2026 Course Catalog & Student Handbook

School Locations:

Piedmont Main Campus	2615 Highway 153 Piedmont, SC 29673 P: 864.236.9995
Columbia Branch Campus	700 Gracern Road Columbia, SC 29210 P: 803.807.9180
Charleston Branch Campus	3185 Industry Drive North Charleston, SC 29418 P: 843.261.0044
Rock Hill Branch Campus	2260 Cherry Road Rock Hill, SC 29732 P: 803.659.3367
Houston Branch Campus	9510 N. Houston-Rosslyn Road Houston, TX 77088 P: 281.501.8594
Fort Worth Branch Campus	2821 Cullen Street Fort Worth, TX 76107 P: 817.945.5422

Corporate Office: 877.647.4111

Fax: 864.236.7666

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 Accredited by the Accrediting Council for Continuing Education & Training (ACCET)

1722 N Street NW

Washington, DC 20036

202.955.1113

www.accet.org

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

Academic Calendar

Class start dates, in-service days, and scheduled activities are subject to change. Students will be notified in advance of any changes. Students are encouraged to contact the applicable campus to confirm class start dates.

2026 Class Start Dates:	Holiday Dates:	In-Service Dates:	Continuing Education Dates:
January 12, 2026	January 1, 2026	January 19, 2026	
February 2, 2026		February 16, 2026	
March 2, 2026		**TBD**	
April 6, 2026	April 3, 2026	April 24, 2026	
May 4, 2026	May 25, 2026		
June 8, 2026	June 19, 2026		
July 6, 2026	July 3, 2026	July 20, 2026	**July 2, 2026**
August 3, 2026		August 21, 2026	
September 8, 2026	September 7, 2026	September 25, 2026	
October 5, 2026			
November 2, 2026	November 26-27, 2026		
December 7, 2026	December 24-25, 2026	**December 31, 2026**	**December 18, 2026**

How to Read the Academic Calendar

- **Holidays**: The school is closed. No day or evening classes are held.
- **In-Service Days**: Day classes are not held, and evening classes meet as scheduled, unless otherwise announced.
    - **March TBD**: SC Arclabs campuses will host an in-house high school welding competition, dates to be determined; day classes will not be held that day, but evening classes will meet as scheduled.
    - **December 31, 2026**: Day classes meet as scheduled; night classes are not held.
- **Continuing Education Dates**: See specific schedules below.
    - **July 2, 2026**: Day classes are not held; evening classes meet as scheduled
    - **December 18, 2026**: The school is closed. No day or evening classes are held.
- **High School Welding Competition Days**: Each campus in South Carolina will observe one scheduled day off for day students in March to support a high school welding competition. Evening classes will meet as scheduled unless otherwise announced. Students will be notified in advance of their campus' event date.

Holidays/no class days are subject to change. Advance notice will be given to students if any changes are made. Note that the student holiday schedule is for students only. Not all student holidays are Arclabs employee holidays, and therefore, the campuses may be open on days that

students do not have class. Students are welcome to use our resources and services these days, such as career services assistance or use of computers for job hunting or OSHA training.

Orientation

The size of the class is determined by the number of applicants and welding booths available. Each class will run for 900 or 1300 consecutive hours. The maximum student to teacher ratio is 20:1 for the welding lab and 40:1 in the classroom. It is mandatory for students to attend orientation before the class starts. If a student is unable to attend orientation, the student must notify and make arrangements with the Student Recruiter prior to the orientation date. If a student wishes to withdraw from the welding class, he or she should meet with a school administrator.

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 recognize 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

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!

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.

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.

Admissions Requirements

- High school or GED transcripts (excludes seminar students)

    - Students must present their high school diplomas, GEDs, 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 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 all military service transcripts and transcripts from all post-secondary institutions previously attended

Vaccination Policy

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

Ability to Benefit (ATB)

Arclabs does not enroll ATB students.

Application Procedures

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

Arclabs does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, military status, or any other characteristic protected by law.

Arclabs offers the 900 Hour Advanced Welding, 1300 Hour Master Welder, and all seminar classes at the main and branch campuses.

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.

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.

Accessibility and Disability Support Services

Arclabs Welding School is committed to providing reasonable accommodation to qualified students with disabilities in accordance with applicable federal and state laws. Students who request accommodation are encouraged to contact the school to engage in an interactive process and provide appropriate documentation.

Reasonable accommodation may include, but is not limited to:

- Academic tutoring or instructional support
- Verbal administration of written examinations
- Modified or extended testing schedules, where appropriate
- Modified welding booth configurations to accommodate wheelchair use or other physical limitations
- Use of assistive technology, including but not limited to, talk-to-text software and closed captioning for students who are deaf or hard of hearing

All accommodation requests are reviewed on an individual, case-by-case basis to determine what is reasonable and effective, with consideration of the nature of the program, instructional format, essential learning requirements, and applicable safety requirements. Accommodation is not intended to alter essential program requirements, lower academic standards, or compromise or safety protocols.

Accommodation Requests

Students with disabilities who wish to request accommodations are encouraged to discuss their needs with a school administrator during the admissions process and to submit the Student Request for Accommodation and ADA Medical Release forms, as applicable. Requests must be supported by appropriate medical or professional documentation.

Accommodation requests and supporting documentation are reviewed by a Section 504 Coordinator. The school will engage in an interactive process and, where reasonable and

appropriate, may provide accommodation, such as those listed above. All accommodation requests and documentation are maintained in a confidential manner and shared only with individuals who have a legitimate educational or administrative need to know.

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, is incurred during the five-day trial period when the student does not continue with the program.

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 written approval will be administratively withdrawn and will be considered a NO-START. Students are permitted only minimal missed time during the trial period due to the nature of the learning environment during the first week of class. A student with mitigating circumstances that cause missed time from class during this week should be prepared to present documentation of the mitigating circumstance upon return to class.

Students that are classified as NO-START status by the end of the trial period will have their tuition obligation waived, and no credits will be earned. Withdrawn students can reapply for the next available month's class start, subject to the discretion of the school.

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 starting from the first day of class, and credits will be earned.

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

Transfer of Credit Policy

Arclabs Welding School may grant credit by testing out for welding courses taken at other institutions, including other post-secondary institutions, high school career/vocational centers, and high schools offering internal welding programs. These institutions must be accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation.

Policy and procedures for acceptance of transfer credit from outside institutions are as follows:

1) A transcript from the school is required for evaluation of credit. Additional documentation, such as school handbooks, syllabi, course outlines, etc. may be required to determine whether the school's courses for transfer are similar in objectives and content to those offered at Arclabs. Only OSHA-10 and welding lab performance in GMAW, FCAW, SMAW, and GTAW are acceptable for credit, and welding processes are subject to testing out.

2) Courses must have been taken within the last 10 years, and a minimum grade of 70 or "C" (provided the 'C' grade is defined as average or better) is required. OSHA-10 requires submission of the official OSHA-10 card in the cardholder's name; OSHA-10 certificates are unacceptable apart from certificates issued by CareerSafe.

3) Students must test out of each welding process to ensure the quality standards of Arclabs Welding School are met and to receive transfer credit. To be eligible for testing out, the student must pay a $25 testing fee per test attempted and meet the requirements above. Testing is conducted in accordance with the established AWS welding codes applicable to the welding process being assessed. The student must visually pass the test prior to starting classes to be granted credit. Students may only test once per welding process.

4) Passed welding tests are granted clock hour credit toward the completion of the program. The maximum clock hour credits accepted for transfer are limited to no more than 50% of the program clock hours in which the student enrolls. Maximum transfer credits are 450 clock hours for the Advanced Welding program and 650 clock hours for the Master Welder program. OSHA-10 is not granted clock hour credit, but the transfer grade will be applied to the student's academic record.

5) Transfer credits reduce the tuition by proration, which is calculated by using the number of hours transferred multiplied by the current hourly rates for the program. (Ex. 240 clock hours of transfer credit x $25 per clock hour results in a tuition reduction of $6,000) There is no fee for transferring credits to Arclabs outside of the required testing fees.

6) Students that have a shorter-than-published program length due to credits transferred in will have their Title IV financial aid and/or Veterans Benefits 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.

No official evaluation of credit is made until the student has been accepted into Arclabs, the Education Committee has reviewed and approved the transcript from the institution awarding the credits, and the student completes the weld testing or provides an official OSHA-10 card.

Academic credit received via transfer credit will be allocated on the transcript as a grade of "T." The credit is not calculated in the student's cumulative grade average, but it is factored into the determination of the maximum time frame in which a program must be completed, as published in the handbook under the section entitled Satisfactory Academic Progress (SAP) Policy.

Policy for transfer of credit from within the institution is as follows:

- 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. Arclabs graduates must have graduated within the last ten years to transfer credit into the upgraded program.

