includes the following items:

Student Candidate Information and Responsibilities
Introduction - ASEP Program
Contact Persons
ASEP Candidate Application Procedure and Flow Chart
Estimated Expenses and Tool/Supply List
Dealer Approval Form

Please read all material carefully and return the Dealer Approval Form to:

Admissions/Student Service Office
Southeast Community College-Milford Campus
600 State Street
Milford, NE 68405-8498
Phone: 402-761-8448
1-800-933-7223 Ext. 8448

Thank you for your interest in the General Motors ASEP Program.

Sincerely,

ASEP Staff

ASEP Staff

**GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)**

STUDENT CANDIDATE INFORMATION AND RESPONSIBILITIES

Read all materials carefully and retain this sheet for reference.

Although it is not necessary for you to have a potential dealer sponsor at this point, please contact the college regarding sponsorship. If any dealers are interested in sponsoring you, please indicate so on your application.

The SCC Application for Admission must also be completed online. The students accepted for this class will be chosen on a first come, first served basis.

All applicants are responsible for scheduling an appointment to take the Next Generation ACCUPLACER or ACT Test. Applicants can take the Next Generation ACCUPLACER test (1st time) for free at any of the three Southeast Community College campuses (Beatrice, Lincoln, Milford). Remote testing is available in a location closest to applicant. The learning centers in SCC's 15 county service area are also able to provide testing for applicants. Please contact the SCC-Milford Campus Assessment Office, (402) 761-8202 or (800) 933-7223, Ext. 8202 for an appointment or for information on the pre-admission requirements. More information is also available on-line at www.southeast.edu/testingcenter.

Applicants with satisfactory test scores will be contacted to proceed with their interview with a General Motors Dealership or AC Delco TSS Service Center. Those applicants who did not achieve satisfactory scores, will be notified as soon as possible regarding their status and recommendations for correcting deficiencies.

The student will be notified by email of his/her acceptance. Students will also receive a packet in the mail of his/her application has been accepted for the GM ASEP Program. Those selected will also receive additional information from SCC-Milford Campus regarding registration and orientation.

GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)

Introduction

The General Motors Automotive Service Educational Program (ASEP) is a two-year automotive program designed to provide GM dealers with highly qualified and motivated entry-level technicians. The curriculum is designed by General Motors and Southeast Community College-Milford Campus and leads to an associate degree. The program involves attending classroom lecture and laboratory experiences on GM products at the Milford Campus and a unique opportunity for students to work at a General Motors Dealership or AC Delco TSS Service Center.

The total program is completed in four semesters or approximately 20 months. Two semesters are spent on campus and two semesters are split between campus and a General Motors Dealership or AC Delco TSS Service Center. Each specialized subject is studied in the classroom and laboratory on campus and then followed by related work experience in the dealership. For example, the first 16-week semester of the freshman year is spent on campus. The first eight weeks of the second semester is on campus and the last eight weeks is spent on coop. Then, the first eight weeks of the sophomore year, or third semester, is spent on campus and the student then returns to coop for the remaining eight weeks. The fourth and final semester, the entire 16 weeks are spent on campus. The work experience at the dealership should relate as much as possible to the course work just completed in college. Please note that the student is strongly encouraged to work at their General Motors Dealership or AC Delco TSS Service Center during the summer between their freshman and sophomore years.

Since considerable time is spent at the dealership, the program requires the student to have a sponsoring General Motors Dealership or AC Delco TSS Service Center. If necessary, the student can request assistance in locating a sponsoring dealer. The main responsibility of the dealership is to provide training-related employment for the student during the work experience periods.

All tuition, fees, lab kits and textbook costs are the responsibility of the student. In addition to tuition, fees, and textbook costs, the student is also required to purchase a prescribed basic set of hand tools, if he/she does not already have one. Assistance in obtaining an educational discount may be arranged for most popular brands. Check with the college before purchasing tools.

Since the student earns while in college, a portion of the costs involved in the program are offset. Students who qualify may also receive federal financial aid assistance.

