2021 Course Catalog &

Student Handbook

School Locations:

Piedmont Main Campus
2615 Highway 153 | Piedmont, SC 29673
P: 864.236.9995 | F: 864.236.7666

Charleston Branch Campus
933 Commerce Circle | Hanahan, SC 29410
P: 843.261.0044 | F: 843.261.0061

Columbia Branch Campus
700 Gracern Road | Columbia, SC 29210
P: 803.807.9180 | F: 803.807.9182

Houston Branch Campus
9510 North Houston-Rosslyn Road | Houston, TX 77088
P: 281.501.8594 | F: 713.534.1412

Corporate Office: 877.647.4111

www.arclabs.edu

This handbook has been prepared as a guide to various student policies and procedures. It does not constitute an expressed or implied contract between students and Arclabs. The information in this document is not meant to be all-inclusive. The policies and procedures discussed may change at any time without prior notice. I understand it is my responsibility to familiarize myself with the information contained within this handbook.

Arclabs is licensed in the state of South Carolina as a nonpublic postsecondary institution by:

South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
803.737.2260
https://www.che.sc.gov/

Arclabs is approved and regulated in the state of Texas by:

Texas Workforce Commission, Career Schools and Colleges
101 East 15th Street
Austin, TX 78778
512.936.3111
https://csc.twc.state.tx.us

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Arclabs is Nationally Accredited by the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street NW | Washington, DC 20036
202.955.1113 | www.accet.org

Arclabs Piedmont Main Campus is an Accredited Training Sponsor of the National Center for Construction Education & Research (NCCER)
3600 NW 43rd Street, Building G | Gainesville, FL 32606
352.334.0911 | http://www.nccer.org/

Arclabs branch campuses are Accredited Training Units of the NCCER.

Arclabs is an Accredited Test Facility of the American Welding Society.
550 NW LeJeune Road | Miami, FL 33126

Select accreditation, approval, and/or licensing documents are available at the respective school locations. Students/prospective students may review other documents by submitting a written request to the Exec. Vice President at Heidi.bray@arclabs.edu.

Contents Page Numbers

2021 Academic Calendars
Beginning and Ending Dates for Each Term:

Classes start the first Monday of each month but are subject to change.

*** *Students should call the individual school to verify class start dates.* ***

January 1, 2021 – New Year's Day – Holiday
April 2, 2021 – Spring Holiday
May 31, 2021 – Memorial Day – Holiday
July 5, 2021 – Independence Day – Holiday
July 16, 2021 – Continuing Education – No day classes; night classes report
September 6, 2021 – Labor Day – Holiday
September 17, 2021 – Constitution Day Celebration
November 25 & 26, 2021 – Thanksgiving – Holiday
December 17, 2021 – Continuing Education – No day classes; night classes report
December 24 & 27, 2021 – Christmas – Holiday
December 31, 2021 – New Year's Eve – Holiday
January 3, 2022 – Classes Resume

2021 Holidays:

Students will not attend classes for the following school holidays:
New Year's Day – January 1, 2021
Spring Holiday – April 2, 2021
Memorial Day – May 31, 2021
Independence Day – July 5, 2021
Labor Day – September 6, 2021
Thanksgiving Holiday – November 25 & 26, 2021
Christmas Holiday – December 24 & 27, 2021
New Year's Holiday – December 31, 2021

****Holidays/no class days are subject to change. Advance notice will be given to students if any changes are made.*

Orientation:

The size of the class is determined by the number of applicants and welding booths available. Each class will run for 120, 280, 400, 900, or 1300 consecutive hours. The maximum student to teacher ratio is 20:1. It is mandatory for students to attend orientation before the class starts. If a student is unable to attend orientation, the student must start on the next start date. If a student wishes to withdraw from the welding class, he or she should meet with a school administrator.

Message from the Arclabs Team:

A good weld is like a work of art, and each artist painting a masterpiece uses a different brush stroke. We challenge each one of you to develop your own stroke! Never settle for anything less! A goal of our Arclabs instructors is to help you develop that stroke**.**

Best of luck for a successful and rewarding welding career!

History of Arclabs:

Arclabs, LLC, d/b/a Arclabs Welding School, is an S Corporation that is 100% owned and controlled by Gene Crook. In 2006, Gene Crook saw a need to train and certify welders. Mr. Crook has started and currently operates three successful welding schools in South Carolina and one in Texas. With the growing demand in welding, Arclabs was started to train and certify welders.

Mission:

Intentionally train and test students in welding, pipe fitting, and inspection for employment by the clients we serve.

Goals:

The goal of Arclabs is to provide welders with skills enhancement training to help better their performances. The training we offer is focused on helping our students advance to a higher-level position at an increased rate of pay. We strive to enable students to develop the attitudes, knowledge, quality and skills necessary for them to be effective as people, family members and citizens in an era of rapid growth potential.

Our Institutional Goals:

- To provide programs of study that are educationally sound, up-to-date, of high quality and demonstrably effective
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing Arclabs and its services to all people
- To provide effective student services that recognizes individual differences and ensure successful student retention, graduation and employability, where applicable
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants
- To ensure proper and ethical administration of all financial aspects of the institution

- To embrace voluntary self-regulation, which is inherent to the accreditation process
- To demonstrate a commitment to the people served by Arclabs through local community involvement and participation
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive workforce
- To promote continuing education and training programs of highest quality and integrity
- To meet and exceed completion and placement benchmarks set by ACCET

Responsibility of Arclabs:

Arclabs is dedicated to regularly reviewing welding training curricula to incorporate the latest industry practices as reflected in national codes and standards to stay current with job requirements.

Communication:

All school activities are overseen by the management team of Arclabs. The schools' leadership team are in daily communication with the branch campuses. The main method of communication used is email. Quarterly and as-needed visits are made to each location by one of the management team. Any student of Arclabs can contact the corporate office at any time.

Admissions Requirements:

- GED or high school diploma (excludes seminar students)
    - Students must present their high school diploma, GED, or official high school or GED transcripts
        - Homeschool students need to supply their high school transcripts; additional documentation may be required depending on the homeschooling laws/regulations of the state of the homeschool
        - Students with foreign high school diplomas or transcripts will need to provide an international credential evaluation from a reputable credentialing company
- Minimum age requirement is 18 years old, or 17 years old with parental consent
- Desire to work in a welding career after completion of class
- Capable of meeting the visual and physical requirements a welding career demands
- Must visit and tour the campus prior to starting class
- **Veteran Students Only:** must supply transcripts from all post-secondary institutions previously attended and funded with VA educational benefits.

Vaccination Policy:

Arclabs does not require proof of vaccinations for students wishing to attend the school.

Specific Program Prerequisites*:

120 Hour Pipe Welding Course:

- Students enrolling in the 120 Hour Pipe Welding course must pass a 3G & 4G welder qualification test in the process in which they choose to concentrate (SMAW or GTAW).

280 Hour Specific Process Course (SMAW and GTAW structural welding; GTAW pipe):

- Students enrolling in the 280 Hour Specific Process Welding in the SMAW or GTAW structural welding concentration must have prior welding experience. Students must pass a 3G & 4G welder qualification test in a welding process of their choice to demonstrate prior experience.

- Students enrolling in the 280 Hour Specific Process Welding in the GTAW pipe welding concentration must pass a 3G & 4G welder qualification test in GTAW.

1300 Hour Master Welder Course

- Students upgrading from the 900 Hour Advanced Welding course to the 1300 Hour Master Welder course must pass a 5G or 6G welder qualification test on 4" Sch. 80 pipe in GTAW or combo GTAW/SMAW pipe.

***Students who have previously attended Arclabs may have the prerequisite weld testing waived if their transcripts reflect completion of the specific modules that correlate to the prerequisite welder qualification test for a program.*

Application Procedures:

Students who are interested in attending Arclabs must complete an Enrollment Agreement, pay the application fee, and meet with a Student Recruiter or Office Coordinator. If all the admissions requirements are met, the Student Recruiter or Office Coordinator will notify the student of acceptance into Arclabs. Financial arrangements will be reviewed at this time.

Arclabs does not discriminate on the basis of race, color, religion, sex (gender, pregnancy, gender preference, LGBTQIA), national origin, age, disability, veteran status or genetic information.

Arclabs offers the 280 Hour Specific Process Welding, 900 Hour Advanced Welding, 1300 Hour Master Welder, and all seminar classes at the main and branch campuses. The 400 Hour Welding program is only available at the Houston branch campus; the 120 Hour Pipe Welding program is not available at the Piedmont Main Campus.

Students with Special Needs

Students with special needs, including physical and/or intellectual disabilities, should discuss these needs with a School Administrator during the admissions process and fill out the Student

Request for Accommodation and the ADA Medical Release forms, if applicable; medical documentation must accompany this request. The Section 504 Coordinator, Heidi Bray, and the Compliance Officer will review all requests and documentation, and we will try to accommodate the student, within reason, by providing services such as tutoring, delivery modification, and/or modified exam schedules. All requests and documentation will be kept strictly confidential and not shared with anyone who does not have a need to know.

Ability to Benefit (ATB):

Arclabs does not enroll ATB students.

Trial Enrollment Period:

First time Arclabs students may enroll and attend our school for a trial enrollment period of five consecutive instructional days, during which time the students are able to participate in the school experience to determine if welding is the right educational path for them. No financial obligation beyond school fees and supplies, where applicable, are incurred during the five-day trial period.

Any student who officially or unofficially withdraws from the school within the trial enrollment period will be considered a NO-START. Any student who misses time during the trial period without approval prior to the class start will be administratively withdrawn and will be considered a NO-START. The student's tuition obligation will be waived and no credits will be earned.

A student still in attendance on day six (6) of the program will be considered to have confirmed his or her intention to continue the program as a regular student. The student will then be classified as a start, a tuition obligation will be incurred, and credits will be earned.

Please note that the Trial Enrollment Period policy is not applicable to re-entry students.

Application Deadlines:

Students planning on enrolling in the next class start date should have the enrollment agreement complete and payment arrangements made prior to the class start date.

Veterans: GI Bill® and VR&E beneficiaries (**Chapter 33** and **Chapter 31** beneficiaries) may attend training at Arclabs for up to 90 days from the date the beneficiary provides a Certificate of Eligibility, Statement of Benefits, or valid VAF 28-1905 per The Veterans Benefits and Transition Act of 2018 (Public Law 115-407). Arclabs will not impose penalties due to late payments from the VA, nor will beneficiaries be required to borrow additional funds to cover tuition and fees. Veterans are required to fill out the Request for VA Educational Benefits Certification form to process benefits for use at Arclabs; additional information may be requested by Arclabs to process the request. Veterans must make payment arrangements for any financial obligation that exceeds the amount of the VA education benefit disbursement.

Visits:

Visitors are welcome anytime throughout the year. Please call the respective school to schedule an appointment to see our facilities, discuss enrollment, and schedule courses. Visitors must check in at the front office. Cameras are not allowed during visits to the facility.

Hours of Class:

The welding programs offered are 120, 280, 400, 900, or 1300 hours. All day students meet 7 am- 4:00 pm, Monday – Thursday and 7 am – 1:00 pm on Friday. Full-time night students meet from 3:45 pm – 11:30 pm Monday – Thursday and 2:00 pm – 11:30 pm. on Friday at the Houston campus only. Part-time night students at the Houston campus meet from 5:30 pm – 11:30 pm, Monday – Friday; the South Carolina campuses night shift meets from 6:00 pm – 11:00 pm, Monday – Friday. If a student requires a special schedule, documentation must be provided and approved before the schedule is granted. Special schedules may affect funding.

Class Schedules	Monday – Thursday	Friday
Day Classes (All Campuses)	7 am- Classes Begin 10 am- 10 Minute Break 12 pm- 1 Hour Lunch 2:30 pm- 10 Minute Break 4 pm- Classes Dismissed	7 am- Classes Begin 10 am- 10 Minute Break 1 pm- Classes Dismissed
FT Night Classes (Houston Campus only)	3:45 pm- Classes Begin 5:30 pm- 10 Minute Break 7:50 pm- 30 Minute Dinner 10:00 pm- 10 Minute Break 11:30 pm- Classes Dismissed	2:00 pm- Classes Begin 5:30 pm- 10 Minute Break 7:50 pm- 30 Minute Dinner 10:00 pm- 10 Minute Break 11:30 pm- Classes Dismissed
PT Night Classes (Houston Campus only)	5:30 pm- Classes Begin 7:50 pm- 20 Minute Break 11:30 pm- Classes Dismissed	5:30 pm- Classes Begin 7:50 pm- 20 Minute Break 11:30 pm- Classes Dismissed
PT Night Classes (SC Campuses only)	6:00 pm- Classes Begin 8:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed	6:00 pm- Classes Begin 8:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed

Lunch Breaks:

Day students get a one hour lunch break Monday thru Thursday. Full-time night students get a 30 minute dinner break Monday thru Friday. The schools provide a refrigerator and microwave for the students' use. It is the responsibility of the students to maintain a clean break area. Students are expected to return to their work areas promptly when break is over.

Transfer of Credit Policy:

As an Accredited Training Sponsor (ATS) for the NCCER, Arclabs accepts all previous training as indicated on the official NCCER transcript. If a student has previously earned credit from the National Center for Construction Education and Research (NCCER), the student must provide information needed for his or her transcript to be verified through the NCCER registry, such as his/her NCCER identification number or social security number. An Arclabs administrator will

verify the courses taken by the student by pulling the student's transcript from the NCCER registry; the transcript will be placed in the student's file. Students will not have to repeat the course. Arclabs only accepts NCCER completed modules and performance tasks for the Core Curriculum, Welding Levels I, II, III, and IV. Students with previously earned credit will be given a reduced tuition rate based on the number of hours transferred at the rate of $17.83 per hour. There is no fee for transferring NCCER credits to Arclabs. In lieu of a reduced tuition rate for transferring credits from the NCCER, the student may choose to have additional welding lab time.

Students who wish to take an additional program must be approved by the Education Review Committee to determine eligibility. Eligibility for an additional program requires no more than one probation status on SAP evaluations and no corrective action for Code of Conduct issues during the original program. Students who previously graduated from a curriculum-based program at Arclabs may transfer their entire program hours when upgrading to a more advanced curriculum-based program within the institution. Students who previously graduated from a curriculum-based program at Arclabs may transfer their didactic hours when returning to the institution in a curriculum-based program of equal or lesser length that offers curriculum not completed during the previous enrollment.

An Arclabs student who has previously withdrawn from school may return to class with the following transfer credits when returning during a period of 181 days to 365 days post-LDA (last day attended): (a) didactic credit – credit for all didactic coursework previously taken and passed will be awarded; (b) welding lab hours – credit for welding lab hours will be awarded if the student can demonstrate competencies for the welding and cutting processes in which he/she had previously completed. A student who returns after the 180 days post-LDA and prior to one year post-LDA and demonstrates competency per previous guidelines will receive full transfer credit for hours previously completed and will return to his/her program at the point in which he/she withdrew.

Arclabs does not limit the number of hours a student may transfer into the institution; there is also no time limit restrictions for classes previously taken and transferred into the institution. Students that have a shorter-than-published program length due to credits transferred in will have their Title IV financial aid prorated based on clock hours remaining, which may cause a reduction of funds awarded. A Financial Aid representative will provide a funding sheet that reflects your new award amounts.

Arclabs will provide a student's transcript at his or her written request for any student wanting to transfer hours to another institution; a transcript can only be released when the student has no balance due to the Arclabs campus. Arclabs makes no claims or guarantee that credit earned will transfer to another institution. If the student does not agree with the NCCER transcript, he or she must appeal through the NCCER directly at:

National Center for Construction Education and Research
3600 North West 43rd Street, Building G | Gainesville, FL 32606
Phone: 352-334-0911
www.nccer.org

Welding School Facility:

Arclabs Welding School is equipped with welding booths, a grinding area, an oxyfuel cutting area, and classroom space at each campus.

Arclabs is a vocational school and does not provide any living areas for students. Students are responsible for their own transportation to and from school. Student parking is designated at each location. Student parking will be discussed during student orientation.

Some of the branch campuses have access to public transportation. Please see the school administration office for specific details.

Students will be provided a set of tools after the first week of class, if ordered through Arclabs.

The Welding Tool Kit will include:

- Supply Pail
- Welding Helmet
- Clear Cutting Shield
- Shade 5 Cutting Glasses
- 10" Crescent Wrench
- Striker
- SMAW Gloves
- Drivers Gloves
- Chipping Hammer
- Safety Glasses (2 Pairs)
- Welding Jacket
- GMAW Pliers
- Locking Pliers
- Measuring Tape
- Scratch Brush
- Angle Grinder
- Pocket Welding Guide
- Pen Light LED Flashlight
- C-Clamp Pliers
- Grinding Discs

The Advanced Welding Tool Kit will include:

Welding Tool Kit above plus:

- GTAW Torch and Hoses
- GTAW Gloves
- Torpedo Level
- Half Round File
- Speed Square
- Pack of Tungsten (2%)

The Master Welder Welding Tool Kit will include:*

Welding Tool Kit and Advanced Welding Tool Kit above plus:

- SMAW Gloves (2nd pair)
- GTAW Gloves (2nd pair)
- Drivers Gloves (2nd pair)
- Striker (2nd)
- Scratch Brush (2nd)
- Stainless Steel Wire Brush
- Pack of Tungsten (pure)
- Grinding Discs (additional)
- Aluminum Grinding Discs
- Flap Wheel for Stainless Steel
- Hand Pad for Aluminum
- Y Connect
- Hose with Fittings (2nd set)

The Master Welder tool kit add-on will be provided to the student at 901 scheduled hours.

Welding Lab Rules:

Due to the possible dangers in welding operations – high voltage, fire, hot metal, explosives, gases, grinding dust, loud noises created by grinders, and other equipment – it is imperative that all instructors and students working in a welding environment abide by all safety rules established for the welding shop.

Arclabs takes the safety of students and staff seriously. Students who violate the safety policies in the welding shop will be subject to disciplinary action, up to and including dismissal from the program.

