



**July 1, 2014 - June 30, 2015**

**STUDENT HANDBOOK  
WELDING PROGRAMS**



## Table of Contents

<b>Introduction</b>	<b>Page #</b>
Welcome letter .....	5
Mission Statement.....	6
Vision Statement.....	6
Institutional Philosophy .....	6
Philosophy of Welding Programs .....	6
Accreditation.....	6
Civil Rights Compliance.....	7
 <b>Admissions</b>	
Introduction.....	7
Program Mission Statement.....	7
Program Objectives.....	7-8
Program Costs.....	9
Welding Admissions Procedures .....	10
Welding Admissions Requirements.....	10
 <b>Academic</b>	
Program Calendar .....	11
Step Program.....	11
Early Exit Program .....	11
Class schedules .....	11
Program orientation .....	12
Program Scheduling.....	12
Welding Course Information .....	12-14
Transfer Credits .....	15
Grading .....	15
Make-up Work .....	15
Welding Academic Probation.....	15
Academic Appeals .....	16
Dress Code.....	16
Graduation Requirements .....	16
Certification of Completion.....	16
Exams for Completed Programs .....	16
Academic Honesty .....	16
Test Taking Policy .....	17
Falsification of Documents .....	17
 <b>Administration</b>	
Financial Assistance.....	17
Career Development .....	17
Employment Policy.....	17
Campus Safety .....	18
Student Housing.....	18
Student Guidance .....	18
Confidentiality .....	18
Request for Information.....	18

Students with Disabilities .....	18
Health Status .....	19
Pregnancy .....	19
HIV/HBV .....	19
Annual Health Requirements .....	19
Criminal Background Check.....	20
Reporting of Subsequent Arrests .....	20
Student Insurance.....	20
Liability Insurance .....	20
<b>Rules and Regulations</b>	
Drug and Alcohol Policy .....	20
Search and Seizure .....	21-22
Personal Searches .....	21
Locker Searches .....	21
Automotive Searches.....	22
Computer Searches .....	22
Seizure of Illegal Material .....	22
Notification of Changes .....	22
Violence in the Work Place .....	22
Firearms .....	22
Conduct.....	23
Suspension/Dismissal .....	23
Re-Entrance.....	24
Student Parking.....	24
Student Breaks .....	24
Cell Phone Policy.....	24-25
Smoking .....	25
Attendance Policy .....	25
Tardiness Policy.....	25
Withdrawals .....	26
Code of Ethics.....	26
Grievance/Complaints/Appeals .....	26-27
Media Services.....	27
Reference Library .....	27
<b>Attachments</b>	
Attachment 1 – Welding Program Curricula and Course Descriptions .....	28-33
Attachment 2 – Acknowledgement and Signature Page.....	35-36

Reviewed & Approved by: Director of Compass Career College



**Dear Compass Colleague,**

**Welcome to Compass Career College! We would like to extend a warm greeting as you begin your educational journey.**

**I have an open door policy, even if the door is closed it's open to you. If I can be of assistance to you during your enrollment and beyond, please feel free to stop by my office. Compass Career College personnel make every effort to maintain an open door policy for all our students and graduates.**

**Welcome aboard and full speed ahead as you prepare for a great experience today and for a lifetime.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "P. Moore", written over a horizontal line.

**Phillip R. Moore  
Director**

**42353 Deluxe Plaza Ste. 16 · Hammond, LA 70403  
Phone (985) 419-2050 · Fax (985) 419-2040**

### **Mission Statement**

The mission of Compass Career College is to meet the needs of the South Louisiana's community and its citizens by providing a positive environment for students' growth and development in their vocational training. Compass Career College is dedicated to providing an atmosphere of encouragement and development of moral and ethical values to prepare each student for entry into the workforce.

### **Vision Statement**

The vision of Compass Career College is to set the standard of excellence in South Louisiana for occupational education.

### **Institutional Philosophy**

Compass Career College, founded in 1997, as an open-admission; state approved proprietary school of vocational learning. The mission of Compass Career College is to meet the needs of Southeast Louisiana citizens by providing vocational education/career training for the Florida Parishes. Compass Career College offers a positive environment for student growth, development, and provides an atmosphere that encourages moral and ethical values. Compass Career College is dedicated to providing the highest quality career training to all enrolled students, and to prepare each student for entry-level positions in the work force.

### **Philosophy of the Welding Programs**

Welding is a high-tech industry that can take you places all over the world. From ladders to aircraft carriers, from NASCAR to national defense, and from the laboratory to sales and repair, the varied welding industry impacts virtually every industry. Technology is creating more uses for welding in the workplace. New ways are being developed to bond dissimilar materials and non-metallic materials, such as plastics, composites, and new alloys. Also, advances in laser beam and electron beam welding, new fluxes, and other new technologies and techniques all point to an increasing need for highly trained and skilled workers. Compass Career College's four level welding curriculum provides students with an understanding of the various processes and techniques of welding in accordance with the guidelines established by the American Welding Society (AWS) while preparing them for AWS certification examinations and entry into the workforce.

The program complements the overall mission of Compass Career College by educating students to become welders who will remain in the area as productive working citizens and directly contribute to the betterment and economic growth of the community.

### **Accreditation**

Compass Career College is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Board of Regents and the Louisiana Proprietary Schools Advisory Commission. Compass Career College is Nationally Accredited by the Council on Occupational Education.

## **Civil Rights Compliance**

Compass Career College does not discriminate against applicants, students, and/or employees on the basis of disability, including HIV. All applicants, students, and/or employees with disabilities, including HIV, have an equal opportunity to participate in or benefit from the goods, services, facilities, privileges, advantages, or accommodations provided by the College.

It is the policy of Compass Career College not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Louisiana Executive Order 13; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

## **Introduction**

The "Student Handbook for Welding Programs" provides the student with an accurate description of the policies for the Welding programs. This handbook is to be used in conjunction with the current school catalog.

## **Program Mission Statement**

Compass Career College's four level welding curriculum provides students with an understanding of the various processes and techniques of welding in accordance with the guidelines established by the American Welding Society (AWS) while preparing them for AWS certification examinations and entry into the workforce. The mission of the Welding program is to educate students to become welders who will become productive working citizens and directly contribute to the betterment and economic growth of their community.

## **Program Objectives**

Compass Career College's Welding program provides instruction on the various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting.

Welding is a specialized skill that offers career opportunities in: welding shops, manufacturing of metal goods, construction, pipe welding, plant maintenance, shipbuilding, and many others. The Welding program has been divided into the following technical competency levels to meet the individual career goals of its students:

**Basic Welding**

This program is designed to prepare students for industry employment and/or certification as an entry level welder. Students will be instructed on industry safety standards, oxyfuel cutting, plasma arc cutting, air carbon arc cutting and gouging, base metal preparation, weld quality, joint fit-up and alignment, and shielded metal arc welding (SMAW - bead, fillet, groove with backing, and open v-groove).

**Welding Technician**

This program is designed to prepare students for industry employment and/or certification as an advanced level welder. Students will be instructed on welding symbols, reading welding detail drawings, physical characteristics and properties of metals, pre and post heating of metals, gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW).

**Pipe Technician**

This program is designed to prepare students for industry employment and/or certification as an expert level welder. Students will receive advanced instruction on SMAW open root and stainless steel groove welds, GMAW and FCAW pipe welds, and GTAW carbon steel, low alloy, and stainless steel pipe.

**Aluminum Technician**

This program is designed to prepare students for industry employment and/or certification in specific advanced areas of welding. Students will receive instruction on GMAW aluminum plate and pipe, and GTAW aluminum plate and pipe.