- An Arclabs student who has previously withdrawn from school and returns to class after 180 days and up to 365 days post-LDA (last day attended) may transfer in all scheduled hours completed. Students reenrolling more than 365 days after their LDA will transfer credits under the same policies as external transfer students.

- Students that have a shorter-than-published program length due to credits transferred in will have their Title IV financial aid and/or Veterans Benefits 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.

Submission of Documents

High school and post-secondary transcripts must be submitted to Attention: Arclabs Education Committee by mail to 2615 Highway 153, B-3, Piedmont, SC 29673 or via email at ArclabsTranscripts@arclabs.edu. Students may use Parchment, Scribbles, or other reputable online sources for requesting transcripts with Arclabs as the direct recipient of the transcripts. Requests for transfer of credit will be processed within five (5) business days following receipt. Testing will be scheduled to finalize credit awards and must be conducted prior to the start of classes to receive credit.

Appeals

Any student who wishes to appeal against the denial of transfer credit must submit a written appeal letter to the Education Committee within five (5) calendar days of the date of the denial of credit. This letter should contain the reason the student feels credit should be awarded as well as any documentation to support the appeal. The student will be sent the written decision within ten (10) days of the institution's receipt of the appeal. The Education Committee makes the final decision on questions of transfer credits.

Policy for transfer of credit to outside institutions:

Student must submit one of the following:

- Transcript request form from the receiving post-secondary institution, or
- Arclabs Transcript Request Form available on the Arclabs website under Resources (direct link: https://arclabs.edu/resources/)

The cost for an official transcript is $15.

Please Note:

- Arclabs does not have any agreements with other institutions for transfer credit.
- Arclabs makes no claims or guarantee that credit earned will transfer to another institution.

Students should send transcript request forms to ArclabsTranscripts@arclabs.edu for processing. Transcript fees may be paid by calling the finance office at 864.236.9995 or stopping by the local campus. Arclabs will provide a student's transcript within 30 days of receipt of both the request and payment, whichever occurs later.

Class Schedules

All day students meet 7 am- 3:30 pm, Monday – Thursday and 7 am – 1:00 pm on Friday. Full-time night students meet from 3:45 pm – 11:00 pm Monday – Thursday and 2:00 pm – 11:00 pm. on Friday. All part-time night students meet from 6:00 pm – 11:00 pm, Monday – Friday. FT Night students will follow the PT night schedule for the first week of class and resume regular FT Night schedule starting in week two.

Class Schedules	Monday – Thursday	Friday
Day Classes	7 am- Classes Begin 9 am- 10 Minute Break 11 am- 30 Minute Lunch 2:00 pm- 10 Minute Break 3:30 pm- Classes Dismissed	7 am- Classes Begin 9 am- 10 Minute Break 1 pm- Classes Dismissed

FT Night Classes	3:45 pm- Classes Begin 5:30 pm- 30 Minute Break 8:00 pm- 10 Minute Dinner 10:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed	2:00 pm- Classes Begin 5:30 pm- 30 Minute Break 8:00 pm- 10 Minute Dinner 10:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed
PT Night Classes	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

If a student requires a special schedule, documentation must be provided and approved before the schedule is granted. Special schedules may affect funding.

Lunch Breaks

Day students get a 30-minute lunch break Monday through Thursday. Full-time night students get a 30-minute dinner break Monday through Friday. The schools provide a refrigerator and microwave for student 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.

Instructor Office Hours

Instructors and administrative staff are always available to assist students for academic advising. All instructors are available by appointment, and students should schedule a time to meet directly with the instructor. All administrative staff will be available Monday-Friday by appointment.

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, and there is no charge. 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.

Welding Tool Kits

Students receive their Advanced Welding tool kits after completion of the trial week; they are given out on day six of class. The Master Welder tool kit add-on will be distributed once the student reaches 901 actual hours. Tool kits are non-refundable.

Tool kits left on campus after a student ceases attendance or withdraws from the program will be considered abandoned fourteen (14) calendar days after the student's last day of attendance. Any tool kit not retrieved within this fourteen (14) day period will become the property of Arclabs Welding School on the fifteenth (15th) calendar day.

An exception may be granted only if the student has made a prior written arrangement with Arclabs Welding School for temporary storage due to a documented mitigating circumstance that prevents retrieval of the tool kit within the fourteen (14) day period.

The Advanced Welding Tool Kit will include:

- DeWalt Tough System
- Welding Hood
- 10" Adjustable Wrench
- SMAW Gloves
- Driver Gloves
- Chipping Hammer
- Safety Glasses (2 Pairs)
- Dual Flowmeter
- Angle Grinder
- Aluminized Hand Pad
- GTAW Gloves
- File
- Paint Marker
- Level
- Soap Stone with Holder
- Up in Smoke Welding Shirt
- MIG Pliers
- Locking Pliers
- Tape Measure
- Wire Brush
- Grinding Discs
- Flap Discs
- Pocket Welding Guide
- Pen Light LED Flashlight
- C-Clamp Pliers
- Argon Hose with Fittings
- GTAW Torch & Power Adapter
- Pack of 2% Tungsten
- Fillet Weld Gauges
- Striker
- Speed Square
- Wire Wheels (2)
- 6" Metal Scale

The Master Welder Welding Tool Kit will include:

<u>Advanced Welding Tool Kit above plus</u>:

- SMAW Gloves
- Grinding Discs (additional)

- GTAW Gloves
- Driver Gloves
- Wire Brush
- Argon Hose with Fittings
- Aluminum Grinding Discs
- Flap Wheel for Stainless Steel
- Stainless Steel Wire Brush

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 is committed to maintaining a safe environment for all students and staff. 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 11:00 pm, Monday through Friday at all campuses. Lunch is from 11:00 to 11:30 am for day classes at all campuses, and dinner is from 5:30 to 6:00 pm for full-time night students only.

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 flame-retardant material that will not burn easily (no synthetic fibers), and leather steel-toe boots a minimum of 8" high.

17. **No** use of cell phones or other electronic devices is allowed in the welding area during class hours. No music should be played publicly in the work area/welding shop.

18. Only one student can be in a booth at a time, unless approved by an instructor (for example, buddy welding). The purpose of this policy is to a) enhance student productivity and b) ensure a safe environment.

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

Arclabs students are required to wear appropriate safety attire at all times while in the welding booth and throughout the welding shop. The requirements listed below are not all-inclusive. For additional information regarding clothing and personal protective equipment (PPE), students should refer to the safety training materials.

- A proper welding jacket, welding shirt, or approved welding sleeves must be worn.
- Clothing that exposes skin, including sleeveless shirts and midriff-baring shirts, is prohibited.
- Clothing made of synthetic fibers is prohibited.
- Safety glasses must be worn at all times in the shop area.
- A welding hood must be worn when performing any type of welding.
- Jewelry is not permitted in the shop area.
- Long hair must be secured to prevent exposure to hazards.
- High-top leather steel-toe boots with a minimum height of 8 inches must be worn at all times in the welding shop.

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.

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.

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 complete all their program hours and achieve a 70% grade average to graduate and receive a Certificate of Completion.

Student Conduct Information, Regulations, and Student Rights

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 identifying 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 school. Open containers, even when empty, qualify as possession for purposes of this policy.

- **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 or disparage the school, employees, or other students.

- **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. Failure to submit to a requested drug screen is grounds for immediate dismissal from school as it constitutes a failed drug screen.

- **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. Pocketknives 4" or smaller in size are allowed. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on 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 lunchtime.

- **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; falsification of time includes not being present and productive in the work area during the times the student is clocked in for class
- 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

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 the 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.

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 make satisfactory progress, a student must attend at least 90% 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 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 Welder 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, he/she may be withdrawn from the program.

Veteran Students: VA students' failure to meet the academic probation terms will result in administrative withdrawal/termination of VA Education Benefits until the next evaluation period. If SAP is not achieved by the next evaluation period, VA Education Benefits will be terminated for the remainder of the program.

Students who have not completed the requirements to graduate by their scheduled graduation date will move to Incomplete status. Incomplete grades set forth by the *Texas Education Code, Section 132.061 (f)* apply. Students who fail to complete graduation requirements within 150% of the normal time frame of their program will be withdrawn.

Evaluation Periods

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

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-hours mark also includes a Financial Aid SAP (FASAP) 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 (FASAP) 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 90% attendance and/or 70% grade average 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 the following amounts of class contact hours: 130 hours for the Master Welder program; 90 hours for the Advanced Welding program. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

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 notification of dismissal. The appeal should be addressed to the Education Committee at appeals@arclabs.edu. The appeal must be in writing and accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Appeals for issues not related to attendance and/or grades should be accompanied by documentation to support your stance to not be withdrawn. Phone calls are not permitted; all appeals must be in writing and written by the student.