1. Shop hours are 7:00 am until 11:30 pm, Monday through Friday. Lunch is from 12:00 pm to 1:00 pm, Monday through Thursday.

2. You are expected to be in your work area at the scheduled work time and remain there until the scheduled stopping time.

3. Office phones are for Arclabs staff only. However, in the event of an emergency, you will be allowed to use the phone.

4. Everyone will clean up the entire welding shop before leaving each day.

5. No tobacco products or any type of vapor devices are allowed in the Arclabs Training Center.

6. Z87 approved safety glasses are required in the shop **at all times**.

7. **Safely** use all shop tools for the intended use.

8. Burn welding electrodes and TIG wire down to a 3” minimum stub.

9. Please put **ROD** stubs in **STUB CANS** and not on the floor or in the trash can.

10. Put scrap metal in container marked **metal only**.

11. Students should not be in instructor’s office unless accompanied by the instructor.

12. No jewelry will be allowed in the welding shop including rings, earrings, piercings, necklaces, etc.

13. No horseplay in the shop.

14. Wear proper face shield **in conjunction with safety glasses** when grinding or flame cutting.

15. **No** butane lighters or any type of vapor devices are allowed in the welding shop.

16. Welding students are required to wear proper welding attire while in the welding shop. This includes long pants, long sleeves, denim or some type of material that will not burn easily, and leather steel-toe boots a minimum of 8" high.

17. **No** use of cell phones or other electronic devices are allowed in the welding area during class hours except electronics used for music; students are permitted to have **only one** earphone due to safety requirements.

Eye & Hand Protection Policy

All instructors, students and testers shall adhere to the following:

- Wear safety glasses 100% of the time they are in the welding shop area.
- Wear safety glasses underneath their welding hoods while welding.
- Wear safety glasses plus a clear face shield while grinding.
- Wear safety glasses along with a properly tinted face shield while flame cutting.
- Wear gloves while doing any welding process or flame cutting.

There are no exceptions to this policy.

Dress Regulations:

All Arclabs students are required to wear proper safety attire at all times while in the welding booth and the welding shop.

- Proper welding jacket must be worn.
- Safety glasses must be worn at all times in the shop area.
- Welding hood must be worn when performing any type of welding.
- No jewelry is allowed.
- Long hair should be tied back at all times when in the shop area.
- High top leather steel-toed boots must be worn at all times.

For all additional clothing requirements in the schools please refer to the NCCER training material.

Smoking and Use of Tobacco Products:

Smoking and the use of other tobacco products, including any type of vapor devices, are prohibited except in designated areas.

Graduation:

A graduation ceremony is held for all curriculum students who have achieved successful completion of their designated programs. Students are encouraged to invite family and friends to the graduation ceremony. The Certificates of Completion and Perfect Attendance certificates are presented to the students at graduation.

Students must have a minimum of 85% attendance and 70% grade average, which specifically requires scoring a minimum grade of 70 on each individual written module and a grade of 100 on each individual performance module required, to graduate and receive a Certificate of Completion.

Conduct Information and Regulations:

Student Conduct Code

This handbook contains guidelines, policies, and regulations designed to ensure students conduct themselves in the proper manner. Each student is fully responsible to know all the contents of this handbook and to abide by the content while identified with the welding school. The administration has determined that the school will take all steps necessary to ensure students abide by all contained in this handbook. The following areas are considered major by the school: alcohol, disorderly conduct, drugs, sexual misconduct, theft, unauthorized visitation, vandalism, violation of outside law, and weapons.

- **Alcoholic Beverages**: The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school.

- **Disorderly Conduct**: Students must be aware of the school's commitment to having an environment which discourages exaggerated conduct that draws attention to oneself or to a group. Disorderly or obscene conduct or breach of peace on the school property is prohibited. No students shall push, strike, or physically assault any member of the staff, administration, student body, or any visitor on the campus. No student should use profane or vulgar language.

- **Drugs**: Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or dangerous drugs controlled by federal, South Carolina or Texas law. Appropriate officials/representatives of the school reserve the right to require a student to show proof of a drug-free condition including drug screening whenever such officials suspect or have reason to believe that an individual(s) might be engaging in drug use on or off campus. Further, the school and its officials reserve the right to determine what constitutes "suspicion" or "reason to believe" to include common symptoms routinely identified with a person under the influence. For a student to violate the drug policy in any way is a major policy violation and will result in the immediate loss of privilege to attend Arclabs.

- **Sexual Misconduct**: Any individual that is obscene, lewd, or indecent violates the conduct policies of Arclabs. Sexual misconduct by Arclabs students is harmful to the image and reputation of Arclabs and will not be tolerated.

- **Theft**: No student shall take, attempt to take, or keep in his or her possession items of school property or items belonging to students, faculty, staff, visitors or others outside the school community without proper authorization. Whenever theft occurs, the student should contact the instructor immediately. If deemed appropriate the school will conduct an investigation, including searches. The Sheriff's Department may be asked to assist with an investigation. Arclabs cannot be responsible for any personal items students bring onto campus.

- **Vandalism:** Malicious or intentional damage or destruction of property belonging to the school is prohibited.

- **Weapons/Explosives:** Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, water guns, BB or pellet guns, paintball guns, fake weapons of real appearance, or other weapons on school property. Pocket knives 4" or smaller in size are allowed. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on the school property.

- **Fire Safety:** No student shall tamper with fire safety equipment. Violation is an extremely serious offense. The possession or use of fireworks on school property is prohibited.

- **Tobacco:** Tobacco products and any type of vapor devices are allowed only in designated areas on the school property.

- **Parking:** Students are to park vehicles in designated areas assigned by the instructor.

- **Wireless Communication Devices:** Cell phones or any other communication devices are prohibited in the welding shop. Cells phones should only be used during designated breaks and lunch time.

- **Sexual Harassment**: Arclabs is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the school community is a violation of law and school policy and will not be tolerated. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue that may affect any member of the school community and will be dealt with promptly by the administration.

- **Immoral Material:** No pornographic, lewd, vulgar or provocative material in any form is allowed at Arclabs. This includes but is not limited to magazines, t-shirts, audiotapes, and electronic downloads.

- **Guests:** All guests of Arclabs must enter the office before entering the welding area. Only students and staff of Arclabs are allowed in the welding area.

Standard of Conduct:

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Our students have a responsibility to the school and to their peers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict the students' rights, but rather to be certain that everyone understands what conduct is expected and necessary.

Unacceptable Activities

- Violation of school rules or policy
- Any deliberate action that is extreme in nature and obviously detrimental to school efforts to operate
- Violation of security or safety rules, failure to observe safety practices, failure to wear required safety equipment, or tampering with school equipment
- Negligence or any careless action which endangers the life or safety of an employee or another person
- Buying, selling, dispensing, possessing, using, or being under the influence of illegal drugs, including the misuse of prescription drugs, is prohibited on the school campus
- Being under the influence of alcohol while on school grounds is prohibited
- Possession of firearms, weapons or explosives on the school campus
- Engaging in criminal conduct, acts of violence, or making threats of violence toward any person
- Insubordination or refusing to obey instructions issued by an Instructor or the School Administration pertaining to a student's work
- Threatening, intimidating or coercive behavior at any time
- Engaging in an act of sabotage, willfully or with gross negligence, causing the destruction or damage of school property or the property of fellow students
- Theft

- Dishonesty, falsification, misrepresentation, or alteration of any record, including testing materials, time sheets or other school materials
- Immoral conduct or indecency
- Inappropriate language; use of profanity or vulgar language
- Gambling
- Failure to report to school
- Accepting or giving a bribe
- Any act of harassment whether sexual, racial, or other; telling sexist, racial, or gender jokes; or making racial, gender, or ethnic slurs

Student Rights, Privileges and Responsibilities

Student Rights

Students are expected to act in every way as responsible citizens. Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to discredit or harm themselves, the school or any other individual. Enrolling in Arclabs, students assume responsibility for obeying the regulations and accepted practices of the school, both academic and non-academic, and the rules established by the school, until such time as these may be officially changed. The relationship between the school and each student is based on Arclabs policies, procedures and practices and is non-custodial; no special relationship, such as an in loco parentis status, exists by virtue of his or her status as a student, regardless of the student's age.

Any violation of local, state or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the school.

Since its founding, the school has emphasized the requirement that every student exercise responsibility and personal honor. In the area of academic conduct, the honor system has provided an influential dimension in student life. The expectation of honorable conduct is not confined to the classroom; the concept of honor is intended to permeate all aspects of student life at Arclabs.

The school reserves the right to withdraw any student who fails to accept his or her responsibility, as evidenced by inadequate scholastic achievement, or conduct that violates school rules or policies or which is not consistent with the students' obligations and responsibilities to their fellow community members. Such action is taken only after careful consideration by appropriate management team of the school.

In both non-academic and academic matters, Arclabs is committed to maintaining an atmosphere

of free and open inquiry and civility. The school seeks a positive and equitable climate on campus, one in which all students may enjoy maximum personal and intellectual growth. To that end, this section outlines the non-academic privileges and responsibilities of the members of the Arclabs community.

Privileges

Arclabs students are entitled to utilize the equipment assigned for the purpose of the course at scheduled times. Students also have the privilege to utilize the common facilities of the school at scheduled times. Finally, students should ask for and receive an interview with the Director regarding academic, grievance or conduct issues as governed by the policy for interviews and appointments.

Responsibilities

All members of Arclabs are subject to local, state and federal laws. Specific Arclabs rules governing student conduct are given in this handbook. Additionally, members of Arclabs have the following general responsibilities:

- To refrain from deliberately violating the privileges of any others, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. Each person is responsible for his/her own actions.
- Fulfill all financial obligations to the school.
- Behave in a professional manner at all times while on the school premises.
- Make every effort to attend classes in a timely fashion.
- Fulfill the academic requirements of the school under the stipulation set forth in this publication and other publications of the school.

Inspection of Company Property and Personal Items:

When Arclabs has reasonable cause to believe a student may be in violation of a policy or standard of conduct rule involving the possession or use of inappropriate items or confidential information of the school, the school reserves the option to inspect all school property. In addition, the school may request the student empty the contents of his or her personal belongings (such as lunch boxes, lockers, handbags, briefcases, packages, and/or outer clothing), and/or personal vehicles on company property. The school may discipline a student for refusing to submit to an inspection.

Policy for Recording Devices in the School:

The school prohibits the use of cameras, tape recorders, the recording capacities of camera or picture phones, and other video and/or audio recording devices of any kind by students. This policy is a preventive step necessary to ensure student privacy and the confidential information of the school.

Safety and Health:

To ensure a safe work environment, the school needs the cooperation of all students. Cooperation means maintaining a clean and orderly work environment as well as reporting to the instructor or administration any unsafe working conditions, injuries or accidents, no matter how slight. All students are required to complete Welding Safety training during the first day of class. Arclabs takes safety very seriously and requires all students to follow the proper safety procedures at all times.

Satisfactory Academic Progress Policy (SAP)

Arclabs training programs are all clock hour classes. Satisfactory progress is evaluated as follows throughout the program:

- The student is required to make quantitative progress toward program completion. To be making satisfactory progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during any given period.

- The student's academic average is reviewed to determine qualitative progress. The minimum requirement is a 70% grade average, which also specifically requires scoring a minimum grade of 70 on each individual written module and grade of 100 on each individual performance module required, at the conclusion of each evaluation period.

Title IV Students: Students enrolled in the 900 Hour Advanced Welding program and using federal student aid will be measured for financial aid SAP (FA SAP) at 450 scheduled hours. Failure to meet FA SAP standards at the 450 hour Financial Aid evaluation point will result in the student being placed on FA Warning for the next payment period. Students will remain eligible for Title IV funds for the next payment period while on FA Warning.

Students enrolled in the 1300 Hour Master Trainer program and using federal financial aid must meet FA SAP requirements at the end of each payment period – 450 and 900 scheduled hours – and students who fail to meet these requirements will automatically be placed on Financial Aid Warning for the next payment period. Students will continue to receive Title IV student aid funds while on Financial Aid Warning status. At the end of the Financial Aid Warning period, students must meet the minimum SAP requirements, or they will lose eligibility for Title IV student aid funds. A student rendered ineligible for Title IV student aid funds must determine alternative methods of funding their continued education; otherwise, they may be withdrawn from the program.

Students must repeat any module required for graduation in which they earn a grade less than 70 on written work and 100 on performance tasks. Course work repeated may adversely affect a student's academic progress in terms of maximum time frames. Incomplete grades are not given, except in specific cases as set forth by the *Texas Education Code, Section 132.061 (f)* (Texas students only). Students who withdraw from the program will receive a 0% in each module interrupted by the withdrawal. All interrupted modules must be repeated upon readmission to the institution.

Evaluation Periods

Arclabs students will be evaluated at the following intervals of their respective programs:

120 Hours: 60 Hours

280 Hours: 70 Hours, 140 Hours, and 210 Hours

400 Hours: 100 Hours, 200 Hours, and 300 Hours

900 Hours: 200 Hours, 450 Hours, 700 Hours, and 850 Hours*

1300 Hours: 200 Hours, 450 Hours, 700 Hours. 900 Hours, 1100 Hours*

**The 450 hour SAP is a Financial Aid SAP (FA SAP) evaluation for both the 900 Hour Advanced Welding and 1300 Master Welder programs; the 1300 Hour Master Welding program also has a Financial Aid SAP (FA SAP) at 900 hours.*

Students struggling to meet attendance and/or academic requirements may be subject to additional follow-up evaluations as determined by the institution.

Probation:

If a student fails to meet the cumulative 85% attendance and/or 70% grade average, which also specifically requires scoring a minimum grade of 70 on each individual written module and a grade of 100 on each individual performance module required, at any evaluation period, he or she will be placed on probation for the next evaluation period. If the student has satisfied the required attendance and academic standards during the probation period, he or she will be removed from probation.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, as appropriate, when they are placed on probation. Failure to meet the academic probation terms could result in an administrative withdrawal from the program. The institution will attempt to notify a student by phone, email, and/or postal mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Title IV Students: Students enrolled in the 900 Hour Advanced Welding program and using Title IV funds who are not meeting the attendance or grade average at the 450 hour FA SAP evaluation point (450 scheduled hours) within their program will be placed on FA Warning until the next payment period. Students are still eligible for Title IV funds during the next payment period while on FA Warning.

Students enrolled in the 1300 Hour Master Trainer program and using federal financial aid must meet FA SAP requirements at the end of each payment period – 450 and 900 scheduled hours – and students who fail to meet these requirements will automatically be placed on Financial Aid Warning for the next payment period. Students will continue to receive Title IV student aid funds while on Financial Aid Warning status. At the end of the Financial Aid Warning period,

students must meet the minimum SAP requirements, or they will lose eligibility for Title IV student aid funds. A student rendered ineligible for Title IV student aid funds must determine alternative methods of funding their continued education; otherwise, they may be withdrawn from the program.

VA Students: Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 15 percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed.

Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 15 percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

Appeal Process:

Students requesting appeal of dismissal from school:

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive Vice President. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Executive Vice President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institution's receipt of the appeal. The decision of the Executive Vice President is final.

A student reinstated upon appeal is placed on probationary status for the next evaluation period, during which time he/she must meet the terms and conditions set out in the Executive Vice President's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. For Title IV students, if Title IV financial aid was suspended for failure to achieve SAP during the payment period, when the student returns in a probationary status Title IV financial aid will continue to be suspended. At the end of the probation term, if the student is meeting SAP standards, the student will qualify for Title IV aid in the next payment period.

Maximum Time Frame:

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Maximum Time Frame in Weeks:

120 Hours = 4.5 Weeks
280 Hours = 10.5 Weeks
400 Hours = 15 Weeks
900 Hours = 39 Weeks
1300 Hours = 54 Weeks

Transfer and Readmitted Students:

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the institution.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 50 hours, he or she must complete 350 hours at the institution for the 400 Hour Program (350/38 hours per week = 9.21 weeks), and the maximum time frame is 9.21 weeks x 150% or 13.815 weeks.

Arclabs Grading Policies:

Grading Scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Method of Evaluation:

Attendance- 10%
Written Test Score Average- 30%
Performance Task Average- 50%
Safety Practices- 10%

In the class, the instructor will be covering modules from the NCCER material; the student must score 70% or higher on each written module test. Each student is also required to complete a performance task for each module, where applicable, and a grade of 100 on each individual performance module is required. Each test will be graded, and the students will be notified of their grades within two class days.

If a student fails a written module, a minimum of 48 hours must pass before he or she is eligible to retake the test with the exception of specific safety modules required before entry into the welding lab. Retests will be given at the discretion of the instructor.

Arclabs strives to provide adequate assistance to students who are struggling academically while also maintaining a regular rate of progression through the program. Students are permitted to sit for the NCCER module test three times.

Arclabs wants to see each student succeed in welding but also understands that welding is not a career for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations and attendance records on file. After a student has tested, the instructor will advise the student of his or her progress within 48 hours or two class days. Students will be aware of the progress they have made with the tests, modules, and welding evaluations.

Progress Reports:

Progress Report times:

120 Hours	60 Hours
280 Hours	70 Hours, 140 Hours, and 210 Hours
400 Hours	100 Hours, 200 Hours, and 300 Hours
900 Hours	200 Hours, 450 Hours, 700 Hours and 850 Hours
1300 Hours	200 Hours, 450 Hours, 700 Hours, 900 Hours, and 1100 Hours

Students struggling to meet attendance and/or academic requirements may be subject to additional follow-up evaluations as determined by the institution.

At the time of the program progress report, the student will have a conference scheduled with the instructor to discuss areas of improvement and recommendations.

If a student is failing to meet the given objectives, a conference with the student, instructor, and a school administrator may be scheduled to discuss possible solutions for the student. The student could be put on probation until improvement is demonstrated.

All progress reports are kept in the student files.

Student Satisfaction:

Arclabs students' satisfaction is measured by program feedback forms as an ongoing effort to obtain feedback from students across all schools in a systematic way. Understanding students' experiences and satisfaction is important in our efforts to enrich the student experience and to make Arclabs a more student-centered school. This effort provides the school with an overview and serves as a diagnostic tool to make improvements to our programs and services.