**Welding Specialist**

This is a comprehensive program that will provide the training of Welding Technician, Pipe Technician, and Aluminum Technician.

## Program Costs

### Basic Welding

Tuition	\$5,665	
Background check	\$25	
Identification Badge	\$20	
Safety & Equipment Kit	\$157	est.
Required Texts	\$244	
<u>Lab Fees</u>	<u>\$575</u>	
<b>Total Contract Price</b>	<b>\$6,686</b>	
Additional Cost:		
Registration Fee	\$100	
Supply Fee	\$400	

### Pipe Technician

Tuition	\$14,663	
Background check	\$25	
Identification Badge	\$20	
Safety & Equipment Kit	\$157	est.
Required Texts	\$536	
<u>Lab Fees</u>	<u>\$575</u>	
<b>Total Contract Price</b>	<b>\$15,976</b>	
Additional Cost:		
Registration Fee	\$100	
Supply Fee	\$400	

### Welding Technician

Tuition	\$8,331	
Background check	\$25	
Identification Badge	\$20	
Safety & Equipment Kit	\$157	est.
Required Texts	\$390	
<u>Lab Fees</u>	<u>\$575</u>	
<b>Total Contract Price</b>	<b>\$9,498</b>	
Additional Cost:		
Registration Fee	\$100	
Supply Fee	\$400	

### Aluminum Technician

Tuition	\$10,997	
Background check	\$25	
Identification Badge	\$20	
Safety & Equipment Kit	\$157	est.
Required Texts	\$490	
<u>Lab Fees</u>	<u>\$575</u>	
<b>Total Contract Price</b>	<b>\$12,264</b>	
Additional Cost:		
Registration Fee	\$100	
Supply Fee	\$400	

### Welding Specialist

Tuition	\$17,329	
Background check	\$25	
Identification Badge	\$20	
Safety & Equipment Kit	\$157	est.
Required Texts	\$636	
<u>Lab Fees</u>	<u>\$575</u>	
<b>Total Contract Price</b>	<b>\$18,742</b>	
Additional Cost:		
Registration Fee	\$100	
Supply Fee	\$400	

NOTE: Contract prices are estimated. Prices of required text are determined by various publishers and subject to change. Prices of items in Safety & Equipment Kit are determined by various suppliers and subject to change. National exam fees are forfeited if exam not attempted. Only one exam fee is covered under the contract price.

### Admission Procedures for Welding

- 1). Submit an application for admission and a \$30 application fee.
- 2). Submit copy of valid photo I.D. (i.e., driver's license, passport, military ID, or state issued ID) and social security card.
- 3). Submit copy of high school diploma or GED.
- 4). Submit an official copy of any academic transcripts to be evaluated for credit.
- 5). Submit a copy of any current certifications earned. CPR certification for Health Care Providers must be approved by the American Heart Association; this certification is offered at Compass Career College.
- 6). Submit ACT scores or take the Wonderlic WBST admission test. (Test fees for up to three attempts are covered by the application fee)
  - Wonderlic: A minimum score of a 10<sup>th</sup> grade level is required
  - ACT: subscore requirements are Reading – 13; Math – 14; Language - 13
- 7). Fill out the FAFSA if interested in applying for Title IV federal financial assistance.
- 8). Make financial arrangements – Apply for funding from the various sources available through Compass Career College if student qualifies
- 9). If Title IV student loans are requested, entrance counseling and master promissory note must be completed.
- 10). Submit TB skin test, proof of 2 MMR, and a tetanus within 10 years or sign the immunization waiver prior to admission.
- 11). Pass the required criminal background screening.

### Admission Requirements for Welding

#### **Basic Welding**

High school diploma or GED required

Wonderlic score of 10<sup>th</sup> grade level.

NOTE: CCC will accept ACT scores that meet the minimum requirements for Welding programs ACT subscores of Reading – 13; Math – 14; English – 13.

Pass the required criminal background screening

#### **Welding Technician**

High school diploma or GED required

Wonderlic score of 10<sup>th</sup> grade level.

NOTE: CCC will accept ACT scores that meet the minimum requirements for Welding programs ACT subscores of Reading – 13; Math – 14; English – 13.

Pass the required criminal background screening  
Successful completion of Basic Welding training or evidence of equivalent certification.

#### **Pipe Technician**

Same requirements of Basic Welding AND Successful completion of Welding Technician training or evidence of equivalent certification.

#### **Aluminum Technician**

Same requirements of Basic Welding AND Successful completion of Welding Technician training or evidence of equivalent certification.

#### **Welding Specialist**

High school diploma or GED required

Wonderlic score of 10<sup>th</sup> grade level.

NOTE: CCC will accept ACT scores that meet the minimum requirements for Welding programs ACT subscores of Reading – 13; Math – 14; English – 13.

Pass the required criminal background screening

## Welding Calendar

Scheduled classes may change due to unforeseen circumstances (example-hurricanes). Changes in Compass Career College's class schedule include, but are not limited to recommended closures by area officials in the interest of public safety and extended class times due to holidays. Please note, all programs are clock hour based. If a holiday falls on a scheduled class day, the clock hours must be made up either through an additional class day or extended class times. The administration of Compass Career College will strive to provide students as much notice as possible. The following is a list of scheduled holidays for 2011-2012:

### 2014

Jan. 1-2 New Year's Holiday  
 Jan. 20 – Martin Luther King Day  
 March 3-4 – Mardi Gras  
 May 26 – Memorial Day  
 TBD – Independence Day  
 Sept. 1 – Labor Day  
 Nov. 27-28 – Thanksgiving  
 Dec. 24-25 – Christmas/New Year's

### 2015

Jan. 1-2 New Year's Holiday  
 Jan. 19 – Martin Luther King Day  
 Feb. 16-17 – Mardi Gras  
 May 25 – Memorial Day  
 TBD – Independence Day  
 TBD – Labor Day  
 TBD – Thanksgiving  
 TBD – Christmas/New Year's

*\*Holidays that are not listed fell on a Friday, Saturday or Sunday when class is not scheduled.\**

### Step Program

A student who has completed a portion of training and wishes to continue into another curriculum may do so by requesting it in writing. The student will then be responsible for the new course tuition and fees. Students who are currently enrolled will not have to pay the registration fee. However, if they are not actively enrolled, they must re-register and pay the required registration fee. Tuition will be credited at the current hourly rate for all completed course work. Students will not be charged a uniform/ID fee if they have the required uniform and ID.

### Early Exit Program

Some courses may be exited from early with credits given toward a course of lesser hours. (i.e., students enrolled in a Level I-III – Expert Welder program may exit early from the curriculum with a certificate of completion of Level I – Entry Welder if they have met the required credits). Students who wish to do this will need to meet with the Program Coordinator to ascertain if they meet those requirements.

### Class Day Schedule and Student Class Times

Classes are scheduled on Monday, Tuesday, Wednesday, and Thursday. All classes are 8:00 – 4:00.

\*\*Note –The College reserves the right to change the schedule as deemed necessary by the administration.

8:00a.m. to 8:50 a.m.	Class	12:00p.m. to 1:00 p.m.	Lunch
8:50a.m. to 9:00 a.m.	Break	1:00 p.m. to 2:30 p.m.	Class
9:00a.m. to 9:50 a.m.	Class	2:30 p.m. to 2:40 p.m.	Break
9:50a.m. to 10:00 a.m.	Break	2:40 p.m. to 4:00 p.m.	Class
10:00a.m.-10:50 a.m.	Class	4:00 pm	Dismissal
10:50 a.m.-11:00 p.m.	Break		
11:00 am – 12:00 p.m.	Class		

## Welding Orientation

The students will be informed during orientation of the school policies and procedures. The students will be given a copy of the Welding Student Handbook during orientation. The student is required to sign a receipt and acknowledgement form upon completion of orientation.