The Education Committee will assess all appeals and determine whether the student may be permitted to continue in school on probationary status, despite not meeting the satisfactory progress requirements or other terms documented in the withdrawal. The school holds appeals meetings every Monday, and therefore, the student will be sent the written decision no later than the first Monday following the institution's receipt of the appeal. The decision of the Education Committee 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 Education Committee'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 published 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:

900 Hours = 39 Weeks
1300 Hours = 54 Weeks

Transfer and Readmitted Students

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. Example: If the student transfers in 400 hours, he or she must complete 500 hours at the institution for the 900 Hour Advanced Welding Program (400/35 hours per week = 11.43 weeks), and the maximum time frame is 11.43 weeks x 150% = 17.15 weeks. Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the institution.

Arclabs Grading Policies

Grading Scale

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

Method of Evaluation

Written Test Score Average- 20%
Welding Performance Average- 60%
Homework- 10%
Safety Practices- 10%

Instructors will be covering material in both the classroom and welding lab. Written tests will be given for the material covered, and students will also have welding and cutting performances for grades. Instructors will grade tests and notify students of their grades within five class days. Grades can also be viewed in the Student Mobile App by downloading a copy of the progress report.

Arclabs strives to provide adequate assistance to students who are struggling academically while also maintaining a regular rate of progression through the program.

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 five class days. Students will be aware of the progress they have made with the written tests and welding performance evaluations.

Make-Up Work

Students must arrange with the instructor to ensure all make-up work is done in a timely fashion. Students who miss a test must schedule the missed test with the instructor. All arrangements are subject to approval by the school's administrators.

Progress Reports

Progress Report Times

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/or a school administrator may be scheduled to discuss possible solutions for the student. The student may be placed on probation until improvement is demonstrated.

Students can access their progress reports anytime in the Student Mobile App.

Attendance Policy

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 class 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 notify the instructor prior to his/her start time. All attendance and absences are recorded daily.

Our Standards

A student must achieve 90% cumulative attendance to meet satisfactory academic progress and must complete all program hours for graduation. Students are permitted no more than 10% absences of their program's scheduled hours – 90 hours of absences in the Advanced Welding program and 130 hours of absences in the Master Welder program. Students exceeding these

absence hours limits of their programs will be withdrawn from school due to excessive absences. If you are going to be tardy or absent, you are expected to call the school to advise the instructor.

Students in continuing education seminars must achieve 90% cumulative attendance to graduate, and if absences exceed 10% of the seminar, seven (7) hours, the student will be withdrawn.

Tracking

Attendance is tracked every day by FAME's Student Mobile App. Students must scan in via QR code when they arrive at the school; students are also expected to scan out/in for lunch breaks and ending their shifts. This attendance tracking software downloads time into the student information system at regular intervals throughout the day, and administrative staff work with students on any discrepancies. 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. Time missed due to a tardy or early departure counts against a student's cumulative attendance requirement, and students with attendance that drops below 90% 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.

Excused Absences

Students currently under attendance policies that include excused absences, which are all students with start dates in 2024, are still held to the attendance standards on record at the time of their enrollment – 100% cumulative attendance, up to 10% excused absences per payment period, and no make-up time available to these students. Please refer to the 2024 Course Catalog & Student Handbook for full attendance policy.

Attendance Probation

If you do not have cumulative attendance of at least 90% 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 90% cumulative attendance requirement by the end of his/her probation period. Failure to do so may require a conference with the Campus Director/School Administrator and may result in termination from the school.

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 10% of class contact hours, which are the following amounts: 130 hours for the Master Welder program; 90 hours for the Advanced Welding program. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

Make-Up Hours

Students are permitted to attend up to 90 hours of make-up time in the Advanced Welding program and up to 130 hours of make-up time in the Master Welder program. Make-up hours are completed at the end of the normal scheduled program, and only welding lab time can be made up. Students who miss classroom instruction must attend the class the next time it is taught. Make-up time should be comparable to the content, time, and delivery of the class time missed. Only time spent on instructor-approved welding tasks will count as make-up hours. Student schedules for make-up time may vary depending on booth availability; students are not guaranteed their original class schedule for make-up time. Continuing education seminar students are permitted to attend up to 7 hours of make-up time.

Students who enrolled in courses starting in 2024 are still under their current attendance policy and will not have make-up hours available to them. See 2024 School Catalog & Student Handbook for full attendance policy.

Consecutive Absences

A student who is absent for fourteen (14) consecutive calendar days from his/her last date attended (LDA) 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 90% 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; not all students will qualify to resume classes and there may be wait limits before being permitted to return to class.

Leave of Absence Policy

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 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, (b) a serious illness, or (c) a debilitating injury. Student Services has guidance for what qualifies for a leave under the definition for each of these reasons, and it is posted around campus for easy student access. Any request for a reason not specifically listed must be approved by the Vice President or the Campus Director. Documentation is required to have the leave request granted.

5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return to class as scheduled will result in an immediate withdrawal from the program.

6. 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.

7. A leave of absence may affect student financial benefits, including, but not limited to, military education benefits and federal student aid; however, the student will not incur any additional charges as a result of the leave of absence.

8. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of Arclabs' curriculum.

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. Students may be required to fulfill certain requirements to return, such as making payments or agreeing to an attendance and/or academic plan. 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 admission. Students who have paid an application fee within the last 12 months will have the application fee waived for their reenrollment.

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.

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, our social media pages, and/or through our student mobile app. The announcement will state that classes will either be delayed on the schedule listed below or will be cancelled for a specific period of time. In the event the school is not officially closed, 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 or other designated time outside of regular class time hours. Students who do not attend the designated make-up day will have those hours counted as missed time.

Tuition and Fees

Application Fee

Application Fee (due with application for enrollment)..……...……$75

Application fee is waived for Veterans with non-dishonorable discharge DD-214s or Active-Duty or National Guard 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.

900 Hour Advanced Welding Course..…..……...…….……..…….$22,500
1300 Hour Master Welder Course..…..……....$29,500

Welding Lab Fees

900 Hour Advanced Welding Lab Fee……...……$1,000
1300 Hour Master Welder Lab Fee……..……..$2,200

Welding Supplies

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

Advanced Welding Tool Kit.....……..$1,650
Master Welder Welding Tool Kit…….$1,750

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

Books

Arclabs includes the cost of books and training materials in the tuition price; students are not required to purchase any books separately for use at the school.

Continuing Education Seminars

Optional. Due prior to class start; must have proper Personal Protective Equipment (PPE). Prices for welding seminars based upon use of carbon steel. Students who want to train on specialty metals must purchase/supply their own weld coupons for use.

Introduction to Welding Seminar (70 Hours)…….……$1,925
Welder Upskill Seminar (70 Hours) …...…….……..……$1,925

Tuition and fees are subject to change without notice.

Payment Schedule

The application fee, if not waived or covered by a third party, must be paid at the time you submit your enrollment paperwork. 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, Plus Loans, and the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. 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 financial need, cost of attendance, and enrollment status, as calculated using the Student Aid Index (SAI) from the Free Application for Federal Student Aid (FAFSA). Pell Grants generally do not need to be repaid unless you withdraw from school before completing a payment period and received funds for which you were not eligible.

Federal Direct Subsidized Loan

Loans made to eligible undergraduate students who demonstrate financial need to help cover the cost of higher education at a college or career school. Eligibility is determined by the U.S. Department of Education based on the information provided on the FAFSA. The government pays the interest while the student is enrolled at least half-time, during the six-month grace period after the student leaves school or drops below half-time enrollment, and during approved periods of deferment. The U.S. Department of Education is your lender.

Federal Direct Unsubsidized Loan- Loans made to eligible undergraduate, graduate, and professional students to help cover the cost of higher education at a college or career school. Unlike subsidized loans, students are not required to demonstrate financial need to be eligible. Eligibility is determined by the U.S. Department of Education based on the information provided on the FAFSA. Interest accrues on Direct Unsubsidized Loans during all periods, including while the student is enrolled, during grace periods, and during periods of deferment or forbearance. If the student does not pay the interest as it accrues, the interest may be capitalized (added to the principal balance of your loan). The U.S. Department of Education is your lender.

Direct Parent Plus Loan
Loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is determined by the U.S. Department of Education and is subject to a credit check; the borrower must not have an adverse credit history or must meet alternative eligibility requirements established by the U.S. Department of Education. The maximum loan amount is the student's cost of attendance at Arclabs Welding School minus any other financial aid received. The U.S. Department of Education is your lender.