Student satisfaction reflects the effectiveness of all aspects of the educational experience. The goal is for all students who complete a course to express satisfaction with course rigor and fairness along with instructors and support staff. Effective instructors help students achieve learning outcomes that match course and learner objectives by using current welding practices and procedures. Students are satisfied through certifications earned and employment achieved. Effective practices may be analyzed through student and alumni surveys, referrals, testimonials, employer surveys or other means of measuring. Student satisfaction surveys are given to all students at the midpoints and ends of their courses. Student satisfaction is the most important key to continued learning and success in the welding field. All feedback forms and surveys are reviewed by the leadership teams.

Instructor Office Hours:

Instructors and administrative staff are always available to assist students for academic advising. All instructors who teach daytime students have scheduled office hours from 4:00 pm to 4:30 pm, Monday through Thursday, by appointment. Office hours for second shift instructors are from 3:15 until 3:45 pm (FT instructors) and 5:00 pm until 5:30 pm (PT Houston instructors) or 5:30 pm until 6:00 pm (PT SC instructors), Monday through Friday by appointment. All administrative staff will be available Monday-Friday, by appointment.

Student Resource Center:

Each Arclabs location is equipped with a Student Resource Center that is a physical hub to foster academic, educational, and social activity and provide a supportive environment for daily student life. Our student resource centers are equipped with student computers for resume writing and job searching. Our administrative staff are available to assist with academic support services in the center by appointment.

By providing a wide range of materials on welding procedures, resume writing, job search skills, and many more, we strive to assist our students in every way possible.

Attendance:

Excellent attendance is an expectation of all students at Arclabs. Daily attendance is especially important for our students to gain the maximum amount of knowledge needed to obtain a career in welding. When you miss class, you will not only fall behind in new material, but you miss the hands-on welding training that will improve your opportunity for success. It is important to attend class to receive continual learning and develop or refine your skills. Your attendance in the classroom is a very good indicator of what an employer can expect when you get on the job. Your future employer will be inquiring about your attendance, and we know from experience they will be looking for students with perfect or near-perfect attendance.

Working with industry, we have established the following attendance policy to prepare our students for what will be expected of them during future employment. All students are expected to be at the school and prepared for class by their appointed start times. If a student is going to be late for any reason, the student must call the instructor prior to his/her start time. All attendance and absences are recorded daily.

Our Standards:

A student must achieve 85% cumulative attendance for graduation.
If you are going to be tardy or absent, you are expected to call the school to advise the instructor.

Tracking:

Attendance is tracked every day by the instructor. Students must sign in when they arrive at the school. Each day the instructor records attendance in the roll book, and the administrative staff enters it into the student information system weekly. The cumulative attendance will be reported to the students on each evaluation report.

Tardiness and Early Departures:

Students are expected to be in class on time every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. Students who arrive for class after the scheduled start time are considered tardy; students who depart before the scheduled completion time are considered to have "departed early." Arclabs instructors track student tardiness and early departures in the attendance records. Time missed due to a tardy or early departure counts against a student's cumulative attendance requirement, and students with attendance that drops below 85% at any evaluation point in their programs will be placed on Attendance Probation for the next evaluation period or until the end of their programs, whichever comes first.

Attendance Probation:

If you do not have cumulative attendance of at least 85% at any evaluation point in your program, you will be placed on Attendance Probation for the next evaluation period or until the end of your program, whichever comes first.

A student on Attendance Probation must meet the 85% cumulative attendance requirement by the end of his/her probation period. Failure to do so will require a conference with the Campus Director/School Administrator and may result in termination from the school. Students not meeting the 85% cumulative attendance requirement by their graduation date will not be allowed to graduate.

VA Students: By authority of Title 38, United States Code 3676 (C) (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 15 percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for

unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 15 percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Make-Up Hours:

Make-up time will be available to students during welding shop hours that fall outside of the students' normal class times. In addition, designated Saturdays throughout the students' programs will be available for make-up time. Students are required to register in advance for make-up time. Daily time logged that exceeds normal scheduled class hours will be recorded as make-up time in the student information system. Make-up time is to be comparable to the content, time, and delivery of the class time missed. If a student misses a lecture, the student must make up the lecture the next time the module is taught. Only time spent on instructor-approved welding tasks will count as make-up hours.

Consecutive Absences:

A student who is absent for fourteen (14) consecutive calendar days without an approved leave of absence will be terminated from the program.

Dismissal:

Any student dismissed for attendance related reasons— i.e. consecutive absences, failure to maintain 85% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes after receiving approval from one of the Directors.

Excellent attendance is an expectation of all students at Arclabs. Daily attendance is especially important for you to gain the maximum amount of knowledge needed to obtain a position within the welding field. Working with the industry, we have established the attendance policy to prepare you for what will be expected during future employment.

Leave of Absence:

A leave of absence is a temporary break in a student's attendance during which he or she is considered to be continuously enrolled.

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with Arclabs consecutive absence policy, he or she must be withdrawn.

2. The leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for Arclabs to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

4. A leave of absence may be taken for the following reasons: (a) death in the family or (b) serious illness. Any request for a reason not specifically listed must be approved by the Vice President or the Campus Director. Documentation is required in order to have the leave request granted.

5. A leave of absence may only be granted when the student is expected to miss more than three consecutive days of school.

6. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

7. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

8. A leave of absence may affect student financial benefits, including, but not limited to, military education benefits and federal student aid.

Inclement Weather Policy:

Occasionally, the school areas experience bad weather – snow and ice, flooding, hurricanes, etc. – making it difficult for employees and students to get to the campus. Normally, Arclabs does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be broadcast on local television stations, our website, and/or our social media pages. The announcement will state that classes either will be delayed on the schedule listed below or will be cancelled for a specific period of time. In the event the school is <u>not officially closed</u>, students experiencing problems (icy roads, dead battery, flooded roads, etc.) should contact their instructor for reporting instructions.

Weather Delay Schedule:

Day classes will meet at 9 am when the school observes a two-hour delay schedule. Any class time missed due to inclement weather (delay/full day cancellation) will be scheduled for make-up on a designated Saturday outside of regular class time hours. Students who do not attend the designated make-up day will have those hours counted as missed time.

Make-Up Work:

The student must arrange with the instructor to ensure all work is made up before the end of class. Arrangements to take a missed test must be made with the instructor. All arrangements are subject to approval by the school's administrators.

Course Repeat:

Students will be allowed to schedule a repeat course. Course repeats will be taken at the individual course tuition rate.

Probation:

Upon being placed on probation, the student and the instructor will have a conference regarding the Attendance Policy. The instructor will reiterate the importance of being in class every day, on time and the satisfactory academic policy.

Termination of Training:

Arclabs reserves the right to terminate training, place on probation, suspend, or dismiss any student based on unsatisfactory performance, unexcused absences, or failure to comply with published rules. Any student with an open container of alcohol, drugs, or weapons on the school grounds is subject to immediate dismissal. Any student cheating on skill or written tests is also subject to immediate dismissal.

Note: The use, sale, or possession of illegal drugs or firearms will result in immediate dismissal and notification of proper authorities. Arclabs has a "no firearms policy." No person shall possess, have under his or her possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto Arclabs premises.

Withdrawals:

A student may voluntarily terminate training at any time by completing a Complete Withdrawal Form, which is available within the administrative offices of each school. A student who is unavailable to complete this form may also verbally notify the school of the intent to withdraw, and preferably, the student can confirm this notification in writing via an email to a school administrator.

A Complete Withdrawal Form will be completed by a school administrator when the school determines a student has violated a policy that warrants an institutional withdrawal of the student. Every attempt will be made to contact the student to discuss the withdrawal and acquire the appropriate student signature on the form. However, due to timely refund processing

requirements, an institutional withdrawal will still be processed without a student signature if the student cannot be reached in a timely manner.

Course Incomplete/Withdrawal (Texas only):

A student may voluntarily, verbally or in writing, terminate training at any time. Any unused money would be refunded according to the school policies. A student who starts a class and officially withdraws before the class is 30% completed will receive an incomplete for the class. A student who starts a class and officially withdraws after the class is 30% completed will receive a 0 (F) for the class. The effective date of any termination or withdrawal is the last date of attendance. Under *Texas Education Code, Section 132.061 (f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Reentry:

A dismissed student may be readmitted at the discretion of the institution based on a review of individual circumstances. If you are dismissed, or you withdraw from the institution, you may petition for re-enrollment. If your petition is approved, you may apply for admissions. Students who are re-enrolling within one year's time from their last date attended will have the application fee waived.

Texas Students: Under *Title 40, Texas Administration Code, Section 807.221-224* students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Tuition and Fees:

Application Fee

Application Fee (due with application for enrollment)..………………………………...……$50

Application fee is waived for Veterans with honorable discharge DD-214 or Active Military members with current, valid military ID. Non-refundable.

Tuition

Due prior to class start; or, financial arrangements and/or signed payment plan must be on file.

120 Hour Pipe Welding Course*…………………..…..……….……………………………...$2,140
280 Hour Specific Process Welding Course*…………………..………….……………….….…$4,990
400 Hour Welding Course*...……………..……………………...….…...…….………….…..$7,130
900 Hour Advanced Welding Course..…..……………...…….……………………..…….$16,400
1300 Hour Master Welder Course*…..……………………………………………….....$23,000

Books & Supplies

Optional. Due prior to class start; or, financial arrangements and/or signed payment plan must be on file.

Welding Tool Kit...……..……..……..……...……...$450
Advanced Welding Tool Kit.....…….$600
Master Welder Welding Tool Kit……..…$850

Student may provide own tools in lieu of purchasing tool kit from Arclabs. All tools on tool kit list required; tools must be approved for use in the welding lab.

Books: A classroom set of books is available for student use at each campus at no charge to the student. Books are not available for purchase through Arclabs Welding School. Students who wish to purchase their own books may do so through a third party.

Seminars:

Optional. Due prior to class start; must have proper Personal Protective Equipment (PPE).

OSHA 10 Hour Safety Course (10 Hours, Construction or General Industry)…….$175
Welder Improvement (80 Hours)……..……...$1500
Specific Process Seminar (64 Hours)……..…$1200

Testing Fees:

NCCER Core Curriculum Testing Fee……$125
Prerequisite Welder Qualification Testing……..……..…..$25

** 120 Hour Pipe Welding not available at the Piedmont Main Campus; 400 Hour Welding only available at Houston, Texas branch campus. 120 Hour Pipe Welding, 280 Hour Specific Process Welding (SMAW & GTAW options), and 1300 Hour Master Welder programs require welder qualification testing as a prerequisite.*

Tuition and fees are subject to change without notice.

Payment Schedule:

The application fee, if applicable, must be paid by the start date of your class. Tuition and supplies fees, if applicable, must either be paid in full or payment arrangements made by the start date of your class. If payment or payment arrangements are not made by this date, the student will not be allowed to start class. Balances must be paid in full by graduation date unless otherwise approved by an Arclabs Welding School Director.

You may pay by check, money order, travelers' check, VISA, MasterCard, AMEX, or Discover Card. For companies or agencies sponsoring students, the school will invoice against vouchers or purchase orders. Students will not be allowed to attend class until proper documentation is received. Students are responsible for any remaining balances not covered by their company, sponsoring agency or funding source, where applicable. Students will be charged a fee for any checks returned due to insufficient funds.

Financial Aid Assistance:

Arclabs Welding School is eligible to participate in the William D. Ford Federal Direct Loan program, the largest federal student loan program. Under this program, the U.S. Department of Education is your lender.

Arclabs is approved to offer federal financial aid assistance under the following Title IV programs: Pell grants, Subsidized and Unsubsidized Direct Loans and Plus loans. The class offerings under which Arclabs is approved to offer federal financial aid assistance are the 900 Hour Advanced Welding and the 1300 Hour Master Welder programs.

Federal Pell Grant- This is a need-based grant to help cover the costs of higher education at a career school or college. Pell Grant eligibility is determined by an assessment of the student's/spouse's/parent's income and assets and the resulting Expected Family Contribution (EFC). Pell Grants do not need to be repaid unless you withdraw from school and owe a refund.

Federal Direct Subsidized Loan- Loans made to eligible undergraduate students who demonstrate a financial need to help cover the costs of higher education at a college or career school. The government pays the interest while the student attends school, for the first six months after you leave school (referred to as grace period) and during a period of deferment (a postponement of loan payments). The US Department of Education is your lender.

Federal Direct Unsubsidized Loan- Loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible. The student is responsible for paying the interest during all periods. If you do not pay interest while you are in school, during grace periods or during deferment periods, interest will be added to the principal of you loan. The US Department of Education is your lender.

Direct Parent Plus Loan- Loans made to parents of dependent undergraduate students or graduate/professional students to help pay for education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the cost of attendance at Arclabs minus any other financial aid received. The US Department of Education is your lender.

Eligibility

In order to apply for financial aid, you must meet the following eligibility requirements:

- Be a U.S. Citizen with a valid Social Security number (or eligible noncitizen)
- Have a high school diploma or General Equivalency Degree (GED)
- Be registered with Selective Services (all male applicants)
- Be enrolled in Arclabs 900 Hour Advanced Welding or 1300 Hour Master Welder Program
- Complete the appropriate application and forms, including the FASFA registration
- Provide all necessary supporting documentation
- Maintain satisfactory academic progress

- Do not owe a refund on a federal student grant or be in default of any federal student loan
- Not have been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid

Loan Terms and Conditions

Details about Direct Loans including loan amounts, interest rates, repayment plans and other terms and conditions can be found at the following website:
https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized

The types of Direct Loans available, eligibility requirements for financial assistance, and other financial aid program information can be found in our Federal Financial Aid Program (Title IV) Disclosures, which are available in our administrative office. Arclabs policies and procedures for administering financial aid can be found in the Arclabs Financial Aid Policy and Procedures Manual, which is available to view in our administrative office or online under Student Resources on the bottom of the home page. If you have questions about the financial aid process or need help completing the FAFSA, please contact a Financial Aid Administrator at 1.877.647.4111 or call your local campus.

Percentage of Students Receiving Title IV Federal Financial Aid

For the period of July 1, 2019 through June 30, 2020, the percentage of full-time, first-time degree/certificate-seeking students receiving Title IV Federal Financial Aid was 80%, and the percentage of full-time, first-time degree/certificate-seeking students receiving Pell Grants was 71%.

Other Funding Available

State Funding

Arclabs is a South Carolina and Texas State Approved Training Provider. Because of this, students who are unemployed or underemployed may possibly qualify for Workforce Innovation and Opportunity Act (WIOA) funding. To learn more about this type of funding and to see if you qualify, in South Carolina please visit your local SC Works office, and in Texas visit your local Texas Workforce Commission office or contact one of our school locations.

Veterans Benefits

All Arclabs locations are approved to accept Veterans benefits including the GI Bill® and Veterans Vocational Rehabilitation.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Payment Plans

Arclabs offers payment plans. Please contact your local campus for more information.

FINANCIAL AID IS AVAILABLE TO THOSE WHO MEET THE ELIGIBILITY REQUIREMENTS OF THE INDIVIDUAL FUNDING SOURCE, AND NOT ALL FINANCIAL AID SOURCES ARE AVAILABLE FOR ALL PROGRAMS OR LOCATIONS. PLEASE CONTACT YOUR LOCAL CAMPUS FOR DETAILS.

NOTE THAT STUDENTS OR PARENTS OF STUDENTS WHO ENTER INTO AN AGREEMENT FOR A DIRECT LOAN WILL HAVE THE LOAN INFORMATION SUBMITTED TO NSLDS AND THE LOAN INFORMATION WILL BE ACCESSIBLE BY AUTHORIZED AGENCIES, LENDERS AND INSTITUTIONS.

Federal Financial Aid Programs (Title IV) are only available for the 900 Hour Advanced Welding and 1300 Hour Master Welder programs. Additional information on direct loans is available by speaking with one of our Financial Aid representatives at your local campus.

Note: Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible to receive aid for all or part of the school year.

Method of Collecting Delinquent Tuition or Monies Owed:

Collection Policy

The mission of the Arclabs Collections Office is to effectively collect outstanding receivables owed to Arclabs, thereby insuring sound fiscal management. Effective collection means, a controlled and consistent method of collection by the Business Office, resulting in reduced delinquencies and write-off. Payment-in-full is always the primary goal and supports the Arclabs policy. Arclabs mission of providing above-standard service to its customers should not be adversely affected by the Collection policy.

Collection Agency Referral

The use of a third-party to collect delinquent receivables may be necessary. Collection procedures have been developed to ensure consistent use of this collection mechanism.

Small Claims Court

Utilization of Small Claims Court is one of many collection tools used to effectively collect outstanding receivables. Collection procedures may also incorporate the use of litigation to maximize the collection effort.

Telephone and Email Collections

A goal of the collection procedures is to provide more support to internal collections on delinquent accounts prior to the referral to a third-party collection agency or small claims suit. The goal of increased telephone and email contact is to enhance the collections process earlier. Telephone contact is preferred over email use; however, in certain situations, email may be effective. An attempt to increase customer contact will supplement the existing collections process.

Institutional Refund and Cancellation Policy For South Carolina Students

Refund computations will be based on scheduled clock hours of class through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class.

Refund Due Dates

1. If an applicant never attends class (no-show), cancels the contract prior to the class start date or cancels during the trial enrollment period, all refunds due will be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2. For an enrolled student, the refund due will be paid within forty (40) calendar days from the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, according to the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student's tuition is sponsored by an outside agency and the agency owes Arclabs money at the time of a withdrawal notice, then the refund will be processed after the payment is received from the authorizing agency.

Cancellations

1. **Rejection of Applicant**: If an applicant is rejected for enrollment by Arclabs, a full refund of all tuition paid will be made to the applicant.

2. Program Cancellation: If Arclabs cancels a program subsequent to a student's enrollment, Arclabs will refund all payments made by the student.