## Welding Program Scheduling

Classroom/lab time typically occurs four days a week for approximately seven hours a day. In order to maximize the student's learning there are times when course requirements may necessitate irregular scheduling, adjustments in section assignments, or changes in placement for extern experience. Students will be informed of any changes as promptly as possible.

## Welding Courses

The length of each course is noted at the top of each curriculum outline. The lengths are the approximate time required to complete the course. Factors that may affect course length include holiday schedules and cancellation of a class by Compass Career College. Compass Career College reserves the right to cancel courses that have failed to meet minimum student enrollment or as necessary.

### **Basic Welder**

Students have the ability to:

- Identify common hazards in welding.
- Explain and Identify proper personal protection equipment/procedures used in welding.
- Describe how to avoid welding fumes.
- Identify and explain uses for MSDS.
- Explain safety techniques for storing and handling cylinders.
- Explain how to avoid electrical shocks when welding.
- Explain proper material handling methods.
- Perform oxyfuel cutting by safely operating a motorized, portable oxyfuel cutting machine.
- Properly use plasma arc cutting equipment to make various types of cuts.
- Properly use air carbon arc cutting (CAC-C) equipment for washing and gouging activities.
- Prepare materials and select proper joint design based on welding procedure specifications (WPS) or instructor directions.
- Perform visual inspection of fillet welds and identify weld imperfections and their causes.
- Set up and use shielded metal arc welding (SMAW) equipment to perform stringer, weave, and overlapping beads with E6010 and E7018 Electrodes.
- Utilize job code specifications to inspect joint fit-up and alignment.
- Make groove welds with backing in the 1G, 2G, 3G, and 4G positions using E7018 electrodes.
- Make welds on pads and open-root V-groove welds in the 1G, 2G, 3G, and 4G positions using E 6010 and E7018 electrodes.

## **Welding Technician**

Student has the ability to:

- Perform all tasks in the Basic Welder curriculum.
- Identify and interpret welding symbols on detail drawings and welding procedure specifications (WPS).
- Identify and explain physical characteristics, mechanical properties, and metallurgical considerations for welding materials.
- Explain process and safely demonstrate proficiency with pre and post heat treatment of metals.
- Explain and safely demonstrate proficiency with gas metal arc and flux cored arc welding (GMAW and FCAW) equipment.
- Correctly perform GMAW and FCAW various welds on carbon steel plate.
- Explain and safely demonstrate proficiency with tungsten arc welding (GTAW) equipment.
- Correctly perform GTAW various welds on carbon steel plate.

## **Pipe Technician**

Student has the ability to:

- Perform all tasks in the Welding Technician curriculum.
- Correctly perform SMAW open root v-groove welds on pipe in the following positions: 1G – rotated, 2G, 5G, and 6G.
- Correctly perform GMAW open root v-groove welds on pipe in the following positions: 1G – rotated, 2G, 5G, and 6G.
- Correctly perform FCAW open root v-groove welds on pipe in the following positions: 1G – rotated, 2G, 5G, and 6G.
- Correctly perform GTAW open root v-groove welds on carbon steel pipe in the following positions: 2G, 5G, and 6G.
- Correctly prepare for and perform GTAW open root v-groove welds with low-alloy and/or stainless steel filler metal on carbon steel pipe in the following positions: 2G, 5G, and 6G.
- Correctly prepare for and perform SMAW open root v-groove welds on stainless steel plate and pipe in the following positions: 1G – rotated, 2G, 5G, and 6G.

## **Aluminum Technician**

Student has the ability to:

- Perform all tasks in the Welding Technician curriculum.
- Identify and explain physical characteristics, mechanical properties, and metallurgical considerations for welding aluminum materials.
- Correctly utilize GMAW equipment to build a pad with stringer and/or weave beads.
- Correctly prepare for and perform GMAW multiple-pass fillet welds on aluminum plate in the following positions: 1F, 2F, 3F, 4F.
- Correctly prepare for and perform GMAW multiple-pass v-groove welds on aluminum plate with backing in the following positions: 1G, 2G, 3G, 4G.
- Correctly utilize GTAW equipment to build a pad with stringer and/or weave beads.
- Correctly prepare for and perform GTAW multiple-pass fillet welds on aluminum plate in the following positions: 1F, 2F, 3F, 4F.

- Correctly prepare for and perform GTAW multiple-pass v-groove welds on aluminum plate with backing in the following positions: 1G, 2G, 3G, 4G.
- Correctly prepare for and perform GTAW v-groove and modified u-groove welds on aluminum pipe in the following positions: 2G, 5G, 6G.
- Correctly prepare for and perform GTAW v-groove with backing welds on aluminum pipe in the following positions: 2G, 5G, 6G.

### **Welding Specialist**

Student has the ability to:

- Perform all tasks in the Welding Technician curriculum.
- Perform all tasks in the Pipe Technician curriculum.
- Perform all tasks in the Aluminum Technician curriculum.

### **Welding Students Dress Code**

Compass Career College students are expected to dress in a neat, clean and appropriate manner. Students are required to wear an authorized uniform (100% cotton pants and top), white undershirt, school I.D. tag, and leather steel toed shoes (no laces allowed). Pants and shirt must not have any frayed strands (frays represent a fire hazard). Rulings on acceptable dress listed below will be at the discretion of the Program Coordinator and/or the Director of College. Failure to be in uniform may result in absence. Compass Career College reserves the right to change the uniform policy as deemed necessary.

A kit which includes the required safety equipment will be issued to the student on the first day of class. Any student who reports to class without the required safety equipment, or not in the appropriate uniform, will be sent home. Any time missed from class for not having the required uniform and safety equipment will count toward the attendance percentage of the student. Students are to have the following uniform and safety equipment each day:

#### Safety Equipment

Safety Glasses (Z87+standard)  
 Ear Plugs  
 Leather Gloves  
 Fire Resistant Jacket  
 Welding Jacket  
 Welding Cap  
 Face Shield  
 Gas Welding Goggles  
 Welding Helmet

#### Uniform

100% all cotton blue jeans (no frays)  
 100% all cotton long sleeve denim shirt  
 (snap front)  
 Leather belt  
 Leather steel toed shoes (no laces)

Students are not allowed to wear the following:

- Hair scarves/wraps
- Slippers/flip flops
- Jewelry—only one set of stud earrings, no facial jewelry, no excessive jewelry
- No tattered pants or shirts
- Pants and shirts must not show skin when bending/reaching
- No Sweatshirts – welding jackets may be work for added warmth
- No Shirts, Sweatshirts, Jackets, or clothing of any kind with a hood

## Transfer Credits

Transfer credits will only be accepted prior to any student beginning a program. Once the student begins his/her program of study no transfer credits will be accepted. When a student transfers from another school, the Director of College will evaluate any potential transfer credits once an official transcript is provided. In order to be considered, the transfer credits must be no more than 3 years old. Any accepted course will show the grade “Tr” beside it on the transcript to indicate a course transferred.

### **Transfer Between Curriculums**

Students must complete a Request for Change of Curriculum form and submit the form to Student Services. This form is then reviewed by the Director of the College who evaluates the students’ academic standing and performance on entrance exam. The Director of the College will then evaluate the students’ financial status to determine approval.

## Grading

Students enrolled in the Welding program must maintain a minimum grade of 70% (C) to successfully complete a course. Failure to maintain 70% (C) will result in an incomplete for the course and no clock hours earned.