Eligibility

To apply for financial aid, you must meet the following eligibility requirements:

- Be a U.S. citizen or an eligible noncitizen with a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau
- Have a high school diploma or a recognized equivalent, such as a General Equivalency Degree (GED) credential
- Be enrolled/accepted for enrollment in an eligible program as a regular student at Arclabs: 900 Hour Advanced Welding or 1300 Hour Master Welder Program
- Complete the Free Application for Federal Student Aid (FAFSA) and all required institutional financial aid forms
- Provide all necessary supporting documentation to verify eligibility
- Maintain Satisfactory Academic Progress (SAP) as defined by institutional policy
- Not be in default on a federal student loan and not owe a refund or repayment on a federal student grant
- Have no conviction for fraud involving federal student aid, including obtaining aid under false pretenses

Federal Supplemental Educational Opportunity Grant (FSEOG) Program- This is a grant program that provides awards to undergraduate students who demonstrate exceptional financial need to assist paying for their education. Awards do not need to be repaid. Students are considered to have exceptional financial need if they have a Student Aid Index (SAI) of -$1500. For FSEOGs, the eligibility requirements above must be met by the student, and the

student must have been awarded a Pell Grant to qualify. Awards will be directly credited to the school.

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.gov/understand-aid/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, 2023 through June 30, 2024, the percentage of full-time, first-time degree/certificate-seeking students awarded any Title IV Federal Financial Aid was 89%, and the percentage of full-time, first-time degree/certificate-seeking students awarded Pell Grants was 72%.

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

The following Arclabs campus locations are approved to accept Veterans benefits including the GI Bill® and Veterans Readiness and Employment (VR&E) benefits: Piedmont, Columbia, Charleston, Rock Hill, and Houston. *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.*

Lumion

Lumion offers flexible tuition payment options to help students manage the cost of attendance.

Through Lumion, students can choose structured payment plans that allow tuition to be paid in interest-free or interest-bearing installments instead of a single lump sum. These plans include easy online enrollment, automatic payment processing, and clear billing schedules to support student budgeting throughout their program.

Scholarships

Arclabs Welding School offers and/or accepts a variety of scholarship opportunities, including institutional (internal) scholarships and external scholarships from outside organizations. Internal scholarship offerings available through Arclabs are described below. Scholarship availability, eligibility requirements, and award amounts vary by program and campus. Students are encouraged to contact the Financial Aid Office at their local campus for additional information and application requirements.

Welding Now Scholarship

The Welding Now Scholarship is a need-based tuition scholarship available to eligible first-time students enrolling at Arclabs Welding School. The scholarship provides a tuition discount of up to $1,000, subject to availability, and is awarded on a first-come, first-served basis by campus. Eligibility requirements apply and include, but are not limited to, completion of the FAFSA and enrollment in an eligible program. The scholarship has no cash value, may not be combined with other Arclabs scholarships, and will be forfeited if the student cancels enrollment or withdraws from the program.

Legacy Scholarship

The Legacy Scholarship is a tuition assistance program available to eligible first-time students who are immediate family members of Arclabs Welding School graduates. This scholarship provides a 25% discount on tuition only, subject to eligibility verification, and does not apply to application fees, supplies, or welding lab fees. Applicants must meet specific eligibility requirements, including submission of required documentation and enrollment in an eligible program. The scholarship has no cash value, may not be combined with other Arclabs scholarships or discounts, and is forfeited if the student withdraws prior to completing the program.

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.

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 is defined as 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 increasing 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 SC 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 TX 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 schools are stored in locked cabinets at the branch locations 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 transcripts by contacting our main campus at 1.877.647.4111 and submitting a written request on our website.

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

- AND anything that contains the following:

    - 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.

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.

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 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 to resolve student complaints.

Arclabs Corporate Director:

Heidi Bray

2615 Highway 153, 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:

https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint_Procedures_and_Form.pdf

Mail the complaint and required documentation to:

SC Commission on Higher Education Academic Affairs

Attn: Student Complaint

1122 Lady Street, Suite 300 | Columbia, SC 29201

Or E-mail: submitcomplaint@che.sc.gov

Texas Students:

The complaint form for the Texas Workforce Commission is available at the following link:

https://www.twc.texas.gov/programs/career-schools-colleges/students

Mail the complaint and required documentation to:

Texas Workforce Commission
Career School and Colleges, Room 226T

101 East 15th Street | Austin, Texas 78778-0001

Phone: 512.936.3100 | Fax: 512.936.3111

Email: career.schools@twc.state.tx.us

ACCET Document 49.1 – 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 quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution

2. A detailed description of the alleged problem(s)

3. The approximate date(s) that the problem(s) occurred

4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students

5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET

6. 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

7. The status of the complainant with the institution (e.g., current student, former student) Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

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

Online Complaint Submission Form

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 offices of the Section 504 Coordinators – **Heidi Bray, Executive Vice President,** Heidi.Bray@arclabs.edu or **Amber Gibson, Compliance Officer,** Amber.Gibson@arclabs.edu – who have 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 Assistance

Arclabs strives to have job placement for all our graduates. A job preparation course is taught in all programs, excluding seminars. 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 throughout the program and 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. Previous students have been employed in manufacturing, oil & gas, aerospace, boilermaker, and iron worker 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.

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.

Student Resource Area

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

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 corrects 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

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 11:00 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://sor.dps.texas.gov/Search (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. (https://nnedv.org/content/violence-against-women-act/)

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 (https://www.dea.gov/drug-information/csa) with penalties found in Part D.

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.

Course Descriptions

Advanced Welding (900 hours)

860 Welding Hours, 40 Hours Classroom
Approximately 26 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 construction or industrial field.

This program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short circuit, spray, and pulse spray transfer – as well as Flux-Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel cutting, plasma arc cutting, and air carbon arc gouging; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness. Students will have the opportunity to participate in either real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners. In addition, students will

earn their OSHA-10 Hour Safety certification. Advanced students may have the opportunity to take an elective in pipe welding (performance; no classroom).

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

Master Welder (1300 hours)

1240 Welding Hours, 60 Hours Classroom
Approximately 36 weeks

Course Description: This welding course is designed for the beginner welder to the welder with some experience to prepare for employment in the construction or industrial field. The student will first cover structural welding on carbon steel plate. Once complete, the student will then spend the remaining hours in their choice of welding track: Advanced Structural Welding or Advanced Pipe Welding.

The first 900 hours of the program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short circuit, spray, and pulse spray transfer – as well as Flux-Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel cutting, plasma arc cutting, and air carbon arc gouging; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness.

Students who elect the Advanced Structural Welding track will have the opportunity to spend their last 400 hours learning FCAW on carbon steel structures, SMAW on carbon and stainless-steel structures, GTAW and GMAW on aluminum structures, and detail drawings for structural welders.

Students who elect the Advanced Pipe Welding track will have the opportunity to spend their last 400 hours learning pipe welding on carbon steel with the SMAW, GMAW, FCAW, and GTAW processes; pipe welding on non-ferrous metals with the SMAW and GTAW processes; and detail drawings for pipe welders.

Students in both tracks will also be given the option to participate in either real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners. In addition, students will earn their OSHA-10 Hour Safety certification.

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

Program Outline
900 Hours Advanced Welding

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
WELD 101	Introduction to Welding and Safety	4	5	9
CTNG 101	Oxy-Fuel Cutting	4	20	24
CTNG 102	Plasma Arc Cutting and Air Carbon Arc Cutting	3	15	18
PREP 101	Base Metal Preparation	4	15	19
SMAW 101	Shielded Metal Arc Welding (SMAW)	4	0	4
INSP 101	Introduction to Welding Inspection	4	10	14
GMFC 101	Gas Metal Arc Welding and Flux-Cored Arc Welding (GMAW/FCAW)	4	0	4
TAPE 101	Introduction to Using a Tape Measure	3	10	13
DRAW 101	Weld Symbols and Detail Drawings	4	10	14
GTAW 101	Gas Tungsten Arc Welding (GTAW)	3	0	3
EMPL 101	Employment Readiness	3	0	3
PROJ 101*	Welding Projects- Structural Welding	0	100	100
INTERN*	Internship	0	0	150
WELDLAB	Welding Lab	0	675	675
	Total Hours	40	860	900

Elective: For advanced students only

GTAW 251*	Gas Tungsten Arc Welding (GTAW) on Carbon Steel Pipe	3*	0	3

*Students who have advanced through the program at an accelerated rate are eligible to participate in an internship if they have a minimum of 150 hours available to complete the internship; students in an internship are not required to complete PROJ 101, as the internship fulfills the requirements of the PROJ 101 course. GTAW Elective – The three lecture hours of classroom time is not included in this elective course; students will only participate in the welding lab.

