METROPOLITAN COMMUNITY COLLEGE
LONGVIEW | AUTOMOTIVE INSTITUTE

Automotive Technology, Collision Repair Emphasis

2026-27 Program Handbook

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Automotive Technology, Collision Repair Student Handbook

1. Introduction and Program Overview

1.1 Message from the Program Director

Welcome to MCC's Automotive Collision Repair program. Our program is committed to preparing you for a high-demand, high-skill future in the automotive industry through hands-on training, expert instruction, and a supportive learning environment.

Our testing equipment is state-of-the-art. Our facility is bright, spacious and stocked with tools, equipment and components. We keep a fleet of more than 40 late-model cars for students to train on. Our reputation is solid: area employers know and respect our program. They come to us for the best entry-level technicians.

1.2 Purpose of the Handbook

This handbook is your main resource for program guidelines, expectations, resources, and contacts, guiding you from admission to graduation.

1.3 Program Accreditation Information

MCC's Automotive Collision Repair program is based on I-CAR, which is the industry standard for collision repair. This ensures your education is directly in line with what shops are looking for in technicians.

1.4 Description of the Program and Areas of Study

The program offers A.A.S. degrees and certificates. You will gain experience in non-structural repair, painting/refinishing, structural repair, estimating, and welding through classroom and hands-on lab courses.

1.5 Program Learning Outcomes

1. Use critical thinking skills to develop proper strategies to repair all a wide range of collision repairs and determine if those repairs were successful using appropriate tools, programs, testing equipment, and measuring equipment.

2. Demonstrate the ability to locate and utilize technical information to accurately and proficiently perform vehicle repairs in accordance with collision repair industry standards.

3. Locate and abide by all OSHA, EPA and Right-to-Know laws and elaborate how these laws protect employees and the environment.

4. Strategize professional growth in the collision repair industry by creating effective job seeking skills, understanding employer expectations and ethical work practice, and successfully securing and maintaining I-CAR certifications.

1.6 Career Pathways

Graduates of the Automotive Collision Repair program are prepared for careers in the following areas:

- Disassembly/Reassembly Technician
- Body/Metal Technician
- Painter
- Estimator

Opportunities exist in independent collision repair shops, multi-shop organizations, dealerships, corporate shops, manufacturing, and related fields, with potential for entrepreneurship in mobile repair services.

2. Admission and Enrollment

2.1 Program Eligibility Requirements

Students must meet MCC's general admission criteria.

- 6.10013 DP Transfer Credit
- 6.10014 DP Academic Forgiveness
- 6.10015 DP Credit for Prior Learning

2.2 Program Application Process

To apply:

1. Submit an online application to MCC via the Admissions portal at mcckc.edu/apply.
2. Provide official high school/GED transcripts.
3. Complete placement testing (if required) in math, English, and reading.
4. Meet with an academic advisor to discuss program fit and create an education plan.
5. Deadlines: Fall semester applications due by August 1; Spring by January 1. Early application is encouraged due to limited lab space.

There is no additional application process required to be a student in the Automotive Technology program—Collision Repair Emphasis.

3. Faculty and Staff Directory and other Key Offices

3.1 Instructor Contact Information, Office Hours, and Availability

Ian Higgs, Automotive Collision Repair Coordinator, ian.higgs@mcckc.edu, see syllabus for office hours and availability.

3.2 Staff Contact Information

Gail Gibson, Automotive Administrative Coordinator gail.gibson@mcckc.edu, 816-604-2054

Debbie Beard, Automotive Academic Advisor, Debbie.beard@mcckc.edu

3.3 Contact Information for Key Offices

- Registrar's Office: registrar@mcckc.edu, (816) 604-2400
- Financial Aid Office: financialaid@mcckc.edu, (816) 604-1110
- Career Services: careerservices@mcckc.edu, (816) 604-2220
- Disability Support Services: Keith.Kaster@mcckc.edu, (816) 604-2204

4. Student Support Services

4.1 Advising

For Automotive specific Advising please contact Debbie Beard. Debbie.Beard@mcckc.edu.