### **Grading System**

90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 60% - 69% = F

Dropped = D – student drops or withdraws from active roster before completion

Incomplete = I - course requirement not completed as in syllabus

Intent to Return = ITR – student withdrew from current course but will complete the rest of the scheduled courses (student may not be out more than 45 consecutive days)

Transfer Credit = Tr – course credit granted from another institution

Successful = S – successful completion of extern or externship objectives

Unsuccessful = U - unsuccessful completion of extern or externship objectives

Withdrawal = W – student withdraws from active roster before completion of course

### **Make-Up Work**

In the case of an absence, make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Offering and scheduling of make-up work is left to the discretion of each instructor. Documentation may be requested by instructors in order for make-up work/tests to be offered. Make up tests may be given in any format deemed appropriate by the instructor. An absence does not excuse homework assignments due. Late homework grades may be penalized as determined by the instructor. If an instructor allows a student to take a make-up test and this is to take place outside of normal class time the fee for the make-up test is \$25.00

### **Welding Full Academic Probation**

If a student fails to complete two classes because of academic reasons they will be put on immediate full academic probation for the remainder of their program. Full academic probation requires the student to meet with a faculty member once per week to discuss study habits and class requirements. If the student fails any future classes for academic reasons while on full academic probation, they will be dropped from the school. The student may reapply for admission in 120 days.

### Academic Appeals

A student may submit an appeal for a class in which the student feels the score received was incorrect. Only one appeal per class is allowed but the student is not limited to the number of classes in which an appeal can be submitted.

Academic Appeals must be submitted using the school's Academic Appeals Form to the Director of the College no later than 3 business days of class completion. The last day of the class is not counted as part of the three days. A written response must be issued to the student or mailed to the student within 10 business days of receipt of the appeal. The findings of the committee are final.

A student may submit an appeal for a class in which the student has not made the required score of a "C" (75%). If a student has failed three classes and an appeal was submitted for the third class and the Appeals Committee determines the score issued stands, then the student is dropped and no further appeals are allowed. A student which has submitted an appeal for a class which would be the third class causing the student to be dropped from school may not attend any classes until the Appeals Committee has made a determination.

### Graduation Requirements

A student must meet the following criteria in order to graduate from Compass Career College:

- Student must earn a minimum grade of "C" in every class of the program student has enrolled in to successfully complete the curriculum.
- Student must be in good standing with the college both financially and academically.
- If student received Title IV funding, then the student must complete exit counseling.

### **Certification of Completion**

Certificates will be issued within 30 days of completion to student candidates who have completed their program. Students must be in good standing with the school academically and financially. The school will withhold issuing of transcript and certificate if student's account is not paid in full.

### Exams for Completed Program

Upon completion of a Welding program, students are eligible to earn licensing credentials through NCCER. The exam fee included in the student's contract (if applicable) is good for one test administration within 12 months of completion date. National exam fees are forfeited if exam not attempted within one year (12 months) of program completion.

### Academic Honesty

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to Compass Career College. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive a zero on the test or assignment in question and will report to the Director of the College.

### **Test Taking Policy**

All scheduled test and quizzes are to be taken on the day given by the instructor. All personal items must be stored away from the student in the designated area. Missed pop quizzes cannot be made up and will not be integrated into the final course grade. If the student is absent on a scheduled test day, the make-up test is to be given on the next scheduled theory class day. The student is responsible to make arrangements with the instructor. If re-testing is to take place outside of normal class time the fee for the makeup test is \$25.00.

All make-up tests may have up to **ten** (10) points, percentage points, or a letter grade automatically deducted from the test score. No bonus points will be allowed on make-up tests. If the make-up test is not taken on the next scheduled theory class day in accordance with the expectations previously stated, the student will receive a **zero** (0) for the test score. Make up tests may be given in any format deemed appropriate by the instructor.

It is at the discretion of the instructor as to when he/she will grade and post the test scores. Test scores will be posted by the last 4-digits of social security. **Tests may be timed if the instructor deems necessary.** All books, bags, materials, water etc. will be removed from the desk. The student may not leave the classroom after testing has begun. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to return to their seat and sit quietly until the test is complete. Cheating is not allowed. If cheating is suspected, the student will receive a zero and will report to the Program Coordinator or the Director.

### **Falsification of Documents**

Falsification of **any** document will result in disciplinary action up to and including dismissal from the program.

### **Financial Assistance**

Students interested in financial assistance should apply online using the Free Application for Federal Student Aid supplied by the federal government. The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. If the student is eligible and receives Title IV funding, then they must complete both Entrance and Exit counseling prior to release of graduation documents. Students must maintain satisfactory academic progress as defined in the College's SAP policy to remain eligible to receive federal financial aid.

### **Career Development**

Compass Career College believes that career development is an important part of an ongoing educational process. Therefore, we offer our students 'career placement assistance for life.' Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. Compass Career College assists students and alumni to reach satisfying career goals by integrating their education and on-the-job experience and training in their professional pursuits.

### **Employment Policy**

Students are strongly recommended to have minimal or no employment while enrolled in one of the Compass Career College Welding programs. These programs consist of intense curriculum that require reading and practice of skills. It is to the student's benefit to devote time to preparing for class. If employment is an economic necessity, a reduced schedule should be considered.

The student who is employed by any outside agency may perform **only** those functions which the agency defines in its policies for their hired position. The student is to function solely within the guidelines of their specified job description while at work. The student **must not** expand his/her employment role to include additional measures, which have been satisfactorily performed as a Compass Career College student. **The College is not responsible for the student during employment hours.**

### **Campus Safety**

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is reported annually and is available upon request in Student Services.

### **Student Housing**

There are no dormitory facilities at Compass Career College. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

### **Student Guidance**

Compass Career College instructors are available by appointment to meet with students “one on one” to discuss issues related to curriculum requirements, assignments, further explanations related to class/lab/extern content, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor reserves the right to have another Compass Career College staff member present during a meeting with a student.

### **Confidentiality**

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher, student-student and student-patient relationship. Because of the legal, ethical and moral obligation, the student understands that a violation of the confidentiality of teacher, student or patient information and records can result in disciplinary action. Examples may include, but not limited to obtaining or communicating information obtained from teacher materials, questions, answers and/or notes without school consent; obtaining or communicating information obtained about a fellow student, i.e. grades, progress in curriculum without student consent.

### **Request for Information**

Any student/graduate requesting information from his/her records must do so in writing and submit a \$10 fee. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five-ten business days for their request to be completed.

### **Students with Disabilities**

Compass Career College does not discriminate against applicants, students, and/or employees on the basis of disability, including HIV. All applicants, students, and/or employees with disabilities, including HIV, have an equal opportunity to participate in or benefit from the goods, services, facilities, privileges, advantages, or accommodations provided by the College.

It is the general policy of Compass Career College to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students

have self-identified with the Director of the College and have provided required documentation. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course, examination, and/or performance profile is not violated.

### **Health Status**

Louisiana state law (Act 1047) requires that all persons who are entering Louisiana colleges and universities for the first time and whose date of birth falls after Dec. 31, 1956, to submit proof of immunization against vaccine preventable diseases, including measles, mumps, rubella, and tetanus-diphtheria (MMR, Td). In 2006, the Louisiana State Legislature enacted revised statute (RS 17:170.1) which requires that each first time freshmen provide proof of immunization against meningococcal meningitis. Compass Career College also requires proof of Tuberculosis screening. Various clinical facilities are now requiring students show proof of a flu vaccine and recommend Hepatitis B vaccine.