3. Cancellation During the Trial Enrollment Period, Prior to the Start of Class or No Show: If an applicant accepted by Arclabs cancels during the trial enrollment period, within three days (72 hours) of signing the enrollment agreement or does not show for class, Arclabs will make a full refund of tuition money paid.

4. Cancellation After the Start of Class: After classes begin, during the first 60% of the academic year, Arclabs will refund to the appropriate party a pro rata portion of tuition charged, less $100, for the scheduled clock hours of class through the last date of attendance. After the first 60% of the academic year, Arclabs may consider refunds in cases of mitigating circumstances such as those that directly prohibit pursuit of a program and which are beyond a student's control: serious illness of the student, death in the student's immediate family, or active duty military service including active duty for training. The school will make refunds within 40 days after the effective date of cancellation.

Institutional Refund and Cancellation Policy for Texas Students

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first five scheduled class days (the trial enrollment period), except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

(a) The last day of attendance, if the student is terminated by the school;
(b) The date of receipt of written notice from the student; or
(c) Fourteen calendar days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program.

4. If a student enters a residence program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition is due and refundable in each of the following cases:

(a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course;

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school; or

(d) If the student withdraws during the trial enrollment period.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refund Policy for Seminars for Texas Students

1. Refund computations will be based on the period of enrollment computed on basis of course time in clock hours.

2. The effective date of termination for refund purposes will be the earliest of the following:

(a) the last date of attendance; or

(b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.

5. A full refund of all tuition and fees is due in each of the following cases:

(a) an enrollee is not accepted by the school;

(b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or

(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military

duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

Withdrawal and Return of Title IV Funds (R2T4) Policy

How a Withdrawal Affects Financial Aid

Federal Title IV student financial aid programs are awarded under the assumption that a student will remain enrolled for the entire 900 or 1300 clock hours for which the funds were awarded. Federal regulations require a recalculation of financial aid eligibility if a student withdraws or stops attending school prior to completion of 900 or 1300 clock hours.

When a student withdraws prior to completion of the program, regardless of the reason, s/he may no longer be eligible for the full amount of Title IV funds originally awarded. Depending on how long a student was enrolled, the student and/or school may have to return funds to the federal government. The return of funds to the federal government is based on a specific formula that calculates the amount of Title IV funds earned and compares that to the amount of Title IV funds disbursed to the student. If the amount disbursed to the student is greater than the amount the student earned, the funds must be returned. If the amount disbursed to the student is less than the amount the student earned, s/he may be eligible to receive a post-withdrawal disbursement of the aid that was not received. The formula that calculates financial aid earned is based on a pro-rata schedule comparing the number of clock hours during which s/he remained enrolled to the number of clock hours in the academic year. Once a student reaches the 60% point in the academic year (540 scheduled hours in academic year one or 240 scheduled hours in academic year two), the student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

NOTE: Arclabs institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from Arclabs will have no impact on the amount of Title IV aid that the student may be required to return to the federal aid programs.

How Earned Financial Aid is Calculated

Financial aid recipients “earn” the aid they originally received by remaining enrolled. The amount of federal assistance earned is based on a pro-rated system. For instance, if the student

attended 25% of the academic year, s/he earns 25% of the assistance the student was scheduled to receive. Arclabs is required to determine the percentage of Title IV aid "earned" by the student and return the "unearned" portion to the appropriate federal aid programs. Arclabs must return the unearned funds no later than 45 days from the date the institution determined the student withdrew. The R2T4 calculation is completed by the Business Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of scheduled hours completed up to the withdrawal date divided by the total number of hours in the program assigned for the period of enrollment in the academic year (900 clock hours in academic year one and 400 clock hours in academic year two).
- The percent unearned is equal to 100 percent less the percent earned.

Process for Withdrawal and Determination of Withdrawal Date

A student who wants to officially withdraw from Arclabs should contact the appropriate school official at the branch location and complete the Arclabs Complete Withdrawal Form. The Withdrawal Form will document the student's reason(s) for withdrawing and will be signed by the student and appropriate school official. A student who is unavailable to complete this form may also verbally notify the school of the intent to withdraw, and preferably, the student can confirm this notification in writing via an email to a school administrator. Additionally, the institution may withdraw a student for failure to maintain attendance requirements, failure to maintain Satisfactory Academic Progress, failure to pass a random drug screen, failure to comply with the policies and standard of conduct outlined in the Student Handbook or for other reasons outlined on the Arclabs Complete Withdrawal Form (unofficial withdrawal).

The withdrawal date used in the R2T4 calculation is the actual last date of attendance as determined by attendance records in Arclabs Student Information System (SIS).

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's attendance in the institution's program of study. A LOA is not considered a withdrawal if the student complies with the Arclabs policy for requesting a LOA. See the Arclabs LOA policy in the Student Handbook.

R2T4 Process

- When a student withdraws from the institution, a copy of the withdrawal form and attendance records will be sent to the Business Office. The latest date of attendance in the course in which the student was enrolled will be used as the withdrawal date for R2T4

purposes.

- The Business Office determines the amount of Title IV aid originally awarded and whether it is "disbursed" or "could have been disbursed." The Business Office determines the student's original tuition and fees and other charges.

- An R2T4 worksheet is completed using the above data. The period of enrollment in the academic year will be used as the basis for the calculation in the worksheet.

- The Business Office will post the recalculated amount of aid for which the student is eligible (as per the results of the R2T4 worksheet) to his/her student account in the SIS. The recalculated aid will be communicated to the student in person, via e-mail or through US mail.

- A copy of the worksheet is maintained in the Financial Aid Office and made part of the student's record.

- If the student receives (or Arclabs receives on the student's behalf) excess Title IV funds that must be returned, Arclabs must return a portion of the excess equal to the lessor of:
    - The amount of the student's unearned Title IV aid.
    - The amount of institutional charges assessed for the period of enrollment in the academic year multiplied by the percentage of unearned funds.

- If excess Title IV funds are greater than the amount returned to the federal government by Arclabs, the student must return the remaining unearned funds.

Institutional Refund Policy

Arclabs has an institutional Refund and Cancellation Policy, which is separate from the R2T4 calculation and return of Title IV funds policy. Therefore, a student may owe the school money for unpaid institutional charges calculated under the Arclabs policy that the school was required to return because of the R2T4 calculation.

The Institutional Refund and Cancellation Policy can be found in the Student Handbook.

Post-Withdrawal Disbursement

The R2T4 calculation may result in the student's eligibility to receive a post-withdrawal disbursement. If this occurs, the disbursement will be made from available grant funds first, then from available loan funds. The institution may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. If a student or parent (under Direct Parent Plus Loans) is entitled to a post-withdrawal of loan funds, s/he will be contacted via e-mail and/or US Mail by the Financial Aid Office. Written authorization from the student or

parent will be requested and is required before loan proceeds can be processed and awarded to the student or parent. The student or parent may choose to decline some or all of the loan funds so the student or parent doesn't incur additional debt. However, if the student owes a balance to the institution, the student may want to authorize the loan disbursement to pay those charges in order to avoid having a payment to the institution in addition to the Federal Loan payment.

As stated above, Arclabs may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. The school needs the student's permission to use these funds for any other school charges.

Withdrawing Prior to the 60% Point of an Academic Year

Unless and until a student completes 60% of the enrollment period in an academic year in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the academic year.

When a Student Fails to Begin Attendance

If financial aid is processed for a student who never begins attendance in the course for which s/he registered, all aid will be canceled.

When a Student Fails to Meet Satisfactory Academic Progress

If a financial aid recipient who has not officially withdrawn consistently fails to meet Arclabs Satisfactory Academic Progress Policy, the institution will administratively withdraw the student for unsatisfactory academic progress. The Business Office will determine whether the student actually established eligibility for the aid originally awarded. The last date of attendance will serve as the withdrawal date for the R2T4 calculation and the financial aid originally awarded will be recalculated.

Order of Return of Title IV Funds

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Plus Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Information Regarding Loan Repayment

The R2T4 calculation may result in the responsibility of a student and/or parent to return additional loan amounts directly to the US Department of Education. The promissory note signed by the borrower outlines the loan repayment obligations and the student or parent must repay the loan in accordance with the terms (i.e. the student/parent will make scheduled payments to the holder of the loan over time). The student should contact the servicer or the US Department of Education with any questions.

Consequences of Non-Repayment

Students who owe the US Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe Arclabs for unpaid institutional charges resulting from a withdrawal will be placed on a financial hold. These students will not be allowed to receive academic transcripts or certain certifications until the balance is paid.

Maintaining Student Files and Confidentiality

Student File Storage

Arclabs adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 to ensure confidentiality of and access to students' personal records. Procedures to maintain confidentiality regarding students' records are taken seriously by all Arclabs staff members.

Student records for the current school year are stored in locked cabinets at all campuses. Student files are transported to the main campus after the completion of the file year for South Carolina schools. Student records for the Texas school are stored in locked cabinets at the branch location after the student graduates. New applications are stored in the Admissions Office in locked cabinets. All personnel offices are locked at night and when unoccupied.

The method of destroying hard copies of all information pertinent to students' records is shredding. Every effort is made for the protection of social security numbers contained in records to prevent misuse of any personal information. All documents are destroyed in a manner to protect confidentiality of information.

Student records are maintained for at least five years after graduation or conclusion of the class. Students' academic records are maintained permanently. Completers of Arclabs can obtain a copy of their academic records by contacting our main campus at 1.877.647.4111 and submitting a Request for Official Student Documents form.

Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law enacted to establish procedures for disclosing information contained in student records and to protect the privacy of these records. The Act applies to currently enrolled students beginning at the point of deposit ("fee paid") and former students but does not apply to individuals who have applied for admission, but never attended Arclabs. Applicants for admission who are denied enrollment or who are accepted but do not deposit do not have a right to review their records.

Information obtained on a former student subsequent to graduation or termination of enrollment is not covered under the Act (e.g. data accumulated on alumni). All rights under the Act cease when a person dies – the school will decide on an individual basis what records of deceased students can be released and to whom they will be released.

Arclabs will notify students annually of their rights under the Act by publishing such information in the school catalog. That notice will inform the student that a complete policy is available from the Admissions Office.

Currently enrolled and former students have a right to inspect their educational records upon written request. Students must request permission in writing to inspect their records and must present that request to the corporate office. The records will be made available to the student for inspection not more than 30 days following the request. A school staff member will be present while the student inspects his or her records.

Definitions:

- A school official is a person employed by Arclabs in an administrative, staff or faculty position.

- Education records are defined as anything that directly identifies a student and are maintained as official working files by the school. Education records may include:
  - Class Lists
  - Grade Rosters
  - Computer Printouts
  - Welding Tests
  - Student Schedules
  - Documents in the Office of the Administrator
  - Class Objectives
  - NCCER Documentation

AND anything that contains the following:
- NCCER ID Number
- Social Security Number
- Grades
- Test Scores
- Objectives Achieved

The following files are NOT considered educational records under FERPA:
- Records about students made by instructors, professors, and administrators for their own use and not shown to others (sole possession records)

- Employment records, except where a currently enrolled student is employed as a result of his or her status as a student

- Records that contain only information relating to a person's activities after that person is no longer a student at the school

- Financial information submitted by parents(s)/guardian(s)

- Confidential letters and recommendations placed in the student's record if the student has waived in writing his or her right to inspect those letters and recommendations. Students may revoke a waiver at a later time, but any such waiver must be in writing and is only effective with respect to actions occurring after the revocation.

For information about educational records, contact the office in which the records are kept.
Types of educational records maintained by Arclabs are as follows:

- Office of Admissions – Application for admission, academic records from past schools attended, recommendations, and related documents. These records are transferred to the Office of the Registrar/Academic Services after the student is enrolled.

- Office of Financial Aid– Financial Aid applications, records of financial aid awarded, and related documents.

Unless otherwise required by law, Arclabs transcripts will not be issued to students who are delinquent in paying school charges for programs or who are behind in financial loan repayments. Copies of education records (e.g. transcripts) which were issued by other education institutions will not be provided unless authorized by the Executive Vice President.

If Arclabs determines there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from educational records to any person whose knowledge of the information is necessary to protect the health or safety of the student or others, provided that Arclabs will only exercise this authority for the duration of the emergency.

Arclabs will maintain a record of requests for access to and disclosure of a student's non-directory information to anyone other than the student, school officials with a legitimate educational interest, a party with the student's written consent, or a party seeking or receiving the records as directed by a court order or lawfully issued subpoena that directs the school to refrain from disclosing the contents of the subpoena or the information furnished in response to the subpoena. A student may inspect the record of disclosure which will be kept by the office in which the record is maintained unless such inspection is prohibited under the terms of a court order or lawfully issued subpoena.

If a student believes that information in his or her record is inaccurate, misleading, or otherwise in violation of his or her privacy rights, he or she may request that a change in the record be made. Such a request must be in writing and submitted to the Executive Vice President. If the student disagrees with the action taken, he or she may make a written request to that official for a hearing to contest the record. A hearing will be conducted within three weeks of the written request (or as soon thereafter as is practicable) with the student having an opportunity to present all relevant evidence. The hearing panel will consist of the school official in charge of the record in question and two other officials selected by the Executive Vice President. The student will be notified within two weeks of the hearing (or as soon thereafter as is practicable) as to the decision of the official or hearing panel. The decision of the hearing panel is final.

If the student disagrees with the action taken by the hearing panel or official, he or she may place a statement in his or her educational record giving the reasons for disagreeing with the decision.

Complaints:

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the student may contact the Campus Director/School Administrator or the Executive Vice President for mediation.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education or the Texas Workforce Commission.

Students are not subject to unfair action or treatment as a result of the initiation of a complaint. Arclabs Corporate Office will make every effort the resolve student complaints.

Arclabs Corporate Director:
Heidi Bray
2615 Highway 153, Unit B-3
Piedmont, SC 29673
Phone: 864.236.9995
Heidi.Bray@arclabs.com

South Carolina Students:
The complaint form for the South Carolina Commission on Higher Education is available at the following link: http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

South Carolina Commission on Higher Education
Attn: Stacey L. Price
1122 Lady Street, Suite 300
Columbia, SC 29201

Texas Students:
Texas Workforce Commission
Career School and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512.936.3100
https://csc.twc.state.tx.us

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following information:
   a) Name and location of the ACCET institution;
   b) A detailed description of the alleged problem(s);
   c) The approximate date(s) that the problem(s) occurred;
   d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
   e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
   g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET

CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Section 504 Grievance Procedure:

It is the policy of Arclabs Welding School not to discriminate on the basis of disability. Arclabs Welding School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Coordinator – **Heidi Bray, Executive Vice President, 864.236.9995, Heidi.Bray@arclabs.edu** – who has been designated to coordinate the efforts of Arclabs Welding School to comply with Section 504.

Any person who believes he or she has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Arclabs Welding School to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 45 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Section 504 Coordinator (or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Arclabs Welding School relating to such grievances.

- The Section 504 Coordinator will issue written decision on the grievance no later than 30 days after its filing.

Job Placement:

Arclabs strives to have job placement for all our graduates. A job preparation course is taught in the 280, 400, 900, and 1300 hour programs. Resume writing and interview skills are reviewed with all students. Arclabs' administration assists graduates in preparing resumes, conducting employment searches, attending interviews, and preparing for employers' weld tests.

Prospective employers are invited to graduation and given time to interview graduates. Resumes are provided to students for interviewing. A job seekers board is located at each school for students to review open positions.

Although Arclabs strives to find jobs for our graduates, it does not guarantee job placement to the graduates. Enrollment in Arclabs or completion of the program does not guarantee employment. If a student has a criminal record, it may prevent the student from obtaining employment in the field.

With the United States government estimating expenditures of approximately $1.6 trillion for infrastructure development and improvement over the next five years, Arclabs graduates will be at the forefront of addressing the shortage of workers capable of meeting that demand.

Arclabs makes no claims or guarantee that credit earned will transfer to another institution.

Arclabs cannot and does not guarantee employment.

Graduate Job Prep Time:

Graduates in good standing are eligible for job preparation practice time. Practice time applies to previously taken welding courses only. Eligibility is eliminated if a graduate has an Arclabs account balance, defaults on a student loan, or causes a disruption with current student training.

Graduates are eligible for up to 20 hours of job preparation practice time that expire six months after the students' graduation dates. Practice time must be scheduled in advance and is subject to booth availability. Graduates are required to supply all necessary welding and safety gear. There is no charge to the graduate for this practice time when welding carbon steel. A materials fee will apply for stainless steel or aluminum coupons.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest
    - Other schools to which a student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain studies for or on behalf of the school
    - Accrediting organizations
    - To comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in cases of health and safety emergencies (The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.)
    - State and local authorities, within a juvenile justice system, pursuant to specific State law

****All records requests must be in writing (Request for Official Student Documents). Please allow up to 30 days for processing.**

Student Right-To-Know Act:

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at http://nces.ed.gov.

Arclabs annually publishes this notice, and students and the general public can access each disclosure and related consumer information online at https://www.arclabs.edu/resources/. Students may also request a paper version of this notice by inquiring within the administrative office.

Campus Crime and Safety Information

The goal is to protect the Arclabs community and to reduce campus crime. Help us help you by taking personal safety steps and by reporting emergencies, suspicious activity and criminal behavior. The federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, 20 USC § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report, and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year. The crime statistics report is prepared by Arclabs' Compliance Officer in cooperation with school administrators at each campus and the police agencies surrounding each campus. The report contains three years of campus crime statistics.

Campus Security

The School Administration is responsible for the security of students, employees, and the structures on campus. The administrators are responsible for checking all facilities to ensure they are secured. Campus academic buildings are locked outside of normal class hours. Campus academic buildings are opened by an administrator at approximately 6:45 am and are closed at approximately 11:30 pm, Monday through Friday.

Arclabs does not have any on-campus housing or off-campus facilities.

Reporting Crimes and Emergencies

Arclabs' students, employees, visitors, and community members are encouraged to immediately report all emergencies, suspicious activity, and criminal behavior to the school administration and the local police department. All school administrators who receive a crime report will provide the report to the corporate office for further review. Arclabs will take appropriate action based upon the information given and will notify local law enforcement authorities when appropriate. Arclabs does not have any written policies or memoranda of understanding with any local or state enforcement agency for the investigation of alleged criminal offenses.