4.2 Career Services

MCC's Career Services offices provide a network to students and alumni to provide personalized assistance and successful partnerships.

Please contact Kacey Breitbach, Career Services Coordinator at kasey.breitbach@mcckc.edu, (816) 604-2380.

4.3 Counseling Services

MCC Counseling Services is available to discuss success strategies and personal concerns. Counseling Services are free to MCC students. Call (816) 604-1000 to schedule an appointment. Students can also receive free mental health support at any time through Wolf Wellness.

4.4 Tutoring and Academic Support

Learning resources are available to students at the Longview campus at the Learning Center, which includes a writing lab, a math lab, and individual tutoring. Contact lv.learningcenter@mcckc.edu for more information.

- 7.40020 DR Academic Intervention

4.5 Financial Aid and Scholarship Opportunities

MCC uses Scholarship Universe as a platform for students to search for and apply for thousands of scholarship opportunities. Look for a link to Scholarship Universe on your Canvas Home Page.

- 7.25020 BP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25020 DP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25050 DP Satisfactory Academic Progress of Veterans Benefits Recipients
- 7.30000 BP Student Financial Aid

5. Academic Policies and Expectations

5.1 Academic Integrity and Code of Conduct

Students are expected to follow the MCC Student Code of Conduct in behavior and in academic integrity. Instructors will include instructions about how students can use artificial intelligence and other learning aids in individual classes.

The program prohibits all forms of academic dishonesty, including:

1. Plagiarism – the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors of both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

If objective evidence exists indicating that a student has practiced academic dishonesty, the following may occur:

1. If objective evidence for academic dishonesty exists, the instructor may require the paper, assignment or examination be repeated; lower the grade for this work; assign a grade of F to this work or assign a grade of F for the course.
2. The instructor will notify the student of a meeting to discuss the alleged academic dishonesty, the proposed penalty and that failure to respond to this notification will make the instructor's decision final.
3. If a grade of F is assigned for the course, the instructor will notify the dean responsible for instructional services and the division chair, in writing, within two (2) business days after the scheduled meeting with the student.

4. If, in the opinion of the instructor, the alleged academic dishonesty supports disciplinary options, other than a grade of F, the instructor will report the incident to the dean responsible for instructional services within five (5) business days after the meeting with the student. The dean of instruction will ensure that the dean of students is notified of the instructor's concerns.
5. More information can be found through the [MCC Student Code of Conduct](#)

More information can be found:

- [6.10010 BP Academic Standards](#)
- [6.10011 DP Grading Standards, Coursework and Final Examination](#)
- [6.10012 DP Grade Change](#)
- [6.10014 DP Academic Forgiveness](#)
- [7.20000 BP Student Rights and Responsibilities](#)
- [7.35010 BP Code of Student Conduct](#)
- [7.35010 DP Code of Student Conduct](#)
- [7.40010 BP Freedom Due Process and Disciplinary Action](#)

5.2 AI Usage

Individual instructors may have different policies about how artificial intelligence is to be used in their classes. Seek out information in the syllabus.

- Policy in process

5.3 Student Attendance and Participation Expectations

Students are responsible for attending classes as required by their instructors and are responsible for officially withdrawing from classes. MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. An instructor may choose to enforce a stricter attendance policy. If so, you will be notified of this policy by the instructor at the beginning of the semester. An instructor may grant an exception to this policy after holding a conference with a student.

Individual instructors may have more strict attendance and participation policies. Look for this information in each course syllabus.

- [6.10017 DP Withdrawal and Audit Enrollment Status](#)
- [7.30050 DP Medical Discretionary Withdrawal](#)
- [7.35020 DR Student Attendance](#)

5.4 Student Complaint and Grievance Procedures

All instructional complaints should be first addressed directly with the instructor. If the issue is not resolved, the next stage is to contact the Division Chair. The Division Chair for the Automotive Technology Program is Dr. Melissa Eaton. and can be contacted at Melissa.Eaton@mcckc.edu, (816) 604-2310. If the Division Chair is unable to resolve a complaint, the student may submit a written request for Dean's review to the Dean of Instructional Services, Dr. Sheryl Farnan.