Students may request an exemption from immunization compliance for religious, medical, or personal reasons to enroll in Compass Career College. Should the health status of the student change during their enrollment at Compass Career College; the student should consult a medical professional.

#### **Pregnancy:**

While enrolled in the Welding program there will be times when the student is required to perform duties which may be physically demanding. Because of this, if at any time during the program the student becomes pregnant, she should notify her physician. Students who do not notify their physicians of a change in their pregnancy status take full responsibility for any difficulty encountered while enrolled in the course. All costs related to health requirements will be the sole expense of the student.

#### **Annual Health Requirements:**

Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable. Verification of annual flu vaccine may also be required. Students should make a copy for their own records before submitting any forms to Compass Career College. Compass Career College reserves the right to investigate situations which may affect the student's ability to function as a student practical nurse.

### **Criminal Background Check**

Students in the Welding programs may not be currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Criminal background checks may be required by facilities and agencies in addition to the required check upon admission. **This cost is to the student.** Compass Career College will adhere to extern site policies and procedures regarding criminal background checks.

### **Reporting of Subsequent Arrest and Convictions**

After initial acceptance into a Compass Career College program, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported IMMEDIATELY to the Director of the College, the Welding Program Coordinator, and the appropriate licensing board (if applicable) in the same manner as for initial application to the College for determination of continuance eligibility. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records.

### **Student Insurance**

All students enrolled in Compass Career College are responsible for health care costs associated with any injury sustained while enrolled in courses. Students in the Welding program acknowledge that there is some risk of accident or injury associated with the equipment, chemicals, metals, and other materials used to study welding. In this regard, the College highly recommends that all students carry personal health insurance coverage and that this be verified by the School. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

### **Liability Insurance for Students**

Compass Career College does provide liability insurance coverage for students in the lab setting. This policy does **not** include coverage for those students who choose to work for payment in a external setting, outside of their program. **Students are strongly urged to purchase their own individual liability insurance.**

### **Drug and Alcohol Policy**

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol abuse. Students should be aware that the Student Code of Conduct prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. Violation of this policy is grounds for disciplinary action up to and including permanent dismissal from Compass Career College. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Compass Career College is bound to take all appropriate actions against violators.

Students may be required to submit to mandatory drug testing upon admission to the College. Testing will also occur on a random basis and/or at any time deemed necessary by the Director of the College, Welding Program Coordinator, Instructors and/or affiliated extern facilities. **This cost is to the student.** Students are expected to review and abide by the guidelines of the Code of Conduct defined in the College's Drug and Alcohol Policy.

Compass Career College will make the appropriate referrals to community agencies to students with drug and/or alcohol related problems. The college encourages students to adopt and maintain healthy lifestyles.

### **Search and Seizure**

To protect the health and safety of the school community, administration may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of Compass Career College. Students may be required to submit to random or systematic searches and personal searches with reasonable suspicion. Any student failing to cooperate with a search will be subject to discipline under the Code of Conduct.

To maintain order and discipline and to protect the health, safety and welfare of students and school personnel, administration may search a student, student lockers, student containers or belongings, and/or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school catalog given to students during orientation and available on the institution's website in pdf format ([www.compasscareercollege.net](http://www.compasscareercollege.net)).

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are the property of the school, and may be used for the

storage of permitted student belongings only. School officials reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systematic, non-selective search of classrooms, lockers, desks or automobiles may be conducted by school officials and/or law enforcement authorities. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

### **PERSONAL SEARCHES**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has a reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present of the same sex present. Strip searches may be used only in an extremely serious situation requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement officials, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **COMPUTER SEARCHES**

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

### **SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Notification of Changes**

The student is required to notify Student Services of any changes in marital status, name, physical address, mailing address, cell phone number, home phone number, email address, employment information, emergency contact information etc.

### **Violence in the Workplace**

Compass Career College has a **Violence in the Workplace Plan**. Compass recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At Compass, employees and students are required to report all threats or incidents of violent behavior to the Director of the College. The full policy may be obtained in from Student Services. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

### **Firearms**

Firearms are not allowed on school premises, including but not limited to school buildings, lockers, and all parking areas). If any student is found in possession of a firearm on school premises, possession includes your vehicle, you will be dismissed immediately.

### **Conduct**

Students are expected to comply with "Codes of Conduct" as outlined in the Compass Career College Catalogue. Failure to comply with these standards may result in review by the Director of the College resulting in disciplinary action. Classroom behavior that interferes with either the instructor's ability to conduct the instruction or the ability of students to benefit from the instruction is not acceptable. Examples may include, but not limited to, routinely entering class late or departing early; dress code violations; communicating information or rumors tending to cause embarrassment or harm to administration, instructors, staff, students and/or patients/families; use of beepers, cellular telephones or other electronic devices.

Students in the welding program are reminded of the presence of hazardous materials in the classroom. Because of this, any actions deemed unsafe by the instructor will result in an immediate one-day suspension. Students may also be subject to further disciplinary action at the discretion of the Director of the College. Compass Career College reserves the right to suspend and/or dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students as determined by the Director of the College.

### Suspension/Dismissal

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Program Coordinator or the Director of the College. The Program Coordinator or Director of the College will determine if the behavior displayed warrants suspension. The Director of the College will determine the length of the suspension according to policy.

Dismissal may result from, but not limited to, any of the following violations:

- 1) Unprofessional behavior
- 2) Behavior that reflects unfavorably on fellow students or the college
- 3) Interfering with the progress of other students or the presentations of any member of the staff or faculty
- 4) Possession of weapons of any kind while on school property. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose.
- 5) Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
- 6) Violations of school dress code as established by the college and not keeping themselves and or their work areas clean at all times
- 7) Violations of any established policy, rule, or regulation
- 8) Excessive absences and excessive tardiness
- 9) Attempts to fraudulently manipulate student time keeping i.e. swiping time badges, signing another student in or out on extern time sheets
- 10) Students must cooperate fully with the staff and faculty at all times
- 11) Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Director of the College and/or the Program Coordinator.
- 12) Cheating or plagiarism of any kind (this is grounds for immediate dismissal)
- 13) Students must maintain established academic standards
- 14) Profane or abusive language
- 15) Failure to complete coursework
- 16) Falsification of admission information or any other document
- 17) Intimidation of another student, faculty, staff or administration member
- 18) Negative statements about another student, faculty, staff or administration member
- 19) Insubordination to a faculty, staff or administration member
- 20) Failure to meet financial obligations
- 21) Behavior unfitting of a student as defined by the Director of the College.

### Re-Entrance Policy

A student wishing to Re-Enter an Welding program must re-apply through the Admissions area. The student's application will be considered by the Review Committee and the student may be scheduled to appear before the Committee. The Review Committee will evaluate the student's request for Re-Entry and recommend acceptance or denial. Factors to be considered for Re-Entry may include but not limited to academic performance, attendance, attitude, discipline and other relevant information. If the recommendation is for denial, the student may appeal following the procedures in the College Catalog. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-Entry. Acceptance for re-entry does not automatically grant eligibility for federal financial assistance. If a student was dropped for academic reasons, they must file a financial aid appeal to become eligible for Title IV assistance (pell grants and student loans). See the Office of Financial Aid for more information.

Dismissed students will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. The decision of the College Director shall be final. If re-entrance is granted to the student, he/she will need to refer to the Re-Entry Policy. If the student is approved for Re-Entry, he/she will be placed into the appropriate class on a space available basis. If the space is not available, the

Revised 06/2015

student will be placed on a waiting list. Position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors; including but not limited, to academic performance, attendance, attitude, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking Re-Entry in order to be eligible for Re-Entry when space becomes available. Please note: even though auditing, space may never become available. Extern classes may not be audited.