Program Outline
1300 Hours Master Welder

ALL STUDENTS

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
WELD 101	Introduction to Welding and Safety	4	5	9
CTNG 101	Oxy-Fuel Cutting	4	20	24
CTNG 102	Plasma Arc Cutting and Air Carbon Arc Cutting	3	15	18
PREP 101	Base Metal Preparation	4	15	19
SMAW 101	Shielded Metal Arc Welding (SMAW)	4	0	4
INSP 101	Introduction to Welding Inspection	4	10	14
GMFC 101	Gas Metal Arc Welding and Flux-Cored Arc Welding (GMAW/FCAW)	4	0	4
TAPE 101	Introduction to Using a Tape Measure	3	10	13
DRAW 101	Weld Symbols and Detail Drawings	4	10	14
GTAW 101	Gas Tungsten Arc Welding (GTAW)	3	0	3
EMPL 101	Employment Readiness	3	0	3
PROJ 101*	Welding Projects- Structural Welding	0	100	100
INTERN*	Internship	0	0	150
WELDLAB	Welding Lab	0	675	675
	Total Hours	40	860	900

Choice of one of the following tracks:

ADVANCED STRUCTURAL WELDING TRACK

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
FCAW 201	FCAW on Carbon Steel Structures	2	0	2
SMAW 201	SMAW on Carbon Steel Structures	3	0	3
SMAW 202	SMAW on Stainless Steel Structures	3	0	3
GTAW 201	GTAW on Aluminum Structures	2	0	2

GMAW 201	GMAW on Aluminum Structures	2	0	2
DRAW 201	Detail Drawings for Structural Welders	8	0	8
PROJ 201*	Advanced Welding Projects – Structural	0	100	100
WELDLAB	Welding Lab	0	280	280
	Total Hours	60	1240	1300

ADVANCED PIPE WELDING TRACK

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SMAW 251	SMAW on Carbon Steel Pipe	3	0	3
GTAW 251	GTAW on Carbon Steel Pipe	3	0	3
SMGT 251	SMAW/GTAW on Carbon Steel Pipe	2	0	2
GMFC 251	GMAW/FCAW on Carbon Steel Pipe	0	6	6
SMAW 252	SMAW on Stainless Steel Pipe	2	0	2
GTAW 252	GTAW on Stainless Steel Pipe	2	0	2
GTAW 253	GTAW on Aluminum Pipe	0	6	6
DRAW 251	Detail Drawings for Pipe Welders	8	0	8
PROJ 251*	Advanced Welding Projects – Pipe	0	100	100
WELDLAB	Welding Lab	0	268	268
	Total Hours	60	1240	1300

*Students are required to complete either 100 hours in PROJ 101 or 150 hours in INTERN to graduate.

Welding Booth Assignment

Only one student can be in a booth at a time, unless approved by an instructor (for example, buddy welding). The purpose of this policy is to a) enhance student productivity and b) ensure a safe environment.

Class Descriptions (Lecture/Lab/Total Clock Hours)

CTNG 101

Oxy-Fuel Cutting (4/20/24 Hours) Describes 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, and

bevels.
Prerequisite: None

CTNG 102
Plasma Arc Cutting and Air Carbon Arc Cutting (3/15/18 Hours) Describes plasma arc and air carbon arc cutting equipment, processes, storage, and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates as well as cutting methods for piercing, slotting, and squaring metals with the plasma arc cutting process. Identifies the electrodes and instructs on performing air carbon arc washing and gouging activities.
Prerequisite: None

DRAW 101
Weld Symbols and Detail Drawings (4/10/14 Hours) Identifies and explains the different parts of a welding symbol. Explains how to read welding symbols on drawings, specifications, and welding procedure specifications. 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 and provides students with the opportunity to practice building models based on drawing examples. Covers practical math and measurement for welders.
Prerequisite: None

DRAW 201
Detail Drawings for Structural Welders (8/0/8 Hours) Covers topics of reading and understanding detail drawings and fabricating structures from detail drawings.
Prerequisite: DRAW 101

DRAW 251
Detail Drawings for Pipe Welders (8/0/8 Hours) Covers topics of reading and understanding detail drawings and assembling piping based upon detail drawings.
Prerequisite: DRAW 101

EMPL 101
Employment Readiness (3/0/3 Hours) Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking, problem-solving skills, interviewing skills, resume-writing, and computer systems and their industry applications.
Prerequisite: None

FCAW 201
FCAW on Carbon Steel Structures (2/0/2 Hours) Describes and demonstrates making fillet welds and groove welds on structural members in all positions, both single pass and multi-pass.
Prerequisite: GMFC 101

GMAW 201

GMAW on Aluminum Structures (2/0/2 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.
Prerequisite: GMFC 101

GMFC 101

Gas Metal Arc Welding and Flux-Cored Arc Welding (GMAW/FCAW) (4/0/4 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. Covers how to select and use different filler metals and shielding gases. Describes differences and uses for the four different transfer modes as well as how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.
Prerequisite: None

GMFC 251

GMAW/FCAW on Carbon Steel Pipe (0/6/6 Hours) Hands-on lab time for students to experience GMAW and FCAW on carbon steel pipe. In-lab demonstrations of how to set up GMAW and FCAW equipment for open-root V-groove welds, prepare for, and make open root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW and FCAW equipment on pipe in all positions.
Prerequisite: GMFC 101

GTAW 101

Gas Tungsten Arc Welding (GTAW) (3/0/3 Hours) Identifies and explains the set up and use of GTAW equipment, filler metals, and shielding gases. 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 all positions, and how to make GTAW V-groove welds in all positions.
Prerequisite: None

GTAW 201

GTAW on Aluminum Structures (2/0/2 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 all positions, and how to make V-groove welds on aluminum plate with backing in all positions.
Prerequisite: GTAW 101

GTAW 251

GTAW on 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 all positions.
Prerequisite: GTAW 101

GTAW 252

GTAW on Stainless Steel Pipe (2/0/2 Hours) Explains how to set up GTAW equipment for open root V-groove welds 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 stainless-steel pipe in all positions.
Prerequisite: GTAW 251

GTAW 253

GTAW on Aluminum Pipe (0/6/6 Hours) Hands-on lab time for students to experience GTAW on aluminum pipe. In-lab demonstrations of how to setup GTAW equipment and clean and prepare aluminum pipe coupons for welding. Addresses GTAW procedures and techniques used to make V-groove and modified u-groove welds on aluminum pipe with and without backing in all positions.
Prerequisite: GTAW 251

INSP 101

Introduction to Welding Inspection (4/10/14) Provides an overview of techniques used to evaluate the integrity and quality of welds without causing damage. The course covers fundamental NDT and DT methods such as visual inspection, ultrasonic testing, radiography, magnetic particle testing, dye penetrant testing, bend testing, fillet weld break testing, and macro etch testing. Students learn how to identify common welding defects like cracks, porosity, and incomplete fusion and are taught the importance of adhering to industry standards and safety requirements. Proper joint fit-up and use of fit-up gauges and measuring devices will be taught, as well as checking for joint alignment and poor fit.
Prerequisite: DRAW 101

INTERN

Internship (0/0/150 off-campus job-site hours) Off-campus experiential learning activity designed to provide student with an opportunity to make connections in the industry and experience welding in a professional work environment. The internship offers the opportunity to gain on-the-job training while gaining relevant experience and professional connections. The Advance Welding internship is 150 hours.
Prerequisite: See Student Services for specifics for your program

PREP 101

Base Metal Preparation (4/15/19 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. Describes the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Job code specifications that govern welding are identified. Identifies and explains weld discontinuities and causes. Outlines non-destructive examination practices, visual inspection criteria, welder qualification tests, and the importance of quality workmanship. Explains physical characteristics and mechanical properties of common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Covers Welding Procedure Specification (WPS) sheets and Procedure Qualification Records (PQRs). Explains preheating and interpass temperature control.
Prerequisite: None

PROJ 101

Welding Projects- Structural Welding (0/100/100 Hours) Hands-on lab time for students to experience real world structural welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: GMFC 101, SMAW 101, GTAW 101

PROJ 201

Advanced Welding Projects- Structural (0/100/100) Hands-on lab time for students to experience advanced real world structural welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: PROJ 101

PROJ 251

Advanced Welding Projects- Pipe (0/100/100) Hands-on lab time for students to experience advanced real world pipe welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: PROJ 101, SMGT 251, GTAW 251

SMAW 101

Shielded Metal Arc Welding (SMAW) (4/0/4 Hours) Describes SMAW welding and explains how to set up arc welding equipment and the process of striking an arc. Identifies and explains using tools for cleaning welds, electrodes characteristics, and the different types of filler metals. Proper storage and control of filler metals are described. Stringer, weave, overlapping beads, and fillet welds are taught. Explains groove welds, open V-groove welds, and how to make groove welds both with and without backing in all positions.
Prerequisite: None