The program requires much effort on the part of the student. The benefits, however, are worth the effort. The skill levels and potential of those who complete this program will form a basis for development and progress with the dealer's organization.

If you are excited by the challenge of a difficult assignment, then ASEP may be for you. ASEP is certainly the best way to be trained for professional employment as a technician in a General Motors Dealership or AC Delco TSS Service Center.

It is the policy of Southeast Community College to provide equal opportunity and non-discrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or college policy.

Inquiries concerning the application of Southeast Community College's policy of nondiscrimination should be directed to the Assistant to the Chancellor for Affirmative Action/Equity/Diversity, Southeast Community College Area Office, 1111 O Street, Suite 111, Lincoln, NE 68508, (402) 437-2500, FAX (402) 471-8520, or E-mail jjso@sccm.cc.ne.us

**GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)**

CONTACT PERSON

Ed Koster
Campus Director
SCC-Milford Campus
600 State Street
Milford, NE 68405-8498
(402) 761-8224
1-800-933-7223, Ext. 8224
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Dustin Smith
ASEP Program Chair/Instructor
SCC-Milford Campus
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Jon Kisby
Dean of Transportation
SCC-Milford Campus
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NOTE: Any change in student status, questions, or concerns regarding ASEP, should be brought to the attention of Jon Kisby, Dean of Transportation.

**GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)**

RESPONSIBILITIES FOR PARTICIPANTS

Southeast Community College-Milford Campus

- Maintain a current curriculum.
- Appropriate necessary time to initially train ASEP instructors.
- Provide training for ASEP instructors to update themselves after the initial training.
- Appoint an ASEP Coordinator.
- Provide counseling for ASEP students.
- Maintain modern up-do-date equipment.
- Provide the Associate of Applied Science Degree in Automotive Technology.
- Keep sponsoring dealers informed of student progress.
- Assist dealers and General Motors with student selection and recruitment.
- Work with the dealership ASEP Coordinator to assure attainment of work experience competencies.
- Conduct cooperative student visitations during work experience weeks.
- Establish an ASEP Workforce Leadership Team.
- Schedule Workforce Leadership Team meetings.

General Motors Dealerships or AC Delco TSS Service Centers

- Identify interest in being a sponsoring dealer so dealer name can be made available to interested students.
- Appoint an in-dealership ASEP Coordinator.
- Interview and select prospective student(s).
- Attend orientation meeting.
- Agree to provide “Dealership Coordinator Work Experience” in accordance with the program schedule for the duration of the curriculum.
- Provide related work experience that supplements the student’s most recent instruction (to the extent possible).
- Agree to pay the trainee during periods of Dealership Coordinated Work Experience time.

- Provide GM Global Connect password.
- Provide access to GM Center of Learning
- Provide work uniforms for student (both while at college and at the dealership).
- Provide any other fringe benefits in a manner consistent with other dealership employees.
- Participate in Workforce Leadership Team.

General Motors Company

- Help encourage dealer cooperation and support.
- Provide GM training of ASEP instructors.
- Furnish Southeast Community College-Milford Campus with GM vehicles and components.
- Provide Southeast Community College-Milford Campus with essential training materials, including audio visuals, booklets, shop manuals, and necessary mock-ups.
- Oversee student recruitment and selection process.
- Monitor all phases of the program to assure success.

Student

- Obtain GM dealer sponsor.
- Provide sponsoring employer (General Motors Dealership or AC Delco TSS Service Center) with responsible and productive employment.
- Participate in all learning activities at scheduled times.
- Attain a minimum grade of 2.0 in each prerequisite program course to continue.
- Maintain attendance standards.
- Be responsible for program cost: tuition, fees, books, tools, housing, etc.
- Wear work uniforms and safety glasses during campus and dealership training.
- Maintain good driving record.
- While on Coop, the student is to maintain:

Weekly Work Reports
GM Center of Learning WBTs and videos
Task Lists

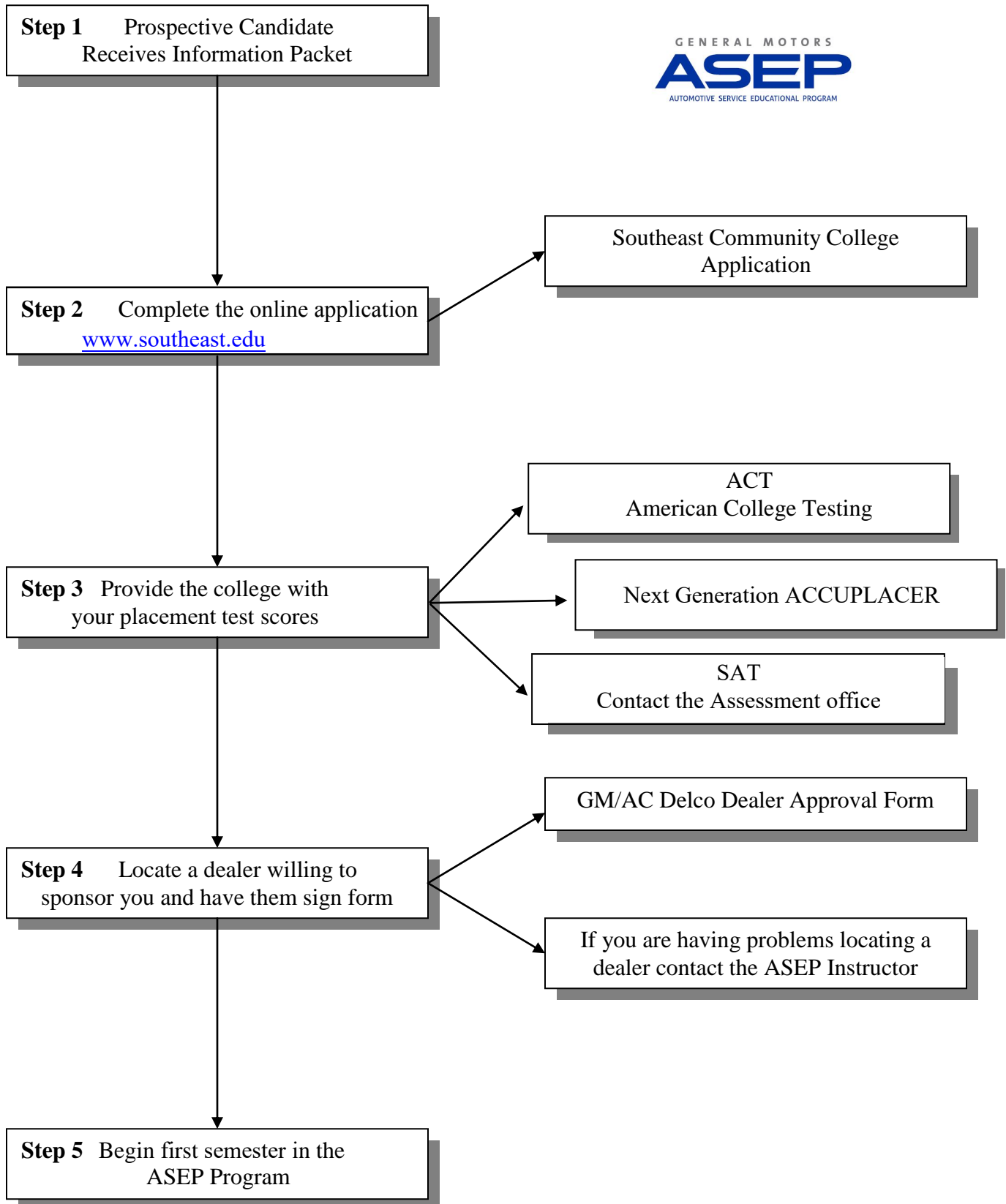
If the student's employment is terminated for reasons beyond the student's control (such as lack of work) the student may be allowed to seek a different sponsoring dealership. If the student's employment is terminated for failure to follow the dealership's policies (such as attendance, cleanliness, honesty) or the student is deemed less than competent to perform required tasks, the student will not be allowed to continue in the program.

**GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS
AUTOMOTIVE SERVICE EDUCATION PROGRAM (ASEP)**

STUDENT APPLICATION PROCEDURE

- STEP 1: ASEP APPLICATION PACKET:** Individuals interested in enrolling in the GM ASEP program should acquire a GM ASEP Application Packet which includes: a Southeast Community College-Apply Online Instructions and a GM ASEP Program Dealer Approval Form. This packet can be obtained through the Admissions/Student Services Office of Southeast Community College. (Of course, if you are reading this, you have completed this step!)
- STEP 2: APPLY ONLINE AND SUBMIT 1 FORM:** The student should then complete an online Application for Admission and the GM ASEP Program Candidate Application form to the Admissions/Students Services Office. <https://www.southeast.edu/applynow/>
- STEP 3: PLACEMENT TESTS.** All prospective students must successfully complete a placement test (Next Generation ACCUPLACER, ACT or SAT TEST. To schedule a time to take the Next Generation ACCUPLACER test, please contact the Assessment office-(402) 761-8202 or (800) 933-7223, Ext. 8202).
- STEP 4: DEALER SPONSORSHIP:** Prospective students who have achieved satisfactory test scores should proceed to securing sponsorship at a GM Dealership or AC Delco TSS Service Center. A GM Dealership locator can be found at www.mycertifiedservice.com. An AC Delco TSS Service Center locator can be found at www.acdelco.com. The prospective sponsor will conduct an interview based on the Dealer Approval Form. If sponsorship is approved, the Dealer Approval Form is to be completed by the dealership representative and submitted by the student to the Admissions/Student Services Office. Students experiencing difficulty in locating a sponsor may contact the College ASEP Coordinator. (See Contact Persons in the table of contents.)
- STEP 5: FINAL ACCEPTANCE AND SCC REGISTRATION:** Students will receive correspondence from the Admissions/Student Service Office as they proceed through the application process. Once the prospective student has successfully completed the above steps for enrollment, the student will receive a letter of acceptance is ready to begin classes in the GM ASEP Program. The start date for the GM ASEP program is August (Fall) of every year.

ASEP Candidate Procedure Flow Chart



Automotive Technology - Ford - General Motors - Required Basic Tool List

The following tool list includes the basic tools a student will be required to have to successfully complete the automotive programs. The student should discuss with their advisor the timeline for purchasing specific tools and suggested optional tools.

The College does not recommend, nor endorse, any specific brand of tools. The student should give careful consideration when selecting tools he/she will use in their career.

1ST SEMESTER REQUIRED - FIRST DAY OF SECOND WEEK

- Fluke *87 or 88 Multimeter (*87 required for GM-ASEP)
- 12v bulb - test light
- Wire crimper/cutter/stripper
- Battery Terminal cleaner
- Terminal Removal Tool
- Ear protection
- Pen/flashlight
- Tire pressure inflater
- Tire psi gauge
- Valve core tool
- Rubber tip air nozzle
- Antifreeze tester
- Pick set (4 piece)
- Magnetic pick up tool
- Inspection mirror
- Pocket Screwdriver
- Punch and Thread Kit (alum. Block)
- Tool bag
- Jumper wire set
- Safety glasses (min. Z87 rated)
- Program Uniform Shirts
 - AUTO - 3 minimum
 - Dealer programs (Ford, GM, Mopar) will have apparel provided by the Dealer

2ND SEMESTER REQUIRED - FIRST DAY OF SECOND SEMESTER

TOOL STORAGE

- Roll-Away - **56" maximum**. NO larger.