**Important:** A student will only be allowed TWO (2) Re-Entries into a Welding program at the College.

### **Student Parking**

Student parking is located in the gravel area at the rear of the building. You will need to enter the building through the rear door labeled STUDENT ENTRANCE. Compass Career College is not responsible for valuables left in your vehicle while attending class. Furthermore, Compass Career College is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at Compass Career College you should call your insurance company to report the problem.

### **Student Break Areas**

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. No student is allowed to remain in any classroom during the lunch period. Smoking is allowed only in the designated smoking area. Smoking devices (i.e. cigarettes, lighter, etc.) are not allowed in the Welding building.

### **Cell Phone Policy**

Cell phone use, of any kind, is prohibited in the Compass Career College Welding buildings. Cell phones are not allowed in these buildings. If a student reports to the campus with a cell phone it must be left in the student services area (students will receive a numbered ticket). Cell phones are not allowed to be on the student's person (pocket, phone holder) during extern. Cell phone use is permitted at lunch and/or break outside of the buildings or off of the extern floor. Continued infractions of the cell phone policy may result in dismissal from the college.

Students are not allowed to keep cell phones on by stating the phone is on for emergencies. Compass Career College has multiple phone lines. Please provide the school's telephone number for use in case of an emergency. When the caller states the call is an emergency the student will be immediately summoned to take the call. If the student is in the extern setting, the extern instructor will be notified and the student will be informed. The phone numbers are (985) 419-2050 or (800)-711-5390.

### **Smoking**

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Compass Career College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classrooms, laboratories, lounges, hallways, restrooms, and in areas where "No Smoking" signs are posted. Smoking devices (i.e. cigarettes, lighter, etc.) are not allowed in the Welding building at any time. Compass Career College insists on strict adherence to this policy because the College may be subject to criminal or civil penalties for violations of applicable smoking laws. Failure to follow policy may result in disciplinary action.

### Attendance

Perfect attendance is expected of each student, just as an employer expects attendance from an employee. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the instructor by telephoning the school if they are going to be absent or tardy. School holidays, breaks, and class cancellations (i.e., weather) are not included in calculations for class attendance; therefore, are not considered as hours of absence.

Attendance is kept on a per class basis. Students are allowed to miss no more than **20%** of any class in the welding program. All time missed that exceeds the 20% allowance must be made up by the student. If a student exceeds **20%**, they will be required to attend a 4 hour make-up session. Make-up sessions are held on Fridays from 8am – 12pm. If the total amount of time missed above the 20% allowance exceeds 4 hours, the student will be required to attend additional Friday sessions. There is a \$50.00 per session fee charged for students to attend a make-up session. Students are responsible for keeping track of their attendance.

The attendance policy is designed to assure adequate training time is provided to all students enabling them to successfully pass all courses. Excessive absenteeism interferes with the student's accomplishment of the course objectives and learning. Excessive absences are defined as consistently reaching the allotted **20%** time in each class. The Director of the College reserves the right to place a student on attendance probation for excessive absenteeism. Students on probation may be subject to withdrawal from the course and/or dismissal from the program if excessive absenteeism continues to occur. Students dropped due to poor attendance will be given an opportunity to repeat the course when offered again on a space available basis.

If a student requires a Leave of Absence they must complete a formal written request as defined in the general catalog.

### Tardiness

Instructors take attendance in the morning and periodically throughout the day. A student who leaves early, or returns late from breaks or lunch will be subject to a deduction of clocked time in attendance based on the instructor's daily attendance record. Any time deducted will impact the student's overall attendance percentage for the class.

### Withdrawals

A student can officially withdraw from a course by completing and submitting a signed Course Withdrawal Form available at Student Services. Upon submission of the form, a grade of "W" is assigned to each course. Any student withdrawing from a course will not be able to complete the program for that time period. A student who withdraws from a program and wants to Re-Enter must re-apply through the Admissions area (see Re-Entrance Policy).

Students who stop attending courses without officially withdrawing from the College are considered absent and will receive the appropriate grade(s). These grades affect the student's academic standing and may jeopardize the student's eligibility to reenter the program and/or receive financial assistance. Once withdrawn, officially or unofficially, students receiving federal financial aid may be subject to a return of Title IV funds calculation based on the last date of attendance.

### Code of Ethics

Students at Compass Career College are expected to have a sincere commitment to the highest quality education possible for themselves and their fellow students. By enrolling in College, they agree to make every effort to create a safe, comfortable and supportive environment both inside and outside the classroom. Students should conduct personal business and school activities with honesty and integrity and project a professional image in all aspects of their practice. Students should perform only the skills that they are taught, not venture into areas which are beyond their educational level and refrain from diagnosing conditions and/or prescribing medical treatments. Students must correctly and honestly represent their level of education, certification(s), and professional affiliations.

Students should strive for personal excellence through regular self-assessment of personal strengths, limitations, and effectiveness by maintaining regular attendance in the classroom, keeping commitments and appointments receiving tutoring and counseling when necessary, and through giving and receiving constructive feedback. Students should also be committed to providing the highest quality care to patients and fellow students and treat everyone with the utmost respect and be conscious of their emotional and physical well being.

Students will work to eliminate prejudices in the classroom and the profession, and acknowledge the inherent worth and individuality of each person. Students will not discriminate against patients, students, faculty, staff, or any other individual. Students will respect the integrity of each person and the professional distance required for the learning process. Students must not engage in any sexual conduct, sexual relationship or sexual activities involving students, instructors, or any school personnel.

Compass Career College students acknowledge the confidential nature of relationships between students, instructors, and/or any school personnel and respect each person's right to privacy. Students will show respect for all health care practitioners and conduct all aspects of their business honestly, fairly, professionally, and ethically.

### **Grievance/Complaints/Appeals**

Students are referred to the College Catalogue and/or the College website ([www.compasscareercollege.net](http://www.compasscareercollege.net)) for discussions regarding student rights, privileges, freedoms and protections. These publications advise students of the College policies, rules and regulations. Grievance procedures are explained for alleged infractions, breaches of conduct or failure to meet standards, requirements or rules.

Students with questions regarding persons to contact to file grievances should first ask his/her Instructor or Program Coordinator, then the Compliance Officer or the Director of the College. Any problems within a specific course should be first discussed with the Instructor or Program Coordinator, then the Compliance Officer or the Director of Compass Career College. An official form to document grievances is available on the institution's website, in the Student Services area, from the Compliance Officer, or from the Director of the College. Any grievance documents are kept on file for review with the Compliance Officer.

### **Media Services**

Compass Career College offers assorted media resources for student usage. Media services include our reference library, videos, and computer lab. Student Services coordinates access to all media services. The reference library and videos are arranged by subject and can be checked out upon request, however videos are can only be used at the facility. The computer lab has Internet access and e-mail, for students to research material for class and/or applying for employment positions. The computer lab is only available during certain hours due to classroom usage. Students are to schedule appointments with Student Services to guarantee availability.

Please refer to the following steps when using individual media services:

#### **VCR/DVD/TV**

- a) Turn power on for TV, DVD and or VCR
- b) Insert VHS Tape or DVD
- c) Press Play
- d) When finished, be kind rewind
- e) Eject tape/DVD and turn off power
- f) Return TV, DVD, and or VCR to station
- g) Return VHS tape or DVD to Program Coordinator or Director of the College

#### **Checking out VHS/DVD/CD**

- a) Request key from Program Coordinator or Director of the College
- b) Select the media to be used
- c) Sign the 5x7 card give to the Program Coordinator or the Director of the College
- d) When returning media, go to Program Coordinator or the Director of the College to replace card on the item checked out and replace it in the locked cabinet.
- e) Return the key to the Program Coordinator or the Director of the College

#### **Reference Library**

- a) Reference library is arranged by subject
- b) Request a key from Student Services, Program Coordinator, or the Director of the College.
- c) Once the book is chosen, sign the card and give to Student Services.
- d) Return the book to Student Services when finished.