SMAW 201
SMAW on Carbon Steel Structures (3/0/3 Hours) Describes and demonstrates making fillet welds and groove welds on structural members in all positions, both single pass and multi-pass.
Prerequisite: SMAW 101

SMAW 202
SMAW on Stainless Steel Structures (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. Provides procedures for making open-root V-groove welds with GTAW equipment on stainless steel plate in all positions.
Prerequisite: SMAW 101, SMAW 201

SMAW 251
SMAW on Carbon Steel Pipe (3/0/3 Hours) Explains how to set up SMAW equipment and 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 all positions.
Prerequisite: SMAW 101

SMAW 252
SMAW on Stainless Steel Pipe (2/0/2 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 pipe in all positions.
Prerequisite: SMAW 101, SMAW 251

SMGT 251
SMAW/GTAW on Carbon Steel Pipe (2/0/2 Hours) Demonstrates proper fit-up, GTAW root and hot pass, and SMAW E7018 fill and cap pass placement for groove welds in all positions.
Prerequisite: GTAW 251

TAPE 101
Introduction to Using a Tape Measure (3/10/13) Covers the breakdown of an inch, how to use a tape measure, and reviewing the mathematical skills need to add and subtract fractions using different units of measure.
Prerequisite: None

WELD 101
Introduction to Welding and Safety (4/5/9 Hours) Covers safety equipment, protective

clothing, and procedures applicable to the cutting and welding of metals.
Prerequisite: None

WELDLAB
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: WELD 101

Continuing Education Seminars

These classes are designed for the beginner who is interested in exploring the welding field or hobby welding; the experienced welder who is looking for hands-on practice time to improve and advance his/her welding skills; or the company who seeks to improve or develop the welding skills of its employees.

All students of our continuing education seminars will be required to participate in a safety orientation. Students will work in the welding shop to attain the welding skill level they desire with supervision of the Welding Instructor.

Students do not have to have a high school diploma or GED to take seminar classes. All seminars include a safety orientation with most of the time spent with hands-on training. There is no testing required for these classes. Trial enrollment period does not apply to seminars.

Seminar students must attend a minimum of 90% of their scheduled hours to successfully complete the seminar. Make up time is available to seminar students, but it must be completed prior to scheduled graduation date. Students must arrange make up time with an instructor; make up time only consists of welding lab hours.

Introduction to Welding- 70 Hours

This seminar is designed for the beginner who is interested in exploring the welding field or who wishes to learn some welding for personal use or as a hobby.

Objective: To introduce the student to the world of welding by covering basic welding safety and introducing procedures and techniques of the welding process of choice

Welding Process Options: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), or Gas Tungsten Arc Welding (GTAW)

Skills Learned: Basic procedures and techniques of the welding process of choice

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

Welder Upskill- 70 Hours

This seminar is designed for the company who seeks to improve or develop the welding skills of its employees or the experienced welder who needs to improve and advance his/her welding skills and abilities.

Objective: To improve upon the welding skills of the experienced welder; to introduce employees to basic welding fundamentals or sharpen employees' welding skills.

Welding Process Options: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), or Gas Tungsten Arc Welding (GTAW)

Skills Learned: Hands-on welding basics and improved welding skills; welding procedures and techniques and improved welding skills for the welding process of choice. Welds will be evaluated for quality issues, measured according to in-place welding procedures and/or applicable welding codes, and be visually inspected.

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

Course Syllabi

900 Hour Advanced Welding Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) processes on carbon steel plate. Students will earn their OSHA-10 Hour Safety course certification.

Subject Hours: 900 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow blueprints
- Demonstrate proficiency in GMAW, FCAW, SMAW, and GTAW processes and oxyfuel cutting, plasma arc cutting, and air carbon arc gouging

Required Textbooks:
None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Labs
4. Homework
5. Internship (optional)

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students must pass WELD 101 Introduction to Welding and Safety to continue in class past the trial week; failure to pass will result in the student being pushed to the next start date. Students may be granted a second attempt to pass this exam at the discretion of the Education Committee.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. 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 been tested, the instructor will let the student know his/her grade within five 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:

Homework- 10%
Welding Performance Average- 60%
Written Test Score Average- 20%
Safety Practices- 10%

1300 Hour Master Welder Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) processes on carbon steel plate. Students will earn their OSHA-10 Hour Safety course certification. This course further explores advanced topics in structural or pipe welding on carbon steel, stainless steel, and

aluminum – students will select either the Advanced Structural or the Advanced Pipe Welding track to fulfill their educational goals.

Subject Hours: 1300 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow detail drawings
- Demonstrate proficiency in GMAW, FCAW, SMAW, and GTAW processes and oxyfuel cutting, plasma arc cutting, and air carbon arc gouging

Required Textbooks:
None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Lab
4. Homework
5. Internship (optional)

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students must pass WELD 101 Introduction to Welding and Safety to continue in class past the trial week; failure to pass will result in the student being pushed to the next start date. Students may be granted a second attempt to pass this exam at the discretion of the Education Committee.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. 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 been tested, the instructor will let the student know his/her grade within five 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:

Homework- 10%
Written Test Score Average- 20%
Welding Performance Average- 60%
Safety Practices- 10%

Internship Syllabus

Subject Description: Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the industry and experience welding in a professional work environment. Internships offer the opportunity to gain on-the-job training while gaining relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor and a faculty sponsor, who in combination with the student will create a framework for learning and welding training.

Subject Hours: 150 Hours

Prerequisite: See Student Services Coordinator for specifics for your program.

Performance Objectives:

- To develop skill competencies specific to the welding field
- To expand communication skills
- To work effectively within diverse environments
- To acquire additional interpersonal communication and interaction skills
- To experience the pace and environment of hands-on welding on a job site
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on the internship experiences, including:
    - Ability to articulate what was learned and how it will be applied to your professional career goals in welding

Basis of Grades: Students will receive a grade in internship programs. Students must complete all scheduled hours of the internship to receive credit except for documented, approved mitigating circumstances.

During the internship Arclabs personnel will conduct a review once during the 150 hours and will work with the onsite coordinator to perform an evaluation at the end of the internship. During the review, feedback will be given to the student. Hours will be recorded on an Arclabs time sheet or through the company's time management system, whether documented virtually or on paper. The time sheet should be submitted to the institution weekly to be entered into the Student Information System to keep an account of the student's time.

Copyright Policy

This copyright notice is designed to protect Arclabs and our readers from unintended copyright violations.

It is the policy of Arclabs to comply with the U.S. Copyright Act of 1976. All Arclabs faculty, staff, and students are expected to act as responsible users of the copyrighted works of others, which includes making informed decisions based on the fair use exemptions to the copyright laws.

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.

Definitions

Copyright: Under U.S. law a work is copyrighted at the instant of creation when it is fixed in a tangible medium of expression for a period of more than a transitory duration. The author of a work is given certain exclusive rights to do or to authorize the following: to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work publicly, to perform the copyrighted work publicly, to display the copyrighted work publicly, and in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

If a person or entity does not own copyright in a work, does not have permission to do the above rights, and does it anyway then that person or entity is infringing. A person or entity engaged in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject themselves to civil and criminal liabilities. There are, however, many statutory exemptions to these rights. The major exemption is fair use.

Fair Use: The fair use exemption (Section 107, U.S. Copyright law) permits limited reproduction of copyrighted works for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, without permission of the copyright owner. However, nonprofit educational use does not automatically establish a condition of fair use. Determination of fair use is done on an individual, case-by-case basis.

The four factors being considered are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for a nonprofit educational purpose

2. The nature of the copyrighted work (creative or factual)

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

Statutory damages for willful infringement are significant. If a person or entity can demonstrate that evaluation of the four factors took place and lead to the belief of fair use, statutory damages can be considerably reduced.

More information about copyright law can be found at http://www.copyright.gov/.

Compliance/Responsibilities

Faculty and staff desiring to use copyrighted materials are responsible for compliance with federal copyright laws, including decisions on the utilization of fair use exemptions. If questions occur, the Executive Vice President will assist the faculty and staff in the understanding, applying and complying of copyright law. Arclabs does not assume legal responsibility for any 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, CEO, and the Corporate Director of Admissions. 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 Executive 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 Welding School. David is responsible for the daily operations of the company. He 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 at Arclabs Welding School, 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

Jennifer Harrison

Jennifer Harrison is the Chief Financial Officer at Arclabs Welding School. 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

Greg Koch

Greg Koch is the Vice President of Sales and Marketing at Arclabs Welding School. With a career spanning over a decade in leadership roles, Greg has demonstrated a strong commitment to enhancing educational programs and student outcomes. He has held various positions including Chief Executive Officer, Campus Director, and Vice President of Marketing and Admissions, showcasing his ability to lead organizations through significant transitions. Greg's educational background in Business Administration equips him with the strategic insight necessary for effective management. Passionate about fostering innovation in education, he is dedicated to creating opportunities for students and staff alike. Outside of work, Greg enjoys spending time with his wife, Jo Ann, and his four grown children and grandchildren.