1/4" DRIVE

- Socket Set 3/16"-9/16" shallow 6 pt.
- Socket Set 3/16"-9/16" deep 6 pt.
- Socket Set 5-14 mm shallow 6 pt.
- Socket Set 5-14 mm deep 6 pt.
- Extensions (3) 2", 4", 6" or equiv.
- Ratchet
- Drive handle (screwdriver type)
- Universal joint

3/8" DRIVE

- Socket Set 3/8"-3/4" shallow 6 pt.
- Socket Set 3/8"-3/4" deep 6 pt.
- Socket Set 8-19 mm shallow 6 pt.
- Socket Set 8-19 mm deep 6 pt.
- Socket Set Torx T10-T60
- Socket Set Allen/Hex 1/8"-3/8"
- Socket Set Allen/Hex 4-10 mm
- Spark plug sockets 5/8" and 13/16"
- Extensions (5) 1", 3", 6", 12", 36"
- Ratchet, standard
- Ratchet, long flex head
- Speed handle
- Universal joint

1/2" DRIVE

- Socket Set 10-24 mm shallow
- Socket Set 10-24 mm deep Impact
- Sockets, 30, 32, 34 & 36 mm deep impact
- Socket Set, Lug nut
- Extensions (3) 3", 6", 12" or equiv.
- Ratchet
- Breaker bar, 24" min
- 1/2" Impact universal with lock button
- 1/2" Impact wrench

SCREWDRIVERS

- Standard (5) 1/8", 3/16", 1/4", 5/16", 3/8" w/stubby
- Phillips (4) #1, #2, #3 and #2 stubby
- Tamper Proof Torx Screwdrivers (T10-T30)

PLIERS

- 6" slip joint combination
- 7" Diagonal cut
- 6" Needle nose
- 10"(min) Adjustable Joint
- Vise-Grip (3) 5" curved, 10" curved, 6" long nose
- Fixed tip Snap-ring straight tip .038", .045" & .070"
- Medium Lock ring pliers

PUNCHES/CHISELS/FILES/SAW

- Punch & Chisel Set- including center punch)
- Brass drift 6" min.
- Files (3) 10" flat, 8"round, 6"Tri
- File card
- File handle
- Half round/cape chisel

MEASURING INSTRUMENTS

- Feeler gauges straight (.0015-.025 w/metric equiv)
- Feeler gauges angled (.0015-.025 w/metric equiv)
- 6" steel ruler w/ std. and metric display
- Thread pitch gauges, (2) std. & metric
- Torque wrench, 3/8" drive 15-100 ft/lb or equiv.
- Torque wrench, 1/2" drive 40-250 ft/lb or equiv.
- Caliper, 0-6"
- Tape measure, 12' min.

WRENCHES

- 1/4" - 1 1/4" standard combination 12 pt.
- 6-24 mm standard combination 12 pt.
- Adjustable Wrench, 12"
- Flare Wrench Set 3/8" -11/16"
- Flare Wrench Set 9-18 mm

HAMMER

- Ball Peen, 16 oz.
- Ball Peen, 32 oz.
- Dead Blow, 24-28 oz.

BRAKES TOOLS

- Brake adjusting spoon
- Retaining Spring Tools (2 sizes)
- Brake Spring Tool

MISCELLANEOUS

- Spark plug gapper .025"- .080"
- Spark Tester
- A/C Thermometer
- Lip seal tool
- 12" Hacksaw w/ blades
- Basic AC & Fuel disconnect tools
- Allen Wrenches Metric set 4-12 mm
- Stethoscope
- Pry bar, 24" min.
- 16" rolling head bar
- Fender covers (1pair)
- Wire brush, 10" min.
- Adapters (4) 1/4-3/8, 3/8-1/4, 3/8-1/2, 1/2-3/8
- Gasket scraper
- Oil filter Pliers (slip joint)
- Oil filter band wrenches (2)

RECOMMENDED

- Socket Set 3/8" drive 10mm-19mm flex impact
- Socket Set 3/8" drive Inverted Torx E6-E16
- Socket Set 3/8" drive 10-19mm deep Impact
- Socket Set 1/2" drive 3/8 - 1 1/4 shallow
- Socket Set 1/2" drive 7/16 - 1 1/4 deep Impact
- Socket Set 1/2" drive 10-24mm deep chrome
- Automotive Terminal Test lead kit
- Metric ratcheting wrenches
- 8/10mm brake wrench - for bleeder screws
- 6-19mm combination stubby wrench set
- Assorted trim panel removers
- 3/8" Air or cordless Impact
- 3/8" Air or cordless ratchet
- Hose Clamp Pliers
- Spark plug boot pliers
- Needle nose pliers set long (3)
- Large dead-blow hammer, 36 oz or larger
- Brass Hammer