Arclabs does not accept anonymous reporting of crimes; however, every appropriate effort will be made to maintain confidentiality. Persons wishing to discuss a situation in strict confidentiality may do so by speaking with the corporate directors.

Current Crime Statistics

A list of all criminal incidences reported during the prior three-year period can be viewed on the U.S. Department of Education website at http://ope.ed.gov/security/. Paper copies of this report can be downloaded from our website at https://www.arclabs.edu/campus-security/ or requested from our administrative offices.

Drug and Alcohol Policy

Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or

dangerous drugs controlled by federal, South Carolina or Texas law. Appropriate officials/representatives of the school reserve the right to require a student to show proof of a drug-free condition including drug screening whenever such officials suspect or have reason to believe that an individual(s) might be engaging in drug use on or off campus. Further, the school and its officials reserve the right to determine what constitutes "suspicion" or "reason to believe" to include common symptoms routinely identified with a person under the influence. The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school.

Violations of the drug and alcohol policy may result in immediate termination from Arclabs Welding School.

Fire Prevention

Fire prevention is a vital objective. To this end, there are a number of restricted objects and activities within campus buildings. These include: no smoking at any time; no candles, incense or other incendiaries; no halogen lamps; no hot plates or other cooking hardware; no unapproved electrical cords; no propane or other fuels; and no covering, tampering or disabling a smoke detector.

Crime Prevention Policy

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act a*nd the *Family Educational Rights and Privacy Act of 1974*, institutes of higher learning are required to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. The following links can be used to search for registered sex offenders in the states of South Carolina and Texas:
http://scor.sled.**sc**.gov/ (South Carolina) | https://records.txdps.state.tx.us/sexoffender/ (Texas).

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) was initially passed in 1994. VAWA created the first U.S. federal legislation acknowledging domestic violence and sexual assault as crimes, and provided federal resources to encourage community-coordinated responses to combating violence. Its reauthorization in 2000 improved the foundation established by VAWA 1994 by creating a much-needed legal assistance program for victims and by expanding the definition of crime to include dating violence and stalking. Its subsequent reauthorization in 2005 took a

more holistic approach to addressing these crimes and created new programs to meet the emerging needs of communities working to prevent violence. Included in the 2005 reauthorization were new focus areas such as prevention, landmark housing protections for survivors, funding for rape crisis centers, and culturally- and linguistically-specific services.

Not all victims had been protected or reached through earlier iterations of the bill. ***VAWA 2013 closed critical gaps in services and justice.*** VAWA 2013 reauthorized and improved upon lifesaving services for **all** victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

VAWA 2013 also authorized appropriate funding to provide for VAWA's vitally important programs and protections, without imposing limitations that undermine effectiveness or victim safety. (http://nnedv.org/policy/issues/vawa.html)

Arclabs prohibits domestic violence, dating violence, sexual assault, and stalking and is committed to maintaining an academic environment free from any form of sexual assault, as defined by the VAWA. Arclabs will report crimes determined to be unfounded and removed from crime statistics, per VAWA requirements. Reported statistics will not identify victims of crimes or persons accused of crimes.

Arclabs will take disciplinary actions against students engaged in any sexual offense, regardless of whether it takes place on or off campus, and not-withstanding any action taken or not taken by the police department. Victims and the accused both will be provided the opportunity to present testimony and witnesses to argue his or her case, and representation is permitted. Both parties shall be informed of the outcome of the disciplinary proceedings. Sanctions may include disciplinary measures up to and including suspension or dismissal from school.

Drug and Alcohol Prevention Plan

Drug and Alcohol Policy

Arclabs maintains a drug and alcohol-free policy requiring all students to report to training in a substance-free condition. Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or dangerous drugs controlled by federal, South Carolina or Texas law. The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school. Violations of the drug and alcohol policy may result in immediate termination from Arclabs.

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety, and security risks. Most companies strictly enforce drug-free policies, and in to obtain a welding position with these companies, employees must adhere to their policies. Our policy is designed to provide a drug and alcohol-free, healthy, safe, and secure learning environment that prepares students to go to work once they graduate.

State and Federal Laws

The states of South Carolina and Texas provide online publications of their Code of Laws, and laws pertaining to the possession, sale, manufacture, et al of narcotics and controlled substances and the penalties for violations of these laws are included within the Codes. Violators of the law may face penalties, including misdemeanor or felony charges, fines, and/or imprisonment.

The South Carolina Code of Laws pertaining to Poisons, Drugs, and Other Controlled Substances can be found in Title 44, Chapter 53; prohibited acts and penalties can be found specifically in Section 44-53-370 (http://www.scstatehouse.gov/code/t44c053.php). The Texas Constitution and Statutes, Health & Safety Code, can be found in Ch. 481 (http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.481.htm#481.101). Federal laws can be found in the United States Code, Title 21, Chapter 13 (http://uscode.house.gov/) or the United States Code (USC) Controlled Substances Act (http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html) with penalties found in Part D.

Loss of Financial Aid

A conviction for any offense involving the possession or sale of illegal drugs, during any period of enrollment for which a student receives Title IV federal student aid, may result in the loss of future financial aid eligibility. If convicted of possessing or selling drugs after a student submits his/her Free Application for Federal Student Aid (FAFSA), the student must notify their financial aid analyst immediately. If a student successfully completes a drug rehabilitation program, the student may regain federal student aid eligibility on the date the program is successfully completed. See https://www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf for more information pertaining to FAFSA and drug-related convictions.

Health Risks

Health risks associated with student use of narcotics and controlled substances (as defined by law) include, but are not limited to, adverse modification of one or more body systems, such as the nervous, cardiovascular, respiratory, muscular, endocrine, and central nervous systems; toxic, allergic, or other serious reaction; unfavorable mood alteration and addiction; severe emotional and/or physical injury when physiological and psychological dependency is present.

Health risks associated with the consumption of alcohol include, but are not limited to, marked changes in behavior; impaired judgment; impaired coordination, such as the coordination required to safely operate a vehicle; increased chance of aggressive behaviors, such as assault; impaired higher mental functions, such as learning or remembering information; health issues, such as respiratory depression or vital organ damage (brain, liver) when long-term and/or heavy consumption of alcohol has occurred; fetal alcohol syndrome in infants whose mothers consumed alcohol while pregnant. Repeated alcohol use may lead to dependence. Withdrawal syndrome may present if sudden cessation of alcohol intake occurs and may include severe anxiety, tremors, hallucinations, and convulsions; alcohol withdrawal can be life-threatening.

Resources

Students affected by drug and/or alcohol abuse are encouraged to seek assistance. The Phoenix Center and the South Carolina Department of Vocational Rehabilitation are two resources for help in South Carolina; the Houston Substance Abuse Clinic and the Set Free D.A.T. (Drug

Abuse Treatment) Center, Inc., are two resources for help in the Houston, TX, area. Students can also call the following national helplines for assistance:

- SAMHSA – Substance Abuse and Mental Health Services Administration – Call 1.800.662.HELP or visit https://findtreatment.samhsa.gov/
- National Alcohol Helpline – Call 1.800.ALCOHOL
- Alcohol and Drug Helpline – Call 1.800.821.4357
- National Council on Alcoholism and Drug Dependence Hope Line – Call 1.800.622.2255
- National Helpline for Substance Abuse – Call 1.800.262.2463

A copy of the Drug and Alcohol Prevention Plan is available to students in the administrative office at each school location. Students will receive notification of an updated copy of the Drug and Alcohol Prevention Plan when changes have been made to the current policy.

Class Descriptions:

Pipe Welding (120 hours)***

114.5 Welding Hours, 5.5 Hours Classroom
Approximately 3 weeks

Course Description: This course is designed for the experienced welder who is looking to improve his/her welding skills for pipe welding.

The student must submit a resume and complete two written tests and the performance evaluation for one pipe welding process to graduate.

Upon completion of this course the student should be able to pass a typical pipe welding qualification test for work in the construction or industrial field.

Prerequisite: The student must be able to pass a 3G & 4G welder qualification test in the process in which they choose to concentrate (SMAW or GTAW). Test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

***This program is not available at the Piedmont Main Campus.**

Specific Process Welding (280 hours)

240 Welding Hours, 40 Hours Classroom
Approximately 7 weeks

Course Description: This course is designed for the beginner welder or the welder with some experience. The beginner welder may elect to take the GMAW/FCAW program only. An experienced welder may choose one of three welding process concentrations: SMAW, GMAW/FCAW or GTAW. The GTAW course may be taken as a pipe welding course.

Upon completion of this course the student should be able to start work as an entry level welder in the construction or industrial field using the SMAW, GMAW/FCAW, or GTAW process.

The student must complete all written tests and performance evaluations for the chosen welding process to graduate, except for the performance modules indicated as optional.

Prerequisite: Students enrolling in the SMAW or GTAW structural welding concentration must have prior welding experience. Students must pass a 3G & 4G welder qualification test in a welding process of their choice to demonstrate prior experience.

Students enrolling in the GTAW pipe welding concentration must pass a 3G & 4G welder qualification test in GTAW. Test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

Welding (400 hours)***

345 Welding Hours, 55 Hours Classroom
Approximately 10 weeks

Course Description: This structural welding course is designed for the beginner welder to the welder with some experience to prepare for employment in the structural welding industry.

Upon completion of the course the student should be able to start work as an entry level structural welder in the construction or industrial field.

The student must complete all written tests, the performance evaluations for at least one welding process, and the performance evaluations for all other required modules to graduate, except for the module indicated as optional.

***This program is only available at the Houston branch campus.**

Advanced Welding (900 hours)

815 Welding Hours, 85 Hours Classroom
Approximately 26 weeks

Course Description: This structural and pipe welding course is designed for the beginner welder to the welder with some experience.

Upon completion of the course the student should be able to start work as an entry level structural or pipe welder in the construction or industrial field.

Students are eligible to test for up to two American Welding Society (AWS) welder certifications.

The student must complete all written tests, the performance evaluations for all structural welding processes and cutting processes, and all other performances for Welding Levels 1 and 2 to graduate.

Master Welder (1300 hours)

1195 Welding Hours, 105 Hours Classroom
Approximately 36 weeks

Course Description: This structural and pipe welding course is designed for the beginner welder to the welder with some experience and includes advanced topics in stainless steel and aluminum welding.

Upon completion of the course the student should be able to start work as an entry level structural or pipe welder in the construction or industrial field.

Students are eligible to test for up to three American Welding Society (AWS) welder certifications.

The student must complete all written tests, the performance evaluations for all structural welding processes and cutting processes, the performance evaluations for the two GTAW pipe welding modules, the soldering and brazing module, and all the other performances for Welding Level 1 and 2 to graduate.

Prerequisite: None for new students; Students upgrading from the 900 Hour Advanced Welding course to the 1300 Hour Master Welder course must pass a 5G or 6G welder qualification test on 4" Sch. 80 pipe in GTAW or combo GTAW/SMAW pipe; test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

Class Schedule- 120 Hours Pipe Welding
Program Description

Pipe Welding Program: The pipe welding class is approximately 3 weeks, 120 hours, intensive practical and two theorem classes. This course is designed for the experienced welder who is looking to improve his/her welding skills for pipe welding.

Upon completion of this course the student should be able to pass a typical pipe welding qualification test for work in the construction or industrial field.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
29301	SMAW Open-Root Pipe Welds	2.5	0	2.5
29304	GTAW Carbon Steel Pipe	3	0	3
WL	Welding Lab	0	114.5	114.5
		5.5	114.5	120

***Students are required to complete the performance for one pipe welding process of their choice. Students use any remaining welding lab hours to get exposure in the other process.**

Class Schedule – 280 Hours Specific Process Welding
Program Description

Specific Process Welding Program: The welding program is approximately 7 weeks, 280 hours, intensive practical and theorem class. Beginner students must take the GMAW/FCAW concentration. Experienced students in this program may select their specific process concentration areas from SMAW, GMAW/FCAW, or GTAW. The GTAW concentration is offered as a pipe welding course also. Graduates of this program should learn practical Stick welding, MIG and/or Flux Core welding, or TIG welding.

Additionally, students will be taught safety and proper procedures to be able to start a welding career. Graduates of this program should be able to find entry-level jobs in the welding field.

Program Outline:

SMAW

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29105	Base Metal Prep	2	0	2
29107	SMAW Equipment & Set Up	2	1	3
29108	SMAW Electrodes	1.5	1	2.5
29109	SMAW Beads & Fillet Welds	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29111	SMAW Groove Welds With Backing	2	0	2
29112*	SMAW Open Root V-Groove Welds	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
WL	Welding Lab	0	231.5	231.5
		40	240	280

***Module 29112 is optional; it is not required to graduate.**

GMAW/FCAW

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29105	Base Metal Prep	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
29205	GMAW & FCAW Equipment & Filler Metals	3.5	0	3.5
29209	GMAW Plate	2	0	2
29210	FCAW Plate	2	0	2
WL	Welding Lab	0	233.5	233.5
		40	240	280

GTAW

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29105	Base Metal Prep	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
29207	GTAW Equipment & Filler Metals	2	1	3
29208	GTAW Plate	2.5	0	2.5
29304*	GTAW Carbon Steel Pipe	3	0	3
WL	Welding Lab	0	232.5	232.5
		40	240	280

***The performance task for module 29304 is optional in the structural welding course; it is not required to graduate. The GTAW pipe option requires completion of this performance module.**

Class Schedule – 400 Hours Welding
Program Description

Welding Program: The welding program is approximately 10 weeks, 400 hours, intensive practical and theorem class. Graduates of this program should learn practical Stick, MIG, and/or Flux Core welding processes.

Additionally, students will be taught safety and proper procedures to be able to start a welding career. Graduates of this program should be able to find entry-level jobs in the welding field.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29104	Carbon Arc Cutting	2.5	1.5	4
29105	Base Metal Prep	2	0	2
29106	Weld Quality	5	0	5
29107	SMAW Equip. & Set Up	2	1	3
29108	SMAW Electrodes	1.5	1	2.5
29109	SMAW Beads & Fillet Welds	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29111	SMAW Groove Welds With Backing	2	0	2
29112*	SMAW Open Root V-Groove Welds	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
29205	GMAW & FCAW Equipment & Filler Metals	3.5	0	3.5
29209	GMAW Plate	2	0	2
29210	FCAW Plate	2	0	2
WL	Welding Lab	0	335	335
		55	345	400

*** Module 29112 is optional; it is not required to graduate.**

Class Schedule – 900 Hours Advanced Welding
Program Description

Advanced Welding Program: The welding program is approximately 26 weeks, 900 hours, intensive practical and theorem class. This course is designed for the beginner welder to the welder with some experience.

Upon completion of the course the student should be able to start work as an entry level structural or pipe welder in the construction or industrial field.

During the program, the student will have classroom work as well as hands on practice. Students are eligible to test for up to two American Welding Society (AWS) welder certifications.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29103	Plasma Arc Cutting	3	3	6
29104	Carbon Arc Cutting	2.5	1.5	4
29105	Base Metal Prep	2	0	2
29106	Weld Quality	5	0	5
29107	SMAW Equip. & Set Up	2	1	3
29108	SMAW Electrodes	1.5	1	2.5
29109	SMAW Beads & Fillet Welds	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29111*	SMAW Groove Welds With Backing	2	0	2
29112	SMAW Open Root V-Groove Welds	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
29203	Physical Characteristics & Mechanical Properties of Metals	5	0	5
29204	Preheating and Postheating of Metals	4	0	4
29205	GMAW & FCAW Equipment & Filler Metals	3.5	0	3.5
29207	GTAW Equipment & Filler Metals	2	1	3
29208	GTAW Plate	2.5	0	2.5
29209	GMAW Plate	2	0	2
29210	FCAW Plate	2	0	2
29301	SMAW Open Root Pipe Welds	2.5	0	2.5
29302	GMAW Pipe	3	0	3
29303	FCAW Pipe	3	0	3
29304	GTAW Carbon Steel Pipe	3	0	3
WL	Welding Lab	0	801	801
AWS	AWS Certification Tests (electives)	0	8	8
		85	815	900

***The performance task for module 29111 is optional; it is not required to graduate.**

Class Schedule- 1300 Hours Master Welder
Program Description

Master Welder Program: The welding program is an approximately 36 weeks, 1300 hours, intensive practical and theorem class. This course is designed for the beginner welder to the welder with some experience and includes advanced topics in stainless steel and aluminum welding.

Upon completion of the course the student should be able to start work as an entry level structural or pipe welder in the construction or industrial field.