Corporate Management Team

Employee	Position	Department	Credentials (if applicable)
Kyle Davidson	Chief Financial Officer Emeritus	Accounting	B.S., University of Illinois, 1983
Amber Gibson	Compliance Officer	Compliance	A.S., Greenville Tech, 2009
Sherrone McCord	Financial Aid Director	Financial Aid	
Bob Fellers	Purchasing Specialist	Accounting	A.S., Greenville Tech, 1981
Chase Cooley	Director of Admissions	Admissions, South Carolina	B.S., Lander University, 2008 M.S., Liberty University, 2015
Seth Riggsbee	Director of Admissions	Admissions, South Carolina	B.S., University of South Carolina, 2016

David “Buck” Garretson	Marketing Director	Marketing	B.S., Lander University, 2010 A.A., Greenville Tech, 2008
Logan Jones	Digital Storyteller	Marketing	B.A., Hampshire College, 2013
Lydia Bennett	Director of Career and Student Services	Student Services	B.S., Arizona State University, 2017
Christine Miller	Assistant Director of Education	Education	M.Ed., University of South Carolina, 2019 M.T., University of South Carolina, 2015 B.S., University of South Carolina, 2014
William Crosby	Director of Human Resources	Human Resources	B.A., North Greenville University, 2014
Hannah McWhite	Corporate Account Manager	Accounting	B.S., Furman University, 2020
Stacy Goeringer	Manager of Accounting Operations	Accounting	B.S., College of Charleston, 1993
Kara Spearman	Accounts Payable Specialist	Accounting	B.S., North Greenville University, 2025
Tarah Risher	Accounts Receivable Clerk	Accounting	B.A., University of Arizona Global Campus, 2024

Campus Faculty/Staff

Institutional Faculty Qualifications Statement

Instructional staff at Arclabs Welding School are qualified in accordance with applicable state regulatory and accrediting agency requirements. Welding Instructors are selected based on documented professional industry experience, demonstrated technical competency, and the ability to effectively instruct adult learners. Instructors are approved and assigned by the institution to teach welding coursework and instructional content within the scope of their documented experience and institutional qualification standards, including instruction across the welding programs offered by the school. Formal degrees or teaching credentials are not required where documented industry experience satisfies institutional minimum qualification standards.

Credentials, where applicable, and documentation supporting instructor qualifications are maintained in employee files.

Arclabs Welding School may employ instructional support staff, including Instructors Aides, to assist with classroom and lab activities. Instructional support staff do not independently deliver instruction, and they work under the direct supervision of qualified welding instructors. Assignment of instructional support staff is based on institutional policy and instructional need.

Piedmont Main Campus

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Charles Irby	Lead Welding Instructor	2008	Boilermaker Nuclear welding	Welding Certificate, Greenville Tech, 2008
Josh Allen	Welding Instructor	1995	Fabrication Structural welding Welding Engineer	Welding Certificate, Greenville Tech, 1998 AWS, Certified Associate Welding Inspector, 2025
Chet Rowan	Welding Instructor	1974	Oil & gas Fabrication Inspection Boilermaker Turbines Nuclear welding	
Mike McCall	Welding Instructor	1975	Pipe welding Powerplants	
Brandon McCall	Welding Instructor	2015	Pipe welding Boilermaker Nuclear welding	Welding Certificate, Arclabs Welding School, 2018

Adam Brooks	Welding Instructor	1997	Fabrication Pipefitting Gas repair welds Aerospace welding	
Danial Owings	Welding Instructor	2011	Structural welding Pipe welding	Welding Certificate, Arclabs Welding School, 2021

Staff

Employee	Position	Department	Credentials (if applicable)
Emilee Crooks	Financial Aid Coordinator	Financial Aid	B.S., North Greenville University, 2008 M.B.A., North Greenville University, 2012
Corrie Williams	Student Recruiter	Admissions, South Carolina	Welding Certificate, Arclabs Welding School, 2020
Chris Nguyen	Student Recruiter	Admissions, South Carolina	
Nikki Terry	Career and Student Services Coordinator	Student Services	

Columbia Branch Campus

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Jeremy Rushing	Lead Welding Instructor	2013	Structural welding Boiler vessels/piping Fabrication	Welding Certificate, Arclabs Welding School, 2013 AWS, Certified Welding Inspector, 2025

Wyatt VanBrocklin	Welding Instructor	2017	Manufacturing Fabrication Specialty metals	Welding Certificate, Arclabs Welding School, 2017
Jose Narciso	Welding Instructor	2018	Structural welding ASME pressure vessels/ piping Fabrication	Welding Certificate, Florence Darlington, 2023 Welding Certificate, Arclabs Welding School, 2025
Levi Brown	Instructors Aide	2024	ASME pressure vessels/ piping Fabrication Thin gauge Fabrication	Welding Certificate, Arclabs Welding School, 2024
John McNeely	Instructors Aide	2024	ASME pressure vessels/ piping Fabrication	Welding Certificate, Arclabs Welding School, 2024
Barry Altman	Instructors Aide	2018	Maintenance Welding	Welding Certificate, Arclabs Welding School, 2025

Staff

Employee	Position	Department	Credentials (if applicable)
AJ Garrison	Lab Technician	Support	Welding Certificate, Arclabs Welding School, 2016
Jerel Hall	Student Recruiter	Admissions, South Carolina	

Marquise Glascoe	Student Recruiter	Admissions, South Carolina	
Travis Beck	Student Recruiter	Admissions, South Carolina	
Erica Poole	Career and Student Services Coordinator	Student Services	A.A.S., Midlands Tech, 2007
Kennedy Bailey	Financial Aid Coordinator	Financial Aid	B.S., Lincoln University of PA, 2020

Charleston Branch Campus

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Chuck Meek	Lead Welding Instructor	1993	Nuclear welding Pharmaceutical welding Government/military contract welding Structural welding Pipe welding Specialty Metals	
Pete Burgett	Welding Instructor	1993	Industrial welding Government/military welding Maintenance/Construction Structural welding	
Ke'Sean Limehouse	Welding Instructor	2017	Pipe welding Construction	Welding Certificate, Arclabs Welding School, 2017
Steven Williams	Welding Instructor	2017	Fabrication Structural welding Specialty metals	Welding Certificate, Arclabs Welding

				School, 2017
Markeith Singleton	Welding Instructor	2017	Pipe welding	Welding Certificate, Arclabs Welding School, 2017

Staff

Employee	Position	Department	Credentials (if applicable)
Jada Staton	Financial Aid Coordinator	Financial Aid	B.S., Ohio University Southern, 2016
Chelsea Lusby	Career and Student Services Coordinator	Student Services	M.S., Walden University, 2013 B.A., Longwood University, 1997
Nicki Luciano	Student Recruiter	Admissions, South Carolina	B.S., Notre Dame College, 2019 B.A., Notre Dame College, 2019
Marc Hamm	Student Recruiter	Admissions, South Carolina	Welding Certificate, Arclabs Welding School, 2024 B.A., University of South Carolina, 2004
Al Cammarata	Student Recruiter	Admissions, South Carolina	B.A., University of South Carolina, 2004 M.S., UNC-Charlotte, 2000 B.S., Radford University, 1992

Rock Hill Branch Campus

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Adam Raikes	Lead Welding Instructor	2010	Structural & Pressure Vessel welding Structural fitting Fabrication	AWS, Certified Welding Inspector, 2021 OSHA 10 ASNT Mag Particle NDT
Justin Schubach	Welding Instructor	2008	Oil & gas Fabrication Construction Shutdowns/Maintenance	Welding Certificate Arclabs Welding School, 2008 OSHA 10
Alex Birmingham	Welding Instructor	2023	Power Generator & Turbine Welding	Welding Certificate, Arclabs Welding School, 2024 OSHA 10
Sam Elliott	Welding Instructor	2022	Pressure Vessel & Boiler Welding	OSHA Confined Space
James Harris	Welding Instructor	2013	Pressure Vessel & Boiler Welding	Welding Certificate Arclabs Welding School, 2013 OSHA 10

Joshua Millet		July 2013		CWI, AWS, 2017
	Welding Instructor		Structural Welding & Erection	AWS Certified Welder
				A.S., Welding Technology, SUNY Delhi, 2013
				OSHA 30
Nathan Powell	Welding Instructor	2020	General Fabrication & Welding	AWS D1.1 Certified Welder

