

**Laurel Ridge**  
COMMUNITY COLLEGE  
**WORKFORCE**  
SOLUTIONS

**Welding**  
**Student Handbook**



July 21, 2022

## Welcome to the Welding Program/Classes at Laurel Ridge Community College!

Please review this Course Specific Handbook, as well as the Laurel Ridge Student Handbook and Student Codes of Conduct. This information is found at [www.laurelridge.edu](http://www.laurelridge.edu) .

### **Student Learning Objectives /Course Outlines**

This class is ideal for new welders and those who want to enhance current welding skills. Our Welding Program is designed to American Welding Society (AWS) standards and prepares students for an AWS Certification. This will prepare you for an entry level position and can help you to get your foot in the door with companies. *Many companies will require that you complete a certification with them as a part of your application process to prove you have the needed skills.*

### **Admission Requirements**

Must complete registration for the class including the payment to Laurel Ridge Community College.

### **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 Students who miss more than 30% of a class will be academically withdrawn and the student will receive an "F" (fail) for the class.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, students will receive an email or phone call as soon as Workforce Solutions is notified. **It is your responsibility to keep your contact information current so that we can reach you.** Cancellations are not always system wide. Please check cancellation notices for specific campus details. **Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during a major crisis or emergency. All weather-related cancellations will also be relayed through Laurel Ridge Alert.**

*Sign up for Laurel Ridge Alert to receive emergency messages, weather-related notifications, and other important messages from Laurel Ridge Community College!*  
Sign up here: <https://laurelridge.edu/emergency-alerts/> or text the word "Laurelalert" to 226787.

### **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 to receive a passing grade ("S") for the course.

### **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
  - Please be aware: **Students may be charged for the cost of fixing the equipment if it is determined that equipment was purposefully damaged.** This equipment is very expensive, and everyone needs to properly handle 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.**

### **See Something, Say Something**

If you have a concern about something you've observed or heard that may give you concern about another student, impact the safety of our environment, or disrupt the delivery of our educational process, we encourage you to [fill out the See Something, Say Something report form](#). This link can be found at <https://laurelridge.edu/see-something-say-something/>.

### **Community Resources**

If you find yourself in need of additional support throughout your course, please check out our [www.laurelridge.edu/wecare](http://www.laurelridge.edu/wecare) website for more information. We offer food assistance, financial assistance, mental health resources and much more! Don't wait to reach out if you need help.

## Welding Lab Guidelines

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 of all projects and materials.

**\*\*\*\*\* 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.**