During the program, the student will have classroom work as well as hands on practice. Students are eligible to test for up to three American Welding Society (AWS) welder certifications.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
00102	Introduction to Construction Math	6	0	6
00108	Basic Employability Skills	2	0	2
29101	Welding Safety	3	0	3
29102	Oxyfuel Cutting	5.5	6.5	12
29103	Plasma Arc Cutting	3	3	6
29104	Carbon Arc Cutting	2.5	1.5	4
29105	Base Metal Prep	2	0	2
29106	Weld Quality	5	0	5
29107	SMAW Equipment & Set Up	2	1	3
29108	SMAW Electrodes	1.5	1	2.5
29109	SMAW Beads & Fillet Welds	2	0	2
29110	Joint Fit-up and Alignment	2	0	2
29111*	SMAW Groove Welds with Backing	2	0	2
29112	SMAW Open Root V-Groove Welds	2	0	2
29201	Welding Symbols	4	0	4
29202	Reading Welding Detail Drawings	8	0	8
29203	Physical Characteristics & Mechanical Properties of Metals	5	0	5
29204	Preheating & Postheating of Metals	4	0	4
29205	GMAW & FCAW Equipment & Filler Metals	3.5	0	3.5
29207	GTAW Equipment & Filler Metals	2	1	3
29208	GTAW Plate	2.5	0	2.5
29209	GMAW Plate	2	0	2
29210	FCAW Plate	2	0	2

29301	SMAW Open-Root Pipe Welds	2.5	0	2.5
29302	GMAW Pipe	3	0	3
29303	FCAW Pipe	3	0	3
29304	GTAW Carbon Steel Pipe	3	0	3
29305	GTAW Low Alloy and Stainless Steel Pipe	3	0	3
29306	SMAW Stainless Steel Groove Welds	3	0	3
29401	GMAW Aluminum Plate	3	0	3
29402	GTAW Aluminum Plate	3	0	3
29403	GTAW Aluminum Pipe	3	0	3
29404	GMAW Aluminum Pipe	3	0	3
29405	Soldering and Brazing	2	0	2
WL	Welding Lab	0	1181	1181
AWS	AWS Certification Tests (electives)	0	12	12
		105	1195	1300

***The performance task for module 29111 is optional; it is not required to graduate.**

Subject Description or Synopsis

(Lecture/Lab/Total Clock Hours)

00102
Introduction to Construction Math (6/0/6 Hours) Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals, and explains their applications to the construction trades.
Prerequisite: None

00108
Basic Employability Skills (2/0/2 Hours) Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem-solving skills and computer systems and their industry applications.
Prerequisite: None

29101
Welding Safety (3/0/3 Hours) Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.
Prerequisite: None

29102
Oxy-Fuel Cutting (5.5/6.5/12 Hours) Explains the safety requirement for oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel

equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.
Prerequisite: None

29103
Plasma Arc Cutting (3/3/6 Hours) Explains plasma arc cutting equipment and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates. Covers plasma-arc cutting methods for piercing, slotting, squaring, and beveling metals. Explains how to store equipment and clan the work area.
Prerequisite: None

29104
Carbon Arc Cutting (2.5/1.5/4 Hours) Describes air carbon arc cutting equipment and processes. Identifies the electrodes and safe operation of the equipment. Provides step-by-step instruction for performing air carbon arc washing and gouging activities.
Prerequisite: None

29105
Base Metal Preparation (2/0/2 Hours) Describes how to clean and prepare all types of base metals for cutting and welding. Identifies and explains joint design and base metal preparation for all welding tasks.
Prerequisite: None

29106
Weld Quality (5/0/5 Hours) Identifies the codes that govern welding, including marine welds. Identifies and explains weld imperfections and causes. Describes non-destructive examination practices, visual inspection criteria, welder qualification tests and the importance of quality workmanship.
Prerequisite: None

29107
SMAW Equipment and Setup (2/1/3 Hours) Describes SMAW welding and welding safety. Explains how to connect welding current and setup arc welding equipment. Identifies and explains using tools for cleaning welds.
Prerequisite: None

29108
Shielded Metal Arc Electrodes (1.5/1/2.5 Hours) Explains electrodes characteristics and different types of filler metals. Describe the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Explains proper storage and control of filler metals and identifies the use of codes.
Prerequisite: None

29109
SMAW Beads and Fillet Welds (2/0/2 Hours) Describes the preparation and setup for arc welding equipment and the process of striking an arc. Explains how to detect and correct arc blow. Describes how to make stringer, weave, overlapping beads, and fillet welds.
Prerequisite: None

29110
Joint Fit-up and Alignment (2/0/2 Hours) Identifies and explains job code specifications. Describes use of fit-up gauges and measuring devices to check fit-up and alignment and use of plate and pipe fit-up and alignment tools to properly prepare joists. Explains how to check for joint misalignment and poor fit.
Prerequisite: None

29111
SMAW Groove Welds with Backing (2/0/2 Hours) Explains groove welds and how to set up welding equipment for making groove welds. Describes how to make groove welds with backing. Provides procedures for making flat, horizontal, vertical, and overhead groove welds.
Prerequisite: None

29112
SMAW Open Root V-Groove Welds (2/0/2 Hours) Explains open V-groove welds and how to set up welding equipment for making open V-groove welds. Provides procedures for making flat, horizontal, vertical, and overhead open V-groove welds.
Prerequisite: None

29201
Welding Symbols (4/0/4 Hours) Identifies and explains the different parts of a welding symbol. Describes different types of fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications, and welding procedure specifications.
Prerequisite: None

29202
Reading Welding Detail Drawings (8/0/8 Hours) Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials.
Prerequisite: None

29203
Physical Characteristics and Mechanical Properties of Metals (5/0/5 Hours) Explains physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Shows how to extract metal information from Welding Procedure Specification (WPS) sheets and Procedure Qualification Records (PQRs). Covers visual inspection, magnetic testing, and X-ray fluorescent spectrometry methods used to identify metals.
Prerequisite: None

29204

Preheating and Postheating of Metals (4/0/4 Hours) Explains preheating, interpass temperature control, and postheating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Covers the equipment used for heat treating metals.

Prerequisite: None

29205

GMAW and FCAW Equipment and Filler Metals (3.5/0/3.5 Hours) Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielded gases used to perform GMAW and FCAW. Explains how to set up and use GMAW and FCAW equipment and how to clean GMAW and FCAW welds.

Prerequisite: None

29207

GTAW Equipment and Filler Metals (2/1/3 Hours) Explains GTAW safety. Identifies and explains the use of GTAW equipment, filler metals and shielding gases. Covers the setup of GTAW equipment.

Prerequisite: None

29208

GTAW Plate (2.5/0/2.5 Hours) Describes how to build pads on carbon steel plate using GTAW and carbon steel filler metal. It also explains how to make multiple pass GTAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions, and how to make GTAW V-groove welds in the 1G, 2G, 3G, and 4G position.

Prerequisite: None

29209

GMAW Plate (2/0/2 Hours) How to set up and use GMAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

Prerequisite: None

29210

FCAW Plate (2/0/2 Hours) How to set up and use FCAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

Prerequisite: None

29301

SMAW Open-Root Pipe Welds (2.5/0/2.5 Hours) Explains how to set up SMAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 1G-Rotated, 2G, 5G, and 6G positions.

Prerequisite: None

29302
GMAW Pipe (3/0/3 Hours) Explains how to set up GMAW equipment for open-root V-groove welds. Explains how to prepare for and make open root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW equipment on pipe in the 1G-Rotated, 2G, 5G, and 6G positions.
Prerequisite: None

29303
FCAW Pipe (3/0/3 Hours) Explains how to set up FCAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with FCAW equipment on pipe in the 1G-Rotated, 2G, 5G, and 6G positions.
Prerequisite: None

29304
GTAW-Carbon Steel Pipe (3/0/3 Hours) Explains how to set up GTAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open root V-groove welds with GTAW equipment on pipe in the 2G, 5G, and 6G positions.
Prerequisite: None

29305
GTAW-Low Alloy and Stainless-Steel Pipe (3/0/3 Hours) Explains how to set up GTAW equipment for open root V-groove welds on low alloy and stainless steel pipe and explains how to prepare for and make open root V-groove welds on low alloy and stainless steel pipe. Provides procedures for making open root V-groove welds with GTAW equipment on low-alloy and stainless-steel pipe in the 2G, 5G and 6G positions.
Prerequisite: 29304

29306
SMAW-Stainless Steel Groove Welds (3/0/3 Hours) Explains stainless steel metallurgy, how to select SMAW electrodes for stainless steel welds, and how to weld different types of stainless steel. Covers safety issues associated with welding on stainless steel, how to prepare weld coupons, and how to set up SMAW equipment for welding stainless steel. Provides procedures for making open-root V-groove welds with GTAW equipment on stainless steel plate in the 1G, 2G, 3G and 4G positions. It also includes procedures for making open-root V-groove welds with GTAW equipment on stainless steel pipe in the 1G Rotated, 2G, 5G and 6G positions.
Prerequisite: None

29401
GMAW Aluminum Plate (3/0/3 Hours) Covers the setup of GMAW equipment for welding aluminum plate. Explains aluminum metallurgy and the characteristics of aluminum welding;

how to clean and prepare aluminum plate coupons for welding; and problems often encountered in aluminum welds. Explains GMAW techniques used in aluminum welding. Provides GMAW procedures on how to build weld pads on aluminum plate; how to make fillet welds on aluminum plate in the 1F, 2F, 3F and 4F positions; and how to make V-groove welds on aluminum plate with backing in the 1G, 2G, 3G and 4G positions.
Prerequisite: None

29402
GTAW Aluminum Plate (3/0/3 Hours) Covers the setup of GTAW equipment for welding aluminum plate. Explains how to clean and prepare aluminum plate coupons for welding, and how to select the aluminum filler metals and shielding gases used in the GTAW process. Explains GTAW techniques used in aluminum welding. Provides GTAW procedures on how to build weld pads and aluminum plate; how to make fillet welds on aluminum plate in the 1F, 2F, 3F and 4F positions; and how to make V-groove welds on aluminum plate with backing in the 1G, 2G, 3G and 4G positions.
Prerequisite: None

29403
GTAW Aluminum Pipe (3/0/3 Hours) Covers the setup of GTAW equipment for welding aluminum pipe. Explains how to clean and prepare aluminum pipe coupons for welding. Addresses GTAW techniques used to make V-groove and modified u-groove welds on aluminum pipe with and without backing. Provides GTAW procedures on how to make V-groove or modified U-groove welds on aluminum pipe in the 2G, 5G and 6G positions.
Prerequisite: 29304, 29305 and 29402

29404
GMAW-Aluminum Pipe (3/0/3 Hours) Covers the setup of GMAW equipment for welding aluminum pipe. Addresses GMAW techniques used to make V-groove welds on aluminum pipe with and without backing. Explains how to clean and prepare aluminum pipe coupons for welding. Provides GMAW procedure on how to make V-groove welding on aluminum pipe in the 2G, 5G and 6G positions.
Prerequisite: 29302 and 29401

29405
Soldering and Brazing (2/0/2 Hours) Introduces the equipment, technique, and materials used to safely join copper tubing through both brazing and soldering processes. Covers the required PPE, preparation, and work processes in detail. Also presents procedures for brazing copper to dissimilar materials such as steel.
Prerequisite: None

WL
Welding Lab (hours vary by program) Provides hands-on practical application of welding

processes and cutting processes. Students spend most of their time in the welding booths practicing the concepts learned in the classroom and strengthening their skills in welding to prepare for their welder qualification testing.
Prerequisite: None

AWS
AWS Certification Test (Up to 4 Hours Each) The AWS Certification Test allows a student to test for a nationally recognized welder certification through the American Welding Society. The test is performed by a Certified Welding Inspector (CWI) from an AWS Accredited Test Facility (ATF). This is an elective and is not required to meet graduation requirements.
Prerequisite: Enrollment in the 900 Hour Advanced Welding or 1300 Hour Master Welder program.

Continuing Education Seminars:

These classes are designed for the experienced welder who is looking for a place to get some hands-on practice time to improve and advance his/her welding skills.

The only classroom work will be a required safety orientation. The student will be allowed to work in the welding shop as needed to attain the welding skill level he or she desires with supervision from the Welding Instructor.

There is no testing required for these classes. Students do not have to have a high school diploma or GED to take seminar classes. All seminars include minimal classroom time with most of the time spent with hands-on training.

Welder Improvement- 80 Hours

This seminar is designed for the experienced welder who needs to improve and advance his/her welding skills and abilities.

Objective: To hone in on welding skills. The welder will evaluate quality issues, measure actual welding processes against in place procedures and have welds visually inspected.

Skills Learned: Hands-on welding basics and improved welding skills.

Method of Delivery: Hands-on welding after completion of basic safety

Specific Process- 64 Hour Course

This seminar is designed for the experienced welder who needs to improve and advance on a specific welding process.

Objective: Student will choose a specific process to concentrate on improvement of skills. The welder will evaluate quality issues, measure actual welding processes against in place procedures and have welds visually inspected.

Specific Process Includes: SMAW, GMAW, FCAW, & GTAW

Skills Learned: Specific welding processes to improve welding ability.

Method of Delivery: Hands-on welding after completion of basic safety

OSHA 10 Hour Safety Course

10 Hours Classroom

Objective: OSHA 10 hour training is intended to prepare entry level employees for the dangers of the workplace, including how to identify, abate, avoid and prevent hazards at their job sites. It also informs workers about their rights, employer responsibility and how to file a complaint. Students will receive an OSHA 10 Hours card upon successful completion of the course.

Skills Learned: The OSHA 10 hour safety training courses available to general industry and construction personnel introduce the entry-level worker to the hazards and awareness necessary to stay safe on the job. OSHA standards ensure workplace safety, keeping you as a worker from costly injuries. OSHA provides the safety training program to keep you protected from the hazards of industrial work.

OSHA 10 hour safety training is specifically designed to train workers and employers to discern and control workplace hazards. Once any hazard has been identified, we offer the tools and skills to eliminate those hazards from the workplace.

Method of Delivery: Classroom training with demonstration

Some of the topics covered include:

- Electrical safety
- Proper guarding of hazardous machinery
- Personal protective equipment
- Fire protection
- Health and safety training programs

OSHA 30 Hour Safety Course

30 Hours Classroom

Objective: This training is designed for foremen, directors, supervisors or other onsite managers. OSHA standards compliance is covered over the course of this program with emphasis on hazard identification, avoidance, control and prevention. Students will receive an OSHA 30 Hours card upon successful completion of the course.

Method of Delivery: Classroom training with demonstration

Skills Learned: OSHA 30 hour training will teach you as a worker or employer how to identify, control, and eliminate on-site hazards that could land you or a teammate a costly injury, or worse. OSHA required training is designed to keep you and your team safe.

Some of the topics covered include:

- Health Hazards: Hazardous Materials
- Personal Protective Equipment
- Fire Protection
- Materials Handling & Storage
- Hand & Power Tools
- Stairways and Ladders
- Confined Spaces

Course Syllabi

120 Hour Basic Pipe Welding Course

Subject Description: Arclabs' welding class combines classroom lecture with performance tasks and hands-on skill development.

Subject Hours: 120 Clock Hours

Prerequisite: Pass 3G & 4G welder qualification test in SMAW or GTAW; test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

Maximum Student: Teacher Ratio: 20:1

Performance Objectives:

- Understand and practice all welding safety procedures
- See Welding Objectives for class outline

Required Textbooks:

1. ISBN 13: 978-0-13-448245-3: Welding Level 3, 5th Edition, Prentice Hall, 2016

Instructional Methods:

1. Lecture
2. Demonstrations
3. Performance Tasks

Basis of Grades: In the 120 Hour class, the instructor will be covering modules from the NCCER material. To receive a passing grade, the student must score 70% or higher on each required module test. Each student is also required to complete the performance task for at least one of the welding processes available and score a grade of 100. Each test will be graded, and the

students will be notified of their grades within two class days. If a student fails a module a minimum of 48 hours must pass until he/she is able to retest. Retests will be given at the discretion of the instructor.

If a student fails a module after taking the test twice, he/she will be put onto academic probation and given one more time to take the written test. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps.

Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know of his/her progress within 48 hours or two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Attendance- 10%
Written Test Score Average- 30%
Performance Task Average- 50%
Safety Practices- 10%

280 Hour Specific Process Welding Course

Subject Description: Arclabs' welding class combines classroom lecture with performance tasks and hands-on skill development.

Subject Hours: 280 Clock Hours

Prerequisite: None for GMAW/FCAW concentration. Pass 3G & 4G welder qualification test in any welding process for structural SMAW or GTAW concentration. Pass 3G & 4G welder qualification test in GTAW for GTAW pipe welding concentration. Test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

Maximum Student: Teacher Ratio: 20:1

Performance Objectives:

- Read, understand, and follow blueprints
- Understand and practice all welding safety procedures
- See Welding Objectives for class outline

Required Textbooks:

1. ISBN 13: 978-0-13-413143-6: NCCER Contren Learning Series Core Curriculum, 5th Edition, Prentice Hall, 2015
2. ISBN 13: 978-0-13-413110-8: Welding Level 1, 5th Edition, Prentice Hall, 2015

3. ISBN 13: 978-0-13-431110-4: Welding Level 2, 5th Edition, Prentice Hall, 2015
4. ISBN 13: 978-0-13-448245-3: Welding Level 3, 5th Edition, Prentice Hall, 2016 (GTAW pipe course only)

Instructional Methods:

1. Lecture
2. Demonstrations
3. Performance Tasks

Basis of Grades: In the 280 Hour class, the instructor will be covering modules from the NCCER material. To receive a passing grade, the student must score 70% or higher on each required module test. Each student is also required to complete, at a minimum, the mandatory performance tasks applicable to the chosen concentration area with a grade of 100. Each test will be graded, and the students will be notified of their grades within two class days. If a student fails a module a minimum of 48 hours must pass until he/she is able to retake the test with the exception of specific safety modules required before entry into the welding lab. Retests will be given at the discretion of the instructor.

If a student fails a module after taking the test twice, he or she will be put onto academic probation and given one more time to take the written test. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know of his/her progress within 48 hours or two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Attendance- 10%
Performance Task Average- 50%
Written Test Score Average- 30%
Safety Practices- 10%

400 Hour Welding Course

Subject Description: Arclabs' welding class combines classroom lecture with performance tasks and hands on skill development.

Subject Hours: 400 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1

Performance Objectives:

- Read, understand, and follow blueprints
- Understand and practice all welding safety procedures
- See Welding Objectives for class outline

Required Textbooks:

1. ISBN 13: 978-0-13-413143-6: NCCER Contren Learning Series Core Curriculum, 5th Edition, Prentice Hall, 2015
2. ISBN 13: 978-0-13-413110-8: Welding Level 1, 5th Edition, Prentice Hall, 2015
3. ISBN 13: 978-0-13-431110-4: Welding Level 2, 5th Edition, Prentice Hall, 2015

Instructional Methods:

1. Lecture
2. Demonstrations
3. Performance Tasks

Basis of Grades: In the 400 Hour class, the instructor will be covering modules from the NCCER material. To receive a passing grade, the student must score 70% or higher on each required module test. Each student is also required to complete, at a minimum, the mandatory performance tasks applicable to this program with a grade of 100. Each test will be graded, and the students will be notified of their grades within two class days. If a student fails a module a minimum of 48 hours must pass until they are able to retake the test with the exception of specific safety modules required before entry into the welding lab. Retests will be given at the discretion of the instructor.