- 7.20300 DR Student Complaints
- 7.20300 OP Student Complaints
- 7.20400 DR Student Rights and Privacy
- 7.20400 OP Student Rights and Privacy
- 7.40030 BP Status of Suspended or Expelled Student

5.5 Grading Policies and Standards

Grading standards and policies are unique to each course and instructor. Please check the syllabus.

- 6.10012 DP Grade Change

5.6 Non-Discrimination and Accessibility Policies

MCC, in keeping with the requirements of Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, ancestry, national origin, or disability. The district actively follows a policy of nondiscrimination in the aforementioned areas in regard to all employment and retention of students.

Federal and State Law, as well as MCC's Board of Trustee policy, prohibit sexual harassment. If you feel you, as a student, have been subjected to sexual harassment or to any of the above-mentioned forms of discrimination, contact the Dean of Student Development at your campus for further information.

For more information visit Office of Civil Rights.

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of my class, please contact the campus Disability Support Services (DSS) Coordinator at your campus. The DSS Coordinator will work with you to determine what disability documentation/information is needed to provide accommodation. Accommodation is determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. More information is available at Disability Support Services.

- 7.30020 BP Non-Discrimination

- [7.30030 BP Non-Discrimination and Harassment Student](#)
- [7.30030 DP Non-Discrimination and Harassment Student](#)
- [7.30035 BP Sex Discrimination and Sexual Harassment Student](#)
- [7.30035 DP Sex Discrimination and Sexual Harassment Student](#)
- [7.20100 DR Disability Support Services](#)
- [7.20100 OP Disability Support Services](#)
- [7.20200 DR Service Animals and Emotional Support Animals](#)
- [7.20200 OP Service Animals and Emotional Support Animals](#)

6. Curriculum and Course Descriptions

6.1 Program and Course Requirements and Credit Hours

Please see the current degree and certificate programs on the MCC website.

- The Automotive Technology – Collision Repair emphasis Associate of Applied Science degree is a 64-70 credit hour degree.

- The Collision Repair Certificate Non-Structural program is 18 credit hours.

- The Collision Repair Certificate Refinishing program is 18 credit hours.

6.2 Pre-requisite Courses

There is no pre-requisite courses required before starting in the Automotive Collision Repair program.

6.3 Required Core Courses

CLSN 100: Non-Structural Analysis & Damage Repair I. This course will introduce the basic concepts of the repair of non-structural components of a vehicle following an accident. Students will learn the procedures to remove and install exterior and interior components, proper labeling and organization of parts, alignment and gapping of panels, analysis of lightly damaged panels, hammer and dolly techniques, shrinking stretched metal, application of body filler, proper sanding techniques, and the use of primer.

CLSN 110: Automotive Refinishing I. This introductory course for automotive refinishing will cover the concepts and processes involved with painting as it pertains to collision repair. Students will learn personal and environmental safety processes involved with automotive refinishing materials, repair of minor surface imperfections, sanding and scuffing in preparation for refinishing, masking of panels and vehicles to prevent overspray, spray gun operation and techniques, mixing and usage of solvent-based refinishing materials, application of solvent-based basecoat and clearcoat, defect identification and correction, and polishing.

CLSN 120: Automotive Welding. In this course, students will learn how to safely setup, operate, and maintain a welder, as well as understand the equipment and practices necessary for personal safety in automotive welding. Students will learn and utilize the proper techniques for welding metal in modern automobiles including STRSW and GMAW (MIG). Upon completion of the course, students will have the

ability to safely perform, test, and inspect their welds for quality that meets the standards in today's collision repair industry.