Staff

Employee	Position	Department	Credentials (if applicable)
Ashley Hamilton	Career and Student Services Coordinator	Student Services	B.S., Lander University, 2006
Brandon Brown	Student Recruiter	Admissions, South Carolina	B.A., Winthrop University, 2015
Jennifer Wiza	Student Recruiter	Admissions, South Carolina	B.S., Florida Southwestern State College, 2019
Jayson Smith	Student Recruiter	Admissions, South Carolina	B.A., UNC-Charlotte, 2013
Hayden Giles	Financial Aid Coordinator	Financial Aid	B.A., Coastal Carolina University, 2022

Houston Branch Campus

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Tyler Sutton	Lead Welding Instructor	2015	ASME pressure vessels Ornamental welding Shipyard welding	Welding Certificate, Arclabs Welding

			Pipeline welding	School, 2019 OSHA 10
Victor Arredondo	Welding Instructor	2014	Pipeline welding Oil & gas Fabrication	AWS, Certified Associate Welding Inspector (CAWI), 2021
Francisco Zavala	Night Lead Welding Instructor	2016	Oil & gas Fabrication Inspection	Welding Certificate, Mainliners, 2016 NDT (PT, MT, UTT, X Ray) OSHA 10
Colin Gold	Welding Instructor	2018	Fabrication Specialty metals	Welding Certificate, Arclabs Welding School, 2018
David Salinas	Welding Instructor	2022	Structural welding Pipe welding	Welding Certificate, Arclabs Welding School, 2025 Welding Certificate, UTI, 2024
Cameron Mosley	Welding Instructor	2016	Tank Welder Boilermaker Oil & gas	Welder license; Los Angeles Country, 2018 OSHA 10, 30, 501, 510, and 511 Certifications
Giovanni Zamora	Welding Instructor	2023	Fabrication	Refinery Safety Overview (RSO) Welding Certificate, Arclabs Welding School, 2024

Devin Rountree	Welding Instructor	2022	Tig Welding Pipefitting Stick Welding	Welding Certificate, Arclabs Welding School, 2023
Steven Hunt	Welding Instructor	1998	Process Pipe Mig- Flux	AWS, Certified Welding Inspector, 2020
Denzel Buzon	Welding Instructor	2023	Navy Instructor	Welding Certificate, Arclabs Welding School, 2024
Francesca Cook	Welding Instructor	2012	Oil & Gas Chemical plant welding Supervisor- testing lab	Welding Certificate, Industrial Welding Academy, 2021 NCCER Construction Site Safety Supervisor (CSSS) / Construction Site Safety Technician (CSST) OSHA 30
Mark Villagrana	Welding Instructor	2020	Combo welding Tig and Stick	Welding Certificate, Arclabs Welding School, 2021 TX Teacher Certification, 2024

Staff

Employee	Position	Department	Credentials (if applicable)
Trevor Owen	Campus Director	Management	M. Ed., University of Notre Dame, 2009 B.A., Marquette University, 2007

David Wood	Director of Admissions	Admissions, Texas	M.B.A., Keller Graduate School, 2011 B.S., University of Missouri- St. Louis, 1996
Annie Cavazos	Student Services Coordinator	Student Services	
Jennifer Alejos	Financial Aid Coordinator	Financial Aid	
Doug Bartek	Financial Aid Coordinator	Financial Aid	B.S., University of Phoenix, 2011
Josh Bolden	Financial Aid Coordinator	Financial Aid	B.B.A., Houston Baptist University, 2015
Thomas Bazan	Student Recruiter	Admissions, Texas	Welding Certificate, Mainliners Welding Academy, 2019
Damian Guillen	Student Recruiter	Admissions, Texas	B.A., University of the Incarnate Word, 2016 Welding Certificate, Arclabs Welding School, 2019
Martha Castillo	Student Recruiter	Admissions, Texas	
James White	Student Recruiter	Admissions, Texas	B.S., Post University, 2020 M.B.A., Post University, 2023
Crystal Norman	Student Recruiter	Admissions, Texas	A.A.S., ITT Tech, 2009
Camilo Penso	Student Recruiter	Admissions, Texas	
Marcella Tamez	Career and Business Development Coordinator	Admissions, Texas	B.S., University of Houston-Downtown, 2018
Jaclyn Torres	Receptionist	Support	Welding Certificate, Arclabs Welding School, 2025

Mike Treadway	Maintenance Manager	Facilities	Certificate, Gwinnett Tech, 1996

Fort Worth

Faculty

Instructor	Position	Welding Trade Entry Date	Primary Areas of Expertise	Credentials (if applicable)
Matt Rainwater	Lead Welding Instructor	2001	Oil & Gas, Fabrication, Fitting, Pipework, Manufacturing, Welding Management	Land Craft/ Aviation Craft (LCAC) welding course
Alston Herring	Night Lead Welding Instructor	2009	Oil & Gas, Pipeline	
Joseph Voltz	Welding Instructor	2003	Blueprint, Pressure Vessels, Pressure Pipe, Instruction	OSHA Authorized Trainer (500-Construction) Naval Aviation Welding School
Shane Maxwell	Welding Instructor	2015	Fabrication & Repair, Aerospace, Pressure Vessels, Boiler, Medical Grade	
Kevin Cooper	Welding Instructor	1973	Combo Welding, Oil & Gas, Shipyard Barge Fabrication & Repair, Power Boilers, Locomotive	NCCER
Ryan Faber	Welding Instructor	2022	GMAW, SMAW, Aquamarine, Structural Fabrication	Welding Certificate, Arclabs Welding School (2025)
Luis Ramirez	Welding	2020	Pharmaceutical, Oil &	Professional

	Instructor		Gas, Pipeline, Aerospace	Welding Diploma, Tulsa Welding School (2024)
Lindsey Conn	Instructors Aide	2025	Manufacturing & Fabrication	Welding Certificate, Arclabs Welding School (2025)

Staff

Employee	Position	Department	Credentials (if applicable)
Tom Ochoa	Campus Director	Management	B.A., Vanguard University of Southern California, 2022
Steven Hinojosa	Director of Admissions	Admissions, Texas	B.S., University of Phoenix, 2010
Daniella Cadalzo Robles	Student Recruiter	Admissions, Texas	B.B.A., Sam Houston State University, 2025
Maddie Gomez	Student Recruiter	Admissions, Texas	
Brody Ables	Student Recruiter	Admissions, Texas	
Raquel Johnson	Student Recruiter	Admissions, Texas	
Leslie Torres	Career and Student Services Coordinator	Student Services	B.A., University of North Texas, 2017
Daviannie Robles Wheeler	Financial Aid Coordinator	Financial Aid	
Rebeca Flores	Office Coordinator	Support	

Accredited Testing & Inspection (ATI) and Coupon Shop

Employee	Position	Department	Credentials (if applicable)
Steve Wheat	Senior CWI	ATI, Piedmont, SC	AWS, Certified Welding Inspector, 2001 AWS, Certified Welding Educator, 2002 AWS, Certified Welding Supervisor, 2008 NDT, Level II PT, 2009
Phillip Jordan	CWI Manager	ATI, Houston, TX	AWS, Certified Welding Inspector, 2022 NACE/AMPP CIP Level I, 2023 OSHA 30
Bobby Oldeack	CWI	ATI, Rock Hill, SC	AWS, Certified Welding Inspector, 2023 NDE Level IIL, LP, 2023
Brandon Kelly	ATI Technician	ATI, Piedmont, SC	Welding Certificate, Arclabs Welding School, 2013
Brenda Norris	ATI Administrator	ATI, Piedmont, SC	
Benny Nalley	Maintenance Manager	Facilities	
“Chunk” Brown	Maintenance Technician	Facilities	Certificate, Welding, Greenville Technical College, 1984

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, Exec. Director Workforce and Economic Development (retired), Gateway Community College (Chairperson)

Adolfo Aguilera, Vice President of Manufacturing, Tank Holding Corp.

Jamie Whims, Supplier Quality Engineer, Proenergy

Jim Issa, Regional Sales Manager, Lincoln Electric

Matt Chubb, Technical Sales Representative, Lincoln Electric

Kim Moody, Welding/Mechanical Engineer, Fluor

Jamie Walden, Welding Instructor, Enoree Career Center

Tristan Price, Welding Instructor, Center for Advanced Technical Studies

Jeffrey Sassic, Vice President, Phillips Tank and Structural

David King, Welding Engineer, NOV Rig Technology

Stanley Patterson, Technical Training Specialist, Transco Railway

Wayland May, Global Welding Director, Fluor

Kristi Rowe, Manager – HR, Metal Trades

William Elliott, General Manager, Makers Company Inc.

James Spivey, Agriculture Instructor, Lake Worth ISD

Nate Bowman, Director of Welding Optimization & Education, Central Welding Supply

Robert Hunter, Owner, Upstate General Welding & Supply (UGWS)