#### **Computer Lab**

- a) Turn on the Computer
- b) Open the program you wish to use by clicking the appropriate icon.
- c) Save your work to your travel drive.
- d) Internet and email are available for school use only.

## Welding Programs

### SOC Code 51-4121.06 • CIP Code 48.0508

#### Basic Welding Curriculum

Length of Course 425 Clock Hours 17 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
ORTW	Orientation – Welding	25	0	25
CC-110	Core Curriculum	44	31	75
WELD 110	Introduction to Welding	11	64	75
WELD 120	Beginning SMAW	25	100	125
WELD 130	Advanced SMAW	25	100	125
<b>Total Clock Hours</b>		<b>130</b>	<b>295</b>	<b>425</b>

#### Welding Tech Curriculum

Length of Course 625 Clock Hours 25 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
ORTW	Orientation – Welding	25	0	25
CC-110	Core Curriculum	44	31	75
WELD 110	Introduction to Welding	11	64	75
WELD 120	Beginning SMAW	25	100	125
WELD 130	Advanced SMAW	25	100	125
WELD 210	Introduction to Advanced Welding	25	25	50
WELD 220	Advanced Welding	15	135	150
<b>Total Clock Hours</b>		<b>170</b>	<b>455</b>	<b>625</b>

#### Pipe Technician Curriculum

Length of Course 1100 Clock Hours 44 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
ORTW	Orientation – Welding	25	0	25
CC-110	Core Curriculum	44	31	75
WELD 110	Introduction to Welding	11	64	75
WELD 120	Beginning SMAW	25	100	125
WELD 130	Advanced SMAW	25	100	125
WELD 210	Introduction to Advanced Welding	25	25	50
WELD 220	Advanced Welding	15	135	150
WELD 310	Expert Welding 1	10	90	100
WELD 320	Expert Welding 2	10	90	100
WELD 330	Expert Welding 3	25	100	125
WELD 340	Expert Welding 4	30	120	150
<b>Total Clock Hours</b>		<b>245</b>	<b>855</b>	<b>1100</b>

### Aluminum Technician Curriculum

Length of Course 825 Clock Hours 33 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
ORTW	Orientation – Welding	25	0	25
CC-110	Core Curriculum	44	31	75
WELD 110	Introduction to Welding	11	64	75
WELD 120	Beginning SMAW	25	100	125
WELD 130	Advanced SMAW	25	100	125
WELD 210	Introduction to Advanced Welding	25	25	50
WELD 220	Advanced Welding	15	135	150
WELD 410	GMAW 1	10	90	100
WELD 420	GTAW 1	10	90	100
<b>Total Clock Hours</b>		<b>190</b>	<b>635</b>	<b>825</b>

### Welding Specialist

Length of Course 1300 Clock Hours 52 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
ORTW	Orientation – Welding	25	0	25
CC-110	Core Curriculum	44	31	75
WELD 110	Introduction to Welding	11	64	75
WELD 120	Beginning SMAW	25	100	125
WELD 130	Advanced SMAW	25	100	125
WELD 210	Introduction to Advanced Welding	25	25	50
WELD 220	Advanced Welding	15	135	150
WELD 310	Expert Welding 1	10	90	100
WELD 320	Expert Welding 2	10	90	100
WELD 330	Expert Welding 3	25	100	125
WELD 340	Expert Welding 4	30	120	150
WELD 410	GMAW 1	10	90	100
WELD 420	GTAW 1	10	90	100
<b>Total Clock Hours</b>		<b>265</b>	<b>1035</b>	<b>1300</b>

## Welding Course Descriptions

CC - Core Curriculum  
 ORTW – Orientation for Welding Students  
 SMAW – SMAW  
 WELD - Welding

### **CC - 110      Core Curriculum** 75 clock hours

Prerequisites: None.

The student will receive instruction in basic construction math, communication skills, and employability skills. Students will be introduced to hand tools, power tools, and construction drawings as well as materials handling and basic rigging.

### **ORTW          Orientation for Welding Students** 25 Clock hours

Prerequisites: None.

Orientation is a course designed to introduce students to the rules and regulations outlined in the college catalog and student handbooks. Students will be instructed on personal protective equipment, OSHA requirements for the construction industry, proper body mechanics, study skills and learning strategies. Students will cover CPR at the Healthcare Provider level outlined by the American Heart Association. This course includes instruction on the Heimlich maneuver as well as an introduction to AED's.

### **WELD 110    Introduction to Welding** 75 clock hours

Prerequisites: None.

The student will receive instruction in welding safety, oxyfuel cutting, plasma arc cutting, air carbon arc cutting and gouging. Students will also discuss shielded metal arc welding (SMAW) safety, as well as the classification, selection, storage, and control of electrodes used in SMAW welding. Students will have an understanding of basic metal preparation, weld quality, and joint fit-up and alignment.

### **WELD 120    Beginning SMAW** 125 clock hours

Prerequisites: None.

The student will receive instruction on how to strike an arc and how to make stringer, weave, and overlapping beads with E6010 and E7018 electrodes. The student will also receive beginner level instruction in SMAW equipment, setup, and welds. Students will gain experience performing beads and fillet welds using SMAW equipment.

### **WELD 130    Advanced SMAW** 125 clock hours

Prerequisites: None.

This course is a continuation of SMAW 110. The student will receive more advanced level instruction in SMAW equipment, setup, and welds. Students will have an understanding of groove welds with backing and open v-groove welds.

### **WELD 210    Introduction to Advanced Welding** 50 clock hours

Prerequisites: Completion of Level 1 training.

The student will receive instruction in welding symbols, reading welding detail drawings, and the physical characteristics and mechanical properties of metals. Students will also receive instruction on welding safety for GMAW, FCAW, and GTAW equipment. Students will gain experience with the pre- and post- heating treatment of metals.

**WELD 220 Advanced Welding** 150 clock hours

Prerequisites: Completion of Level 1 training and WELD 210.

This course is a continuation of WELD 220. The student will receive instruction on the equipment and filler metals used in gas material arc welding (GMAW), gas tungsten arc welding (GTAW), and flux core arc welding (FCAW). Students will gain experience performing GMAW, FCAW, and GTAW fillet and v-groove welds on carbon steel plate in all welding positions.

**WELD 310 Expert Welding 1** 100 clock hours

Prerequisites: Completion of Level I & II training.

The student will receive instruction in how to prepare SMAW equipment for open root v-groove pipe welds. Students will gain experience performing open root v-groove welds on pipe in all positions using SMAW equipment.

**WELD 320 Expert Welding 2** 100 clock hours

Prerequisites: Completion of Level I & II training and WELD 310.

The course is a continuation of WELD 310. Students will gain experience performing open root v-groove welds on stainless steel plate and pipe in all positions using SMAW equipment.

**WELD 330 Expert Welding 3** 125 clock hours

Prerequisites: Completion of Level I & II training and WELD 310, 320.

The student will receive instruction in how to prepare GMAW and FCAW equipment for open root v-groove pipe welds. Students will gain experience performing open root v-groove welds on pipe in all positions using GMAW and FCAW equipment.

**WELD 340 Expert Welding 4** 150 clock hours

Prerequisites: Completion of Level I & II training and WELD 310, 320, 330.