CLSN 200: Non-Structural Analysis & Damage Repair II. This course will cover the advanced concepts and processes of non-structural collision repair. Students will learn how to remove and replace welded exterior body panels, repair large, damaged areas, repair panels with complex curves and body lines, identify and repair a variety of plastics using a nitrogen welder, learn and utilize basic concepts of paintless dent removal, and understand considerations for aluminum repair.

CLSN 210: Automotive Refinishing II. This advanced course for automotive refinishing will cover concepts and processes involved with painting as it pertains to collision repair. Students will learn personal and environmental safety processes involved with automotive refinishing materials, repair of minor surface imperfections, sanding and scuffing in preparation for refinishing, masking of panels and vehicles to prevent overspray, spray gun operation and techniques, mixing and usage of water-based refinishing materials, application of basecoat and clearcoat, blending, multi-stage refinishing processes, defect identification and correction, and polishing.

CLSN 230: Structural Analysis & Damage Repair. This course will introduce the basic concepts of automotive structural repair following a collision. Students will be trained on the fundamental operation of a frame machine including set up and clamping of unibody and full frame vehicles, software operation, measurement of a vehicle, analysis of data collected from measurements, how to pull a vehicle back into specification, and replacement of parts that are unrepairable.

CLSN 260: Estimating & Shop Management. This course will cover all aspects of automotive collision estimate writing. Students will understand how to analyze a vehicle for damage following an accident, determine the necessary repair process, determine repair vs replace considerations, learn how to navigate and operate industry leading estimating software, complete a thorough estimate, write a supplement, and map out the repairs through the blueprinting process.

AUTO117: Automotive Maintenance and Light Repair. This is an introductory course designed to provide the student with fundamentals of operation, service, maintenance and light repair of modern automobiles. Students will learn basic automotive shop safety, tool and equipment use, basic engine, cooling system, brake, steering, suspension, serpentine belt and electrical system maintenance.

AUTO 166: Automotive Electrical Systems. This course incorporates a study of the theory, construction, and repair of modern automotive electrical systems. Operational theory, testing and repair of batteries, charging systems, starting systems, lighting systems, wiring and accessories will be stressed. Practice in the use of test equipment to diagnose vehicle electrical systems will be covered in detail.

6.4 Elective Options

None.

7. Work-Based Learning Requirements

7.1 Work-Based Learning (i.e., Internships, Clinical Experiences, Apprenticeships, Co-op Programs)

This program does not have a work-based learning component.

7.2 Eligibility and Application Process

Not Applicable.

7.3 Expectations and Responsibilities of Students

Not applicable.

7.4 Evaluation Process of Work-Based Learning Sites

Not applicable.

8. Industry Specific Expectations

8.1 Rules and Ethics

Each course and instructor will have dress code and safety equipment requirements outlined in the syllabus.

8.2 HIPAA Confidentiality

Not applicable.

8.4 Legal Standards

Not applicable.

8.5 Professional Standards

Each course and instructor will have dress code and safety equipment requirements outlined in the syllabus.

9. Facilities, Equipment, and Safety Guidelines

9.1 Lab and Classroom Expectations

See the syllabus for lab and classroom expectations.

9.2 Equipment Usage and Maintenance

Not applicable.

9.3 Safety Policies and Emergency Procedures

Not applicable.

10. Industry Certifications and Licensure

10.1 Available Certifications through the Program

Not applicable.

10.2 State and National Licensing Requirements

Not applicable.

10.3 Certification Exam Preparation Resources

Not applicable.

11. Graduation and Program Completion Requirements

11.1 Graduation Checklist

Not applicable.

11.2 Capstone Projects or Final Assessments

Not applicable.

12. Appendix & Additional Resources

12.1 Forms and Templates

Not applicable.

12.2 Academic Calendars

Students are encouraged to review important add, drop or withdraw dates in the Academic Calendar.

12.3 Frequently Asked Questions (FAQs)

Not applicable.

12.4 Note Pages