If a student fails a module after taking the test twice, he/she will be put onto academic probation and given one more time to take the written test. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know of his/her progress within 48 hours or two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Attendance- 10%
Written Test Score Average- 30%
Performance Task Average- 50%
Safety Practices- 10%

900 Hour Advanced Welding Course

Subject Description: Arclabs' welding class combines classroom lecture with performance tasks and hands on skill development.

Subject Hours: 900 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1

Performance Objectives:

- Read, understand, and follow blueprints
- Understand and practice all welding safety procedures
- See Welding Objectives for class outline

Required Textbooks:

1. ISBN 13: 978-0-13-413143-6: NCCER Contren Learning Series Core Curriculum, 5th Edition, Prentice Hall, 2015
2. ISBN 13: 978-0-13-413110-8: Welding Level 1, 5th Edition, Prentice Hall, 2015
3. ISBN 13: 978-0-13-431110-4: Welding Level 2, 5th Edition, Prentice Hall, 2015
4. ISBN 13: 978-0-13-448245-3: Welding Level 3, 5th Edition, Prentice Hall, 2016

Instructional Methods:

1. Lecture
2. Demonstrations
3. Performance Tasks

Basis of Grades: In the 900 Hour class, the instructor will be covering modules from the NCCER material. To receive a passing grade, the student must score 70% or higher on each required module test. Each student is also required to complete, at a minimum, the mandatory performance tasks applicable to this program with a grade of 100. Each test will be graded, and the students will be notified of their grades within two class days. If a student fails a module a minimum of 48 hours must pass until he/she is able to retake the test with the exception of specific safety modules required before entry into the welding lab. Retests will be given at the discretion of the instructor.

If a student fails a module after taking the test twice, he/she will be put onto academic probation and given one more time to take the written test. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know of his/her progress within 48 hours or two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

A student is eligible to test for up to two American Welding Society (AWS) welder certifications with a CWI through an Accredited Test Facility (ATF). The student will receive notification of pass or fail following the completion of the weld tests.

Method of Evaluation:

Attendance- 10%
Written Test Score Average- 30%
Performance Task Average- 50%
Safety Practices- 10%

1300 Hour Master Welder Course

Subject Description: Arclabs' Master Welder class combines classroom lecture with performance tasks and hands on skill development. The course explores welding on carbon steel, stainless steel and aluminum.

Subject Hours: 1300 Clock Hours

Prerequisite: None for new students; Students upgrading from the 900 Hour Advanced Welding course to the 1300 Hour Master Welder course must pass a 5G or 6G welder qualification test on 4" Sch. 80 pipe in GTAW or combo GTAW/SMAW pipe; test is waived if the student's transcript reflects completion of the specific modules that correlate to the prerequisite welder qualification test.

Maximum Student: Teacher Ratio: 20:1

Performance Objectives:

- Read, understand, and follow blueprints
- Understand and practice all welding safety procedures
- See Objectives for class outline

Required Textbooks (students are not required to purchase):

1. ISBN 13: 978-0-13-413143-6: NCCER Contren Learning Series Core Curriculum, 5th Edition, Prentice Hall, 2015
2. ISBN 13: 978-0-13-413110-8: Welding Level 1, 5th Edition, Prentice Hall, 2015
3. ISBN 13: 978-0-13-431110-4: Welding Level 2, 5th Edition, Prentice Hall, 2015
4. ISBN 13: 978-0-13-448245-3: Welding Level 3, 5th Edition, Prentice Hall, 2016
5. ISBN 13: 978-0-13-451422-2: Welding Level 4, 5th Edition, Prentice Hall, 2017

Instructional Methods:

1. Lecture
2. Demonstrations
3. Performance Tasks

Basis of Grades: In the 1300 Hour class, the instructor will be covering modules from the NCCER material. To receive a passing grade, the student must score 70% or higher on each required module test. Each student is also required to complete, at a minimum, the mandatory

performance tasks applicable to this program with a grade of 100. Each test will be graded, and the students will be notified of their grades within two class days. If a student fails a module a minimum of 48 hours must pass until he/she is able to retake the test with the exception of specific safety modules required before entry into the welding lab. Retests will be given at the discretion of the instructor.

If a student fails a module after taking the test twice, he/she will be put onto academic probation and given one more time to take the written test. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that these trades are not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know of his/her progress within 48 hours or two class days. Each student will be aware of the progress he or she has made with the tests, modules, and evaluations.

A student is eligible to test for up to three American Welding Society (AWS) welder certifications with a CWI through an Accredited Test Facility (ATF). The student will receive notification of pass or fail following the completion of the weld tests.

Method of Evaluation:

Attendance- 10%
Performance Task Average- 50%
Written Test Score Average- 30%
Safety Practices- 10%

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Scope

This policy applies to Arclabs faculty, staff, students, and other entities performing collaborative work or service for the school, whether compensated by the school or not.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include print and electronic documents, software, databases, multimedia and audio-visual materials, and photographs among other types of creative works.

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The four factors being considered are:

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3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole

4. The effect of the use upon the potential market for a value of the copyrighted work

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independent application of copyright principles made by faculty or staff that do not meet the terms of the Copyright Act or the school's copyright policy. Permissions must be obtained in all instances where the employee determines that the desired use exceeds fair use or other limitations on the rights of copyright owners.

Digital Millennium Copyright Act Policy:

It may be a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright. It is Arclabs' policy that users of Internet services and equipment provided by Arclabs are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet.

Scope

This policy applies to all users of the Internet Services provided by Arclabs.

Enforcement

The Corporate Management Team is responsible for monitoring and reporting compliance with this policy.

Responsibilities:

All individuals who use Arclabs' internet services are responsible for their compliance with copyright laws. All instances of reported copyright violations will be reported to the appropriate authority in accordance with the Arclabs Employee Handbook for possible disciplinary actions. Individuals engaged in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also subject themselves to civil and criminal liabilities.

Owner and Faculty/Staff:

Arclabs' Owner operates as the President. The President and the management team set the direction and vision for the schools as well as establish the policies and procedures that govern the school.

Corporate Management Team:

Gene Crook

Gene Crook is the 100% owner and founder of Arclabs, LLC, an S Corporation d/b/a Arclabs Welding School. Gene has a long history in the welding trade. He is a graduate of Virginia Tech, a member of the American Welding Society, has served on the national committee for the National Tooling and Machining Association (NTMA), and once served as the Vice-Chair for the Welding Advisory Committee at Greenville Technical College. In 1975, Gene founded Task Industrial as a precision machining and fabrication company. He grew the company to over 100 employees with annual sales more than $10 million dollars. Task quickly became one of the largest metal working job shops in South Carolina.

In addition to his role at Arclabs, Gene owns and operates a recruiting and staffing service for welders and other metal working tradesmen and a welder testing and consulting service. Gene's unique industry perspective has led him to the conclusion that there is a severe shortage of highly skilled welders available to meet business demand. His entrepreneurial skills combined with a vision to be able to provide welders with enhanced skills training have been a key component in the formation of Arclabs.

B.S., Virginia Tech, 1969
Certificate, Mechanical Contractor, South Carolina Labor, Licensing and Regulation, 2007

"The information contained in this catalog is true and correct to the best of my knowledge."

Gene Crook

David Crook

David Crook is the Chief Operating Officer at Arclabs and is responsible for the daily operations of the company. David started his career at General Electric in the manufacturing management program (MMP). He then accepted an opportunity at GE Capital that began a successful finance career in Commercial Mortgage-Backed Securities (CMBS), and he continued this work with CW Capital. David moved forward from there, becoming a founding executive with ICON Aircraft, a sport aircraft startup company that built a unique, high-tech aircraft, purpose-built to attract new pilots to adventure flying. Starting as ICON's initial CFO and founding investor, David was an integral part of the executive team that led ICON from concept through full-scale production. He was a versatile executive with responsibilities ranging from leading finance and strategy to EVP Revenue over sales, marketing, service, and flight operations. David is known for his ability to enter a new environment, understand the fundamentals of the opportunity, then recruit and lead key talent toward a successful outcome. David is excited to be an integral part of the growth of Arclabs Welding School.

B.S., Clemson University, 1992
M.B.A., UCLA, 2003

Heidi Bray

Heidi Bray is the Executive Vice President of Arclabs, and her duties include overseeing the schools and education experience for all Arclabs students. Heidi is a magna cum laude graduate of North Greenville University where she earned a B.A. degree in Business Communications in 2004. While attending NGU, she was a Campus Ambassador Officer, member of the Business Society, and part of the praise team. After working as a Human Resource Manager for several years, she went back to graduate school to pursue her M.B.A. She graduated from NGU in December of 2008. Heidi is a member of SHRM and participates in the local chapter. When she's not helping others pursue their dreams, you can find her baking, bargain shopping, or spending time with her family and friends.

B.A., North Greenville University, 2004
M.B.A., North Greenville University, 2008
Certificate, Specialty Craft Instructor, NCCER, 2010

Kyle Davidson

Kyle Davidson is the Chief Financial Officer at Arclabs and is responsible for overseeing the financials for each school location. With over 30 years of financial management experience, Kyle has worked with publicly traded international companies, a private equity sponsored management buyout and in public accounting. Kyle's previous roles included Director, International Accounting and External Reporting for KEMET Corporation, Global Business Unit Controller for Hexcel Corporation and Corporate Controller for Clark-Schwebel, Inc. Kyle is a graduate of the University of Illinois with a BS in Accounting, has passed the CPA exam and started his career in public accounting with PricewaterhouseCoopers.

B.S., University of Illinois, 1983

Jennifer Harrison

Jennifer Harrison is the Accounting Manager at Arclabs. With more than 25 years of accounting experience, Jennifer has worked with small businesses for tax and financial accounting and non-profit organizations. Jennifer's previous roles included General Ledger Accountant, North Greenville University; Manager of Budgeting, Payroll and Financial Reporting, The Southern Baptist Theological Seminary; and many years as a self-employed tax preparer for individuals and businesses. Jennifer is a graduate from Middle Tennessee State University with a BS in Accounting. In her free time, Jennifer enjoys spending time with her husband, four children, and her amazing church family.

B.S., Middle Tennessee State University, 1995

Emilee Crooks

Emilee Crooks is the Staff Accountant at Arclabs. Emilee has more than 10 years of experience in various accounting roles, with a heavy focus in real estate and property management. She enjoys playing golf, watching the Clemson Tigers, cooking and camping.

B.S., North Greenville University, 2008
M.B.A., North Greenville University, 2012

Jamie Whims

Jamie Whims is the Director of Operational Excellence for Arclabs. Jamie is a Welding Engineer with over 35 years of experience in the welding industry. He is one of the original members of Arclabs Welding School. Jamie has spent his last 20 years at General Electric in roles as the Plant Welding Engineer, Senior Technical Leader in Supplier Quality, Principal Welding Engineer in the repair group, and most recently, the Projects and Initiatives Leader at GE Aviation; he has eight US patents. In his free time, Jamie enjoys Buckeyes football, camping, and classic cars.

B.S., Welding Engineering, The Ohio State University, 1985
Certificate, Certified Welding Inspector, American Welding Society, 2009
Certificate, Certified Welding Educator, American Welding Society, 2009

Amber Gibson

Amber Gibson is the Compliance Officer for Arclabs. Amber has been in proprietary education since 2010 and has held roles in compliance, student admissions/recruitment, career services, and office management. She has several years of experience in staffing, recruitment, and human resources. Amber enjoys spending time with her family, traveling, watching football, cooking, restoration work, and camping in her spare time.

A.S., Greenville Technical College, 2009

Sherrone McCord

Sherrone McCord is the Financial Aid Administrator for Arclabs. Sherrone has over 13 years of experience in Financial Aid Administration for proprietary schools, including time as an interim Director of Financial Aid at a large proprietary school. When she is not busy helping students get the financing they need to attend school, Sherrone enjoys traveling and spending time with her family.

Emily Packard

Emily Packard is the Regional Director of Admissions for Arclabs. Emily has 12 years of experience in higher education, from admissions to financial aid, and most recently as Director of Admissions for a large proprietary college. In her free time, she enjoys visiting her sister in the Midwest, Nebraska football, and spending quality time with her dogs.

B.A., University of Nebraska – Lincoln, 2007
M.B.A., Kaplan, 2011
Certificate, Human Resources, Kaplan, 2016

Sarah Brantley

Sarah Brantley is the Student Services Administrator for Arclabs. Sarah has spent the previous two and a half years working as the Career and Student Services Coordinator in the Piedmont campus. She has a passion for helping others and seeing students succeed in school and their future careers. In her free time, Sarah loves spending time with friends and family, going to the lake, traveling to new places, and baking new things.

B.S., Bob Jones University, 2018
Certificate, Specialty Craft Instructor, NCCER, 2019

Piedmont Main Campus:

Jonathan Crompton

Jonathan Crompton is the Lead Welding Instructor at the Main Campus in Piedmont. Jonathan has more than 11 years of experience in the field. He got his start in welding at a local career center and continued to learn to weld and fabricate during his time in the Marine Corp. He has worked at Renfrow Brothers, Spirit Construction, New England Mechanical Overlay, and Ellcon National. He is heavily experienced in stainless steel. In his free time, Jonathan enjoys spending time with his family, hunting, and fishing.

Certificate, Industrial Welding, Tri-County Technical College, 2014
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipe Fitting Instructor, NCCER, 2019

Luai Jridi

Luai Jridi is a Welding Instructor at the Main Campus in Piedmont. Luai has over 10 years of experience in the welding field in nuclear, papermills, and fabrication shops. He has worked for Duke Energy nuclear stations and Century 3, spending most of his time doing shutdowns. Luai enjoys spending time with his children, fishing, and racing in his free time.

Certificate, Industrial Technology, Greenville Technical College, 2007
Certificate, Industrial Technology – Specialized Welding, Greenville Technical College, 2006
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Jesse Hayes

Jesse Hayes is a Welding Instructor at the Main Campus in Piedmont. Jesse has over eight years of experience in the welding field. He is a certified welder who has worked in the construction, manufacturing, and fabrication industries. In his free time, Jesse enjoys fishing and spending time with his family.

Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Josh Allen

Josh Allen is a part-time Welding Instructor at the Main Campus in Piedmont. Josh has been welding since 1995. Currently, he is the Welding Supervisor at Watson Engineering. Josh has experience in all types of welding processes and is an American Welding Society certified structural welder in aluminum, stainless steel, and carbon steel. In his free time, Josh enjoys hunting, fishing, and going to the lake.

Welding Certificate, Greenville Technical College, 1999
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Nate Lackey

Nate Lackey is a part-time Welding Instructor at the Main Campus in Piedmont. Nate has over 8 years of experience as a pipe welder at GE. In his free time, Nate enjoys spending time with his family.

Certificate, Specialized Welding, Greenville Technical College, 2011
Certificate, Robotic Welding Fundamentals, Greenville Technical College, 2011
Certificate, Welding, Greenville Technical College, 2011

Bob Fellers

Bob Fellers is an adjunct Welding Instructor at the Piedmont Main Campus and is a Certified Welding Inspector who assists in our Accredited Test Facility as needed. Bob has been welding since 1981 and has a long history in the welding trade; he was president and primary owner of a steel erection company prior to joining Arclabs. Bob enjoys woodworking, playing guitar, and spending time with his grandchildren in his free time.

Diploma, Welding, Tri-County Technical College, 1981
Certificate, Certified Welding Inspector, American Welding Society, 2003
Certificate, Certified Welding Educator, American Welding Society, 2008
Certificate, Industrial Welding Instructor, NCCER, 2009
Certificate, Pipefitting Instructor, NCCER, 2009
Certificate, Core Curricula Instructor, NCCER, 2009

Chet Rowan

Chet Rowan is an adjunct Welding Instructor at the Main Campus in Piedmont. Chet has 43 years of experience in the welding field in oil and gas, nuclear, boilers, gas turbines, fabrication, and teaching. He has worked for General Electric, BF Shaw, PCI Energy Services, and Zurn. In his free time, Chet enjoys fishing, traveling, and hunting.

A.S., Business Administration, Southern Wesleyan, 2003
Certificate in Welding, Crawford County Vocational School, 1974
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Jon Crompton

Jon Crompton is an adjunct Welding Instructor at the Main Campus in Piedmont. Jon has 40 years of experience in the field, currently on his 32nd year of employment with General Electric

as a pipe welder. He has taught welding for around 19 years at multiple South Carolina Technical Colleges and Career Centers. In his free time, Jon enjoys spending time with his family, hunting, fishing, and projects around the house.

Certificate in Welding, Fluor Daniel, 1988
Certificate, Welding Instructor, NCCER, 2003
Certificate, Core Curricula Instructor, NCCER 2003
Certificate, Pipefitting Instructor, NCCER, 2003

Justin Freeman

Justin Freeman is a Welding Instructor's Aide at the Main Campus in Piedmont. Justin learned to weld in high school and immediately knew he was passionate about welding. In 2018, Justin won first place at the annual welding competition. After graduating from the Advanced Welding Program at Arclabs, Justin started his career as a traveling pipe welder in the construction industry.

Welding Certificate, Arclabs Welding School, 2019

Lydia Bennett

Lydia Bennett is the Career and Student Services Coordinator/Office Coordinator at the Main Campus in Piedmont.

B.S., Arizona State University, 2017

Columbia Branch Campus:

Tana Holcomb

Tana Holcomb is the School Administrator at the Columbia Branch Campus. Tana has over 20 years of experience in accounting and office management in a variety of backgrounds, from banking to construction to manufacturing. Prior to joining the Arclabs team, she worked as a Purchasing Agent for a software development company. In her free time, Tana enjoys spending time with her adult children and going on adventures with her husband.

B.S., Georgia Institute of Technology, 1988

Jerode Powell

Jerode Powell is the Lead Welding Instructor at the Columbia Branch Campus. Jerode has over 13 years of experience in structural and pipe welding of nuclear components to commercial welding. He learned welding at the Newport News Apprentice School, and he has worked for Huntington Ingalls Industries, CB&I, and Fluor. In his free time, Jerode enjoys taking his family on spontaneous getaways.