The student will receive instruction in how to prepare GTAW equipment for open root v-groove welds on carbon steel, low-alloy and stainless steel pipe. Students will gain experience using GTAW equipment to perform open root v-groove welds on carbon steel in all positions as well as low-alloy and stainless steel pipe in the 2G, 5G, and 6G positions using.

**WELD 410 GMAW 1** 100 clock hours

Prerequisites: Completion of Level I, II, & III training.

The student will receive instruction in the metallurgy of aluminum. Students will gain experience performing fillet and v-groove welds on aluminum plate using GMAW equipment and aluminum filler metal. Students will also gain experience performing GMAW v-groove welds with backing on aluminum pipe in all positions.

**WELD 420 GTAW 1** 100 clock hours

Prerequisites: Completion of Level I, II, & III training and WELD 410.

The student will receive instruction in the metallurgy of aluminum. Students will gain experience performing fillet and v-groove welds on aluminum plate GTAW equipment and aluminum filler metal. Students will also gain experience performing GTAW v-groove and modified u-groove welds on pipe in the 2G, 5G, and 6G positions.

### Required Texts

PROGRAM	COURSE	TITLE/ISBN	STUDENT PRICE
<b>Basic Welder</b>	ORTW	Safety Orientation Pocket Guide ISBN 978-0-13-163612-5	\$21.50
		Applied Construction Math Trainee Guide ISBN 978-0-13-227298-8	\$41.50
	CC 110	Core Curriculum Trainee Guide paperback ISBN 978-0-13-608637-6	\$78.00
	WELD 110, 120, 130	Level 1 – Entry Welder Trainee Guide paperback ISBN 978-0-13-609967-3	\$103.00
<b>Basic Welder Textbook Total</b>			<b>\$244.00</b>
<b>Welding Technician</b>	ORTW	Safety Orientation Pocket Guide ISBN 978-0-13-163612-5	\$21.50
		Applied Construction Math Trainee Guide ISBN 978-0-13-227298-8	\$41.50
	CC 110	Core Curriculum Trainee Guide paperback ISBN 978-0-13-608637-6	\$78.00
	WELD 110, 120, 130	Level 1 – Entry Welder Trainee Guide paperback ISBN 978-0-13-609967-3	\$103.00
	WELD 210, 220	Level 2 – Advanced Welder Trainee Guide paperback ISBN 978-0-13-609970-3	\$146.00
<b>Welding Technician Textbook Total</b>			<b>\$390.00</b>
<b>Pipe Technician</b>	ORTW	Safety Orientation Pocket Guide ISBN 978-0-13-163612-5	\$21.50
		Applied Construction Math Trainee Guide ISBN 978-0-13-227298-8	\$41.50
	CC 110	Core Curriculum Trainee Guide paperback ISBN 978-0-13-608637-6	\$78.00
	WELD 110, 120, 130	Level 1 – Entry Welder Trainee Guide paperback ISBN 978-0-13-609967-3	\$103.00
	WELD 210, 220	Level 2 – Advanced Welder Trainee Guide paperback ISBN 978-0-13-609970-3	\$146.00
	WELD 310, 320, 330, 340	Level 3 – Expert Welder Trainee Guide paperback ISBN 978-0-13-213511-5	\$146.00
<b>Pipe Technician Textbook Total</b>			<b>\$536.00</b>

PROGRAM	COURSE	TITLE/ISBN	STUDENT PRICE
<b>Aluminum Technician</b>	ORTW	Safety Orientation Pocket Guide ISBN 978-0-13-163612-5	\$21.50
		Applied Construction Math Trainee Guide ISBN 978-0-13-227298-8	\$41.50
	CC 110	Core Curriculum Trainee Guide paperback ISBN 978-0-13-608637-6	\$78.00
	WELD 110, 120, 130	Level 1 – Entry Welder Trainee Guide paperback ISBN 978-0-13-609967-3	\$103.00
	WELD 210, 220	Level 2 – Advanced Welder Trainee Guide paperback ISBN 978-0-13-609970-3	\$146.00
	WELD 410, 420	Level 4 – Welding Advanced Topics Trainee Guide paperback ISBN 978-0-13-213722-5	\$100.00
<b>Level IV Textbook Total</b>			<b>\$490.00</b>
<b>Welding Specialist</b>	ORTW	Safety Orientation Pocket Guide ISBN 978-0-13-163612-5	\$21.50
		Applied Construction Math Trainee Guide ISBN 978-0-13-227298-8	\$41.50
	CC 110	Core Curriculum Trainee Guide paperback ISBN 978-0-13-608637-6	\$78.00
	WELD 110, 120, 130	Level 1 – Entry Welder Trainee Guide paperback ISBN 978-0-13-609967-3	\$103.00
	WELD 210, 220	Level 2 – Advanced Welder Trainee Guide paperback ISBN 978-0-13-609970-3	\$146.00
	WELD 310, 320, 330, 340	Level 3 – Expert Welder Trainee Guide paperback ISBN 978-0-13-213511-5	\$146.00
	WELD 410, 420	Level 4 – Welding Advanced Topics Trainee Guide paperback ISBN 978-0-13-213722-5	\$100.00
<b>Level IV Textbook Total</b>			<b>\$636.00</b>

### Attachment 3: Acknowledgement & Review of Welding Student Handbook

Reviewed:	Initials
Mission Statement	
Vision Statement	
Institutional Philosophy	
Philosophy of Welding Program	
Accreditation	
Introduction	
Program Objectives	
Program Costs	
Program Calendar	
Step Program	
Early Exit Program	
Class Schedules	
Financial Assistance	
Campus Safety	
Student Housing	
Student Guidance	
Confidentiality	
Request for Information	
Employment Policy	
Career Development	
Admission Procedures & Requirements	
Students with Disabilities	
Health Status	
Pregnancy	
HIV/HBV	
Annual Health Requirements	
Criminal Background Check	
Reporting of Subsequent Arrests	
Student Insurance	
Liability Student Insurance	
Drug and Alcohol Policy	
Falsification of Documents	
Notification of Changes	
Violence in the Work Place	
Firearms	
Conduct	
Suspension/Dismissal	
Re-Entrance	
Student Parking	
Student Breaks	
Cell Phone Policy	
Smoking	
Grievance/Complaints/Appeals	
Academic Honesty	
Test Taking Policy	
Attendance	
Tardiness	
Withdrawals	
Code of Ethics	
Program Orientation	
Program Scheduling	
Welding Course Information	
Transfer Credits	
Grading	
Make-Up Work	
AH Academic Probation	
Academic Appeals	
Media Services	
Dress Code	
Graduation Requirements	
Certificate of Completion	
Exams for Completed Programs	
Attachment 1 – Welding Curricula and Course Descriptions	
Attachment 2 - Acknowledgement /Signature Page	

**Acknowledgement and Receipt of the  
Welding Student Handbook**

The Welding Student Handbook is an important document intended to help the student achieve his/her highest potential for the duration of enrollment at Compass Career College.

The contents of the Welding Student Handbook may be changed at any time at the discretion of the College due to the ever changing general business and educational atmosphere of the College and regulatory conditions. Compass Career College will take reasonable steps to inform all students and employees of any changes.

Please read the following statements and sign below to indicate acknowledgement and receipt of the Welding Student Handbook.

- **I have accessed an electronic copy of the Welding Student Handbook via the institutional website. I have read, and understood, the Welding Student Handbook. I understand that the policies, rules and benefits described in it are subject to change at any time at the sole discretion of the college.**
- **I understand that my initials on the previous page and signature below indicates that I have accessed a copy of, read, and understand the Welding Student Handbook.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date