

Welding Student Handbook



December 19, 2017

Student Learning Objectives /Course Outlines

This class is ideal for new welders and those who want to enhance current welding skills. Our Welding Fast Track program is designed to American Welding Society (AWS) standards, and prepares students for AWS Certification; the most widely recognized welding certification in Business and Industries.

Admission Requirements

Must complete registration for the class including the payment to LFCC.

Contact Information

The instructor will provide contact information on the first day of class.

Books, Supplies, Exams

All books and supplies are included in the cost of tuition. Please see the note below about what you can bring to class.

Attendance Policy

Students are expected to attend all classes. Students who miss more than 30% of a class will be academically withdrawn and the student will receive an "F" (fail) for the class.

Cancelled Classes

If for any reason, the instructor needs to cancel a class, each student will receive an email and phone call before the start of the class. Lord Fairfax Community College uses LFCC Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through LFCC Alert. Please register all of your information at:

<https://www.getrave.com/login/lfcc>.

Please be sure to pay close attention to the specific campuses that might be closing.

Cell Phone/Electronics Policy

Cell phones may not be used during class for texting, talking or internet usage. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during the class.

Grade Policy

Students must be present during 70% of the class time in order to receive a passing grade ("S") for the course.

This handbook should be used in conjunction with the complete LFCC Student Handbook for more comprehensive guidance on all policies. This can be found at <https://lfcc.edu/wp-content/uploads/2014/07/Student-Handbook.pdf>.

Dress Code

What to Wear

- Long pants (preferably jeans or cargo pants)
 - 100% cotton shirt, long sleeve or t-shirt depending on the weather
 - Shoes should be leather & at least over the ankle (6"), high tops (8") are highly recommended; steel toes are preferred.
 - Hair tie if necessary
- *** Everything you wear could be potentially damaged by the nature of the class. Please do not wear anything you don't want to be ruined.*

What NOT to Wear

- Shorts
- Tennis shoes/Flip flops
- Anything flammable or easily meltable (like nylon, flannel or synthetic material)
- Frayed or cuffed pants

What to Bring

Students will be given the supplies needed to be successful throughout the class. Items like leather gloves, helmets, safety glasses are all shared among students. If you feel more comfortable buying and bringing your own personal supplies to each class, you are welcome and encouraged to do that.

**** Please also keep lighters in your car during class. They have been known to explode so do not keep them on your person.*

Guidelines for what may cause a student to be dismissed from the program include but are not limited to:

- Disrupting the class.
 - Only one warning will be given before a student is removed from the class.
- Significant absences and/or tardiness.
- Damaging or incorrectly utilizing the equipment after being instructed how to properly use it
- Stealing

No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have their decision reviewed.

Welding Lab Guidelines

In an effort to keep the welding lab up to standard for all the welding classes and guests to our campus (future students and employers), everyone is expected to do their part in keeping the lab clean at the end of every class.

1. Students must wear the following while welding (**no exceptions ever**):
 - a. Helmets
 - b. Gloves
 - c. Jackets
2. Students should be considerate of classes in other labs.

At the end of the class:

3. Curtains must be open
4. Dust the top of the booth
5. Sweep the floor
6. Sweep behind welding machines as necessary
7. Scoop off the extra shavings on the band saw (everyone's responsibility)
8. All materials should be hung up or put back in their proper place.
9. The table in the middle of the room should be kept cleaned off for all projects and materials (other than the bend tester).

******* Clean up starts at least 15 minutes before the end of the class. This is mandatory for everyone.**

******* If materials end up missing, students may be held responsible for paying for the replacement.**