Journeyman Welders Certificate, Newport News Apprentice School, 2011

Certificate, Certified Associate Weld Inspector, American Welding Society, 2017
Certificate, Welding Instructor, NCCER, 2018
Certificate, Core Curricula Instructor, NCCER, 2018
Certificate, Pipefitting Instructor, NCCER, 2018

Brett Vaughn

Brett Vaughn is a Welding Instructor at the Columbia Branch Campus. Brett learned how to weld at the Lexington Career and Technology Center when he was in high school. After high school, Brett enrolled at Arclabs and completed the 900 Hour Advanced Welding course, successfully completing pipe welding. After graduation, Brett advanced to a local fabrication shop for two years, then chose to become a Nuclear Power Plant Welder. Brett brings his field experience, as well as his knowledge as an instructor, back to Arclabs. In his free time, Brett enjoys hunting and fishing.

Welding Certificate, Arclabs Welding School, 2014
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017
Certificate, Curriculum Performance Evaluator, 2017

Blatan McMurray

Blatan McMurray is a Welding Instructor at the Columbia Branch Campus. Blatan attended a local technical school for welding. He began his welding career with CB&I in Jenkinsville and then transferred to Fluor. After working in Jenkinsville, Blatan welded on the road until joining us at Arclabs. Blatan is an ASME certified pipe welder and is TUV certified to weld on towers.

Certificate, Advanced Welding, Midlands Tech, 2013
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Joe Boyd

Joe Boyd is a part-time Welding Instructor at the Columbia Branch Campus. Joe has over 40 years of experience in the welding field. He worked at International Paper for 27 years as their key welder/Maintenance Tech and Fluor Daniels for 15 years as a pipe welder prior to that. Joe has also had his own welding and fabrication business since 1989. In his free time, Joe enjoys playing golf and chess.

Certificate, Industrial Welding, Midlands Tech, 1976
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Steven Crout

Steven Crout is a part-time Welding Instructor at the Columbia Branch Campus. Steven has been in the welding field for over 20 years. In his career, he has worked in welding fabrication and with specialty alloy metals. Steven has welded on projects that range from structural steel to AMSE coded piping and pressure vessels. Along with teaching part-time at Arclabs, he currently works in a full-time position as a Welding and Fabrication Manager, with certifications in advanced pipe welding and metallurgy. In his free time, Steven enjoys drag racing, building race cars, restoring antique tractors and cars and blacksmithing.

Certificate, Advanced Pipe Welding, Midlands Technical College, 2019
Certificate, Management Skills for Supervisors, AMA, 2019
Certificate, Metallurgy II, AWS, 2020
Member of American Welding Society (AWS)

Joshua Newman

Joshua Newman is an adjunct Welding Instructor at the Columbia Branch Campus. Joshua is a United States Marine Corps veteran who has been in the welding industry for seven years, including the oil, power, pharmaceutical, fabrication, aeronautical, and construction fields. He has worked for companies such as Thompson Construction, SEFA Industrial, MSI Construction, and Metals and Alloys Co. and has current welding certifications and experience with heavy wall carbon, stainless alloys, and titanium. In his free time, Joshua enjoys spending time with his wife and his animals and working on engines.

Welding Certificate, Arclabs Welding School, 2016
Welding Certificate, Arclabs Welding School, 2016

Shane Roberts

Shane Roberts is an adjunct Welding Instructor at the Columbia Branch Campus. Shane started his career as an apprentice, and ultimately finished his apprenticeship as a Journeyman Pipe Fitter and Pipe Welder. He has over 14 years of experience as a welder in a wide range of industries: pipe fabrication, nuclear power plants (both live and offline), paper mills, food grade plants, pharmaceutical plants, and oil and gas refineries. Shane has traveled throughout the US with specialty welding outfits, both as a foreman and field hand and has run automatics and fusion orbital machines. He has professional experience with Wachs, CB&I and Thomas Mechanical. When Shane is not spending time with his family, he enjoys dirt racing.

Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Journeyman Pipe Fitter and Pipe Welder, 2012

Andrew Garrison

Andrew Garrison is a full-time Lab Tech at the Columbia Branch Campus.

Welding Certificate, Arclabs Welding School, 2016

Jerel Hall
Jerel Hall is the Student Recruiter at the Columbia Branch Campus.

Emily McPheron
Emily McPheron is the Financial Aid Coordinator at the Columbia Branch Campus.

B.A., Florida Atlantic University, 2016

Morgan Rizer
Morgan Rizer is the Career and Student Services Coordinator at the Columbia Branch Campus.

B.A., University of South Carolina, 2019
Certificate, Specialty Craft Instructor, NCCER, 2020

Charleston Branch Campus:

Chuck Meek
Chuck Meek is the Lead Welding Instructor at the Charleston Branch Campus. He provides over 25 years of experience to the students of Arclabs. Chuck is a native of Rhode Island and moved to South Carolina in 1993. He has worked in a multitude of various welding environments, which has given him the stable platform for his welding expertise. His journey began in vocational classes offered in high school and mastered stick and flux core welding at Metal Trades in Charleston while building cranes for the State Ports Authority. From there he journeyed around to different companies and landed a major spot at Force Protection building Mine Resistant Ambush Protecting Vehicles for the military. Over the years he has obtained certifications in FCAW, GMAW, GTAW and SMAW in structural and pipe. In addition to basic metals, Chuck has certifications in Aluminum and Inconel as well as Nuclear Welding. When Chuck is not sharing his wisdom with others, he uses his talents to make useful things or metal art.

Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Ian Barker
Ian Barker is a Welding Instructor at the Charleston Branch Campus. Ian has over 45 years of experience in the welding field, to include a variety of welding processes. He got his start in the welding field through on-the-job training at General Dynamics Electric Boat in 1974. He has worked at Triad Mechanical, Jacobs, Detyens Shipyard, and General Dynamics. In his free time, Ian enjoys golf, billiards, family time, and traveling.

Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Pete Burgett

Pete Burgett is a Welding Instructor at the Charleston Branch Campus. Pete is a US Marine Veteran who has over 20 years of experience in the welding field, including over 14 years in education. He learned to weld in high school, and he continued his training during his time in the Marine Corps. His welding experience includes extensive industrial and government maintenance construction projects. Pete enjoys riding his motorcycle, kayaking, and being in the woods.

Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Nicholas DiSalle

Nicholas DiSalle is a Welding Instructor at the Charleston Branch Campus. Nicholas has over 12 years of experience in the welding field in fabrication, construction, oil and gas, and structural. He has worked for Zuuk, Detyens Shipyard, Pegasus Steel, and SAIC, and he's an active member of the American Welding Society. In his free time, Nicholas likes to spend time with his family, fish, and perform mobile repair welds.

A.A.S., Occupational Technology, Williamsburg Technical College, 2012
A.A.S., Welding and Machine Tool, Trident Tech, 2007
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Justin Alexander

Justin Alexander is a part-time Welding Instructor at the Charleston Branch Campus. Justin has 26 years of combined experience in a multitude of fields, including carpentry, masonry, electrical, welding, sales and more. He has traveled all over the US and overseas. Justin found a passion for sharing his welding knowledge with others as a student of Arclabs' Advanced Welding program, which led to his decision to become an instructor at the Charleston campus. When he is not working at Arclabs, he enjoys building things with his hands from metal art to automobiles.

Welding Certificate, Arclabs Welding School, 2017
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Lee Alewine
Lee Alewine is a Welding Instructor Aide at the Charleston Branch Campus. In 2017 he was a winner of Arclabs High School Welding Competition. Lee is a 3rd generation welder and was first taught to weld by his grandfather when he was 14. While in High School, Lee continued his training through Dorchester County Career and Technical Center. After graduating from the 900 hour course at Arclabs, Lee went to work with AZZ welding boiler tubes. In his spare time, Lee likes to hunt and fish.

Welding Certificate, Arclabs Welding School, 2018

Eric Romanowski
Eric Romanowski is the Student Recruiter at the Charleston Branch Campus.

B.S., University of Scranton, 2010
M.S., University of Scranton, 2012

Megan Schubert
Megan Schubert is the Financial Aid Coordinator/Office Coordinator at the Charleston Branch Campus.

B.A., Marshall University, 2009
M.A., Marshall University, 2011
Certificate, Specialty Craft Instructor, NCCER 2016

Anna-Paige Simmons
Anna-Paige Simmons is the Career and Student Services Coordinator at the Charleston Branch Campus.

B.S., Presbyterian College, 2017

Houston Branch Campus:

Mark Stroeh
Mark Stroeh is the Campus Director at the Houston Branch Campus. Mark has 15 years of experience as an executive director, campus president and chief executive officer in for-profit higher education. He enjoys creating a positive learning environment for our students and providing our graduates with the services they need after school. Mark enjoys spending time with his family, mentoring, and playing tennis in his free time.

B.S., Southern Illinois University, 1992
M.A., University of Phoenix, 1998
Certificate, Specialty Craft Instructor, NCCER 2018
Certificate, Master Trainer, NCCER, 2019

Wyatt Nations

Wyatt Nations is the day Lead Welding Instructor at the Houston Branch Campus. Wyatt has worked in welding in a variety of environments, including construction, fabrication shops, and refineries and power plants. He has many years of experience in structural welding as well as combo pipe welding and has worked for several companies, including Zachry Industries. In his free time Wyatt enjoys singing and writing music, and he travels to perform his songs in prisons, homeless shelters, and churches.

Certificate, Certified Welding Inspector, American Welding Society, 2017
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Michael Martinez

Michael Martinez is the night Lead Welding Instructor at the Houston Branch Campus. Michael graduated from the Advanced Welding course at Arclabs and worked for two fabricating companies prior to returning to Arclabs as an instructor. Prior to welding, Michael had worked on several Tunnel Boring Machines, including the world's largest, Big Bertha, in Seattle. When not working, Michael enjoys watching sports, hiking, snowboarding and off-roading.

Welding Certificate, Arclabs Welding School, 2017
Certificate, Welding Instructor, NCCER, 2018
Certificate, Core Curricula Instructor, NCCER, 2018
Certificate, Pipefitting Instructor, NCCER, 2018

David Quiroz

David Quiroz is a Welding Instructor at the Houston Branch Campus. David has over eight years of experience in the welding and pipefitting fields and has been in educational instruction for three years. He started a summer job at Powell Offshore Industries that made him realize he wanted an industrial construction career. David has since worked all over the United States, including Alaska and Hawaii, and Canada doing shut-downs, turn-arounds, and start-ups. He has worked for Turner Industries, Repcon Inc., Gulfspan, TWS, H&H, Univer Plant Services, and more. David accomplished being a tube welder and received his NCCER Plus in Pipefitting while he worked in the field; more recently, he was an educator for a non-profit in the city of Houston and created a craft training program for welding. David truly enjoys being a welding instructor and loves to share his craft with students.

Welding Certificate, Arclabs Welding School, 2017
Certificate in Welding, Tulsa Welding School, 2014
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Silvestre Villazana

Silvestre Villazana is a Welding Instructor at the Houston Branch Campus. Silvestre has four

years of experience in the welding industry as a pipe welder and fabricator at companies such as Turner Industries, Jacobs Industrial, and Flexsteel Pipeline Technologies.

Certificate in Welding, Premier Welding Academy, 2017
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Heather Roussere

Heather Roussere is a Welding Instructor at the Houston Branch Campus. Heather has over 15 years of experience in the welding industry, ranging from oil rigs to vessel shops. She has held many leadership roles within the field, such as the Lead Pipe Welder at Surface Equipment Corporation and the Shop Supervisor at Tyler Fence. At a young age, Heather knew she wanted to be a teacher, and she has now been sharing her passion for teaching and welding for the last three years. In her free time, she enjoys spending time with her boys, hiking, and surfing.
Certificate, OSHA 30 Standards for Construction, 2014
Certificate, OSHA 30 Standards for General Industry, 2014
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Tyler Sutton

Tyler Sutton is a Welding Instructor at the Houston Branch Campus. Tyler has been welding for about five years throughout the Houston area with experience in ASME pressure vessels, ornamental welding, and shipyard welding. He has worked for companies such as Texas Plate Fabricators and Metal Railing of America. Tyler is a graduate of Arclabs Welding School, and he is excited to teach at his alma mater and give back to the next generation of welders. In his free time, Tyler enjoys traveling the coastline to fish and hunting.

Welding Certificate, Arclabs Welding School, 2019
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Brian Musslewhite

Brian Musslewhite is a Welding Instructor at the Houston Branch Campus. Brian loves welding and has eight years of experience MIG, TIG, Stick, and Sub Arc on titanium, carbon, stainless, aluminum, and even gold (for a satellite). He joined Arclabs to create a new workforce of qualified welders. He loves giving back to the welding community that gave so much to him. Brian plays guitar and harmonica, and he loves fishing and spending time with his family (and his dog, Zeus).

Certificate, Welding Instructor, 2020
Certificate, Core Curricula Instructor, 2020
Certificate, OSHA 10 Standards for Construction, 2020

Kaden Hearn

Kaden Hearn is a Welding Instructor Aide at the Houston Branch Campus. Kaden has been welding since 2016 making grills, trailers, iron gates, and industrial barbeque pits. He developed a skill for layout, position, fabrication and welding parts and assemblies according to specifications. Kaden wanted to learn more about welding and wanted to improve his techniques, so he enrolled and graduated from Arclabs Welding School in Houston. Most recently, Kaden worked at Rock Solid Precast welding and fabricating structural molds for concrete castings. He loves MIG and Flux-core and is working toward his Instructor Certification for NCCER. In his spare time, Kaden loves to spend time with his family and enjoys continuing to develop his welding techniques in all processes.

Welding Certificate, Arclabs Welding School, 2020

Steven Aguilar

Steven Aguilar is the Maintenance Tech at the Houston Branch Campus.

Christino Aguilar

Christino Aguilar is a Lab Technician at the Houston Branch Campus.

Mike Treadway

Mike Treadway is the Facilities Manager at the Houston Branch Campus.

Certificate, CNC Programming, Gwinnett Technical Institute, 1996

George Broussard

George Broussard is the Director of Admissions at the Houston Branch Campus. George has over nine years of experience in admissions management in post-secondary proprietary education. He is currently working on his degree in Human Resources at the University of Houston. George has a passion for leadership and employee training and development.

Jamail Blunt

Jamail Blunt is a Student Recruiter at the Houston Branch Campus.

Mindy Espinoza

Mindy Espinoza is a Student Recruiter at the Houston Branch Campus.

Clara Woodworth

Clara Woodworth is a Student Recruiter at the Houston Branch Campus.

B.A., Goshen College, year

Doug Bartek

Doug Bartek is the Financial Aid Coordinator at the Houston Branch Campus.

B.S., University of Phoenix, 2011

Jennifer Cantu
Jennifer Cantu is the Financial Aid Coordinator at the Houston Branch Campus.

Hillary Collins
Hillary Collins is the Career Services Coordinator at the Houston Branch Campus.

B.B.A., Texas Southern, 2008
M.B.A., University of Phoenix, 2011
Certificate, Specialty Craft Instructor, NCCER 2018

Wendy Mendez
Wendy Mendez is the Student Services Coordinator at the Houston Branch Campus.

Adrianna Gomez
Adriana Gomez is the Office Coordinator/Receptionist at the Houston Branch Campus.

AWS Accredited Test Facility (ATF):

Steve Wheat
Steve Wheat is the Director of Testing for the AWS Accredited Test Facility. Steve started in the welding industry in 1986 after he got out of the Army. Steve has worked for Thermo Kinetic, Sanders Brothers and Gloenco. He has trained and certified all types of welders and welding operators and has developed welding procedures and processes for companies. Steve enjoys spending time with his children and grandchildren, working in his garden and riding his Harley.

Certificate, Certified Welding Inspector, American Welding Society, 2001
Certificate, Certified Welding Educator, American Welding Society, 2002
Certificate, Certified Welding Supervisor, American Welding Society, 2008
Certificate, Level II PT, American Society for Nondestructive Testing, 2009
Certificate, Industrial Welding Instructor, NCCER, 2010
Certificate, Pipefitting Instructor, NCCER, 2010
Certificate, Core Curricula Instructor, NCCER, 2010

Brandon Kelly
Brandon Kelly is a Materials Technician for the Accredited Test Facility.

Welding Certificate, Arclabs Welding School, 2013

Ian Lawing
Ian Lawing is a Lab Technician for the Accredited Test Facility.

Welding Certificate, Arclabs Welding School, 2020

Our Advisory Board:

The mission of the Advisory Board is to provide leadership and support to the Management Team by utilizing their skills, our financial resources, teamwork and diversity to strengthen the academic infrastructure, faculty, and facilities of the school.

Edward Knudson, Chairman, Retired Executive Director of Workforce & Economic Development, Gateway Community College; Kenosha, WI

Wanda Haynes, Welding Instructor for Donaldson Career Center; Greenville, SC

Bob Marcella, Retired Welding Instructor; Kenosha, WI

Jimmy Koon, Pipe Foreman, Jennings Dill Mechanical Contractors; Greenville, SC

Carl Watkins, Pipe Foreman, Jennings Dill Mechanical Contractors; Greenville, SC

Todd Varholy, Welding Instructor for J. Harley Bonds Career Center; Greer, SC

Jamie Walden, Welding Instructor for Enoree Career Center; Enoree, SC

Tristan Price, Welding Instructor for Center for Advanced Technical Studies; Chapin, SC

Adolfo Aguilera, Vice President, Hoover Ferguson; Houston, TX

Gage Vann, Buyer, NextGen Containers; North Charleston, SC

Jeffrey Sassic, Vice President, Phillips Tank and Structural; Braddock, PA

David King, Welding Engineer, NOV Rig Technology; Houston, TX

Steve Wheat, Director of Testing, Arclabs Accredited Test Facility; Piedmont, SC

Joshua Allen, Watson Engineering; Piedmont, SC

Isaac Aiken, Arclabs Welding School Graduate; Pickens, SC