2023-2024 Resident Estimated Expenses	
Tuition/Fee Rate Per Credit Hour	\$121
Resident Tuition/Fees	\$7,623
Books/Fees/Supplies	\$1,250
Tools	\$6,500
Total: \$15,373	
Non-Resident Tuition/Fee Rate Per Credit Hour	\$142
Non-Resident Tuition/Fees	\$8,946

Rates are per semester and they include:

- * Meals *Breakfast, lunch, supper, and snacks (14 meals served per week/80 meals per semester)*
- *Cable TV
- *Internet access *Needed for Web-Based Training*
- *Parking
- *All Utilities

Prairie Hall *(includes housing and board – cafeteria and residence hall)*

1 living space per student (with shared commons)	\$4,304.00
2 per room-per student	\$4,146.00
Deposit (refundable damage/surety deposit)	\$150.00

Meadow Hall *(includes housing and board – cafeteria and residence hall)*

1 living space per student (with shared commons)	\$4,304.00
2 per room-per student	\$4,146.00
Deposit (refundable damage/surety deposit)	\$150.00

Pioneer Hall *(includes housing and board - cafeteria and residence hall)*

Cafeteria and Apartment (2 per unit - per student)	\$3,636.00
Deposit (refundable damage/surety deposit)	\$150.00

**This is a cost estimate sheet; for actual prices, see Student Affairs Representatives.*

GENERAL MOTORS/SOUTHEAST COMMUNITY COLLEGE-MILFORD CAMPUS



AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)



DEALER APPROVAL FORM

APPLICANT NAME (please print): _____

I am applying for admission to the ASEP partnership program at Southeast Community College. I understand I must successfully complete coursework through Southeast Community College in order to maintain my eligibility for the co-operative requirements at my partnering dealership. I also understand the College must communicate relevant information about my academic progress with my dealership to insure I remain eligible to complete this partnership program.

I hereby grant permission to Southeast Community College to share copies of any transcripts, pre-admissions test results, interview data, college grades, attendance information, academic progress reports and student account statements with my sponsoring dealership and their related corporations or companies.

* Applicant: Please submit this form to the college after the interview.

Student Signature

Date

DEALER INTERVIEW: Discuss the following subjects with the applicant. Satisfy yourself that the applicant meets your standards.

1. EDUCATION & EXPERIENCE: Every applicant will have a unique background. Prior training or experience is not essential for success in ASEP but may be valuable in certain instances.
2. SCHOLASTIC APTITUDE: Review the applicant's potential to complete the academic work required for graduation. This can be determined by interview, testing and consultation with the college or high school.
3. COMMITMENT: ASEP is approximately two years in length. The ASEP student must make an honest commitment to complete all required courses.
4. EMPLOYABILITY: The applicant should be viewed as seeking permanent employment. ASEP will help you train your future technician. Is this person someone you could employ full-time once the required skills are learned?
5. CAREER INTEREST. The applicant should express a strong desire to be a professional automotive technician. Are his/her goals consistent with the dealership's needs for the next few years?

DEALER APPROVAL: I recommend this applicant for the GM Automotive Service Educational Program and agree to provide sponsorship.

Dealer/Authorized Representative (please print)

Title

Dealership

Telephone

Dealership Address

City/State

Zip

Date

Dealer/Authorized Representative Signature

Dealer/Authorized Representative Email

.....
APPLICANT NOT RECOMMENDED FOR SPONSORSHIP

Dealer/Authorized Representative Signature

Date



Send to:
ADMISSIONS OFFICE
SOUTHEAST COMMUNITY COLLEGE
MILFORD CAMPUS
600 STATE STREET
MILFORD, NE 68405-8498

-
- Approved for entry into ASEP at Southeast Community College-Milford Campus
 - Alternate (will be notified if space in class becomes available)
 - Not accepted _____
 - Applicant and sponsoring dealer have been notified of the applicant's status.

FOR COLLEGE USE ONLY

Student Notified
GMTC Notified
