



2026 Course Catalog & Student Handbook Addendum

This Addendum supplements the Arclabs Welding School 2026 Course School Catalog & Student Handbook. It contains new information, policy additions, procedural updates, and revisions to existing policies that have been implemented after publication of the original handbook. Unless specifically stated otherwise, all provisions of the original 2026 Course School Catalog & Student Handbook remain in full force and effect.

Students are encouraged to review this Addendum carefully, as the policies and procedures contained herein are considered official updates to the 2026 Course School Catalog & Student Handbook and supersede any conflicting information contained in prior versions of the handbook.

Effective as of the March 2, 2026 class start:

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. Overnight students meet from 12:00 am – 6:15 am, Tuesday – Friday (available at the Fort Worth campus ONLY).

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	2:00 pm- Classes Begin 5:30 pm- 30 Minute Break 8:00 pm- 10 Minute Dinner

FT Night Classes	10:00 pm- 10 Minute Break	10:00 pm- 10 Minute Break
	11:00 pm- Classes Dismissed	11:00 pm- Classes Dismissed
PT Night Classes	Monday – Friday	6:00 pm- Classes Begin
		8:00 pm- 10 Minute Break
		11:00 pm- Classes Dismissed
Overnight Class Schedule (Fort Worth ONLY)	Tuesday – Friday	12 am- Classes Begin
		2:30 am- 10 Minute Break
		6:15 am- 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.

Campus Locations

Arclabs Welding School opened a new branch campus location in San Antonio, Texas. Contact information for the additional campus is:

San Antonio Branch Campus: 4041 Rittiman Road, San Antonio, TX 78218 **P:** 726.999.1799

Effective as of May 22, 2026:

The following sections provide additional information regarding attendance tracking procedures, student device expectations, attendance documentation requirements, missed punch corrections, and attendance verification procedures, as well as updates to student make-up time and Leaves of Absence policies.

Students are responsible for accurately documenting their attendance through the school's designated time clock system and for following all attendance reporting procedures. Failure to properly utilize the attendance tracking system or follow required attendance verification procedures may result in additional attendance verification requirements. If attendance cannot be verified through the school's records or established verification processes, or if a student fails to comply with required attendance verification procedures, the applicable time may be recorded as an absence and may not be eligible for attendance credit.

Attendance Policy – Tracking

Student Mobile App Attendance and Time Clock Policy

Attendance is tracked daily through the FAME Student Mobile App. Students are required to scan in using the designated QR code upon arrival at school, as well as scan out and back in for lunch

breaks and at the conclusion of their scheduled shift. Students are responsible for ensuring that all punches are properly recorded each day.

Students are expected to maintain access to a functioning mobile device capable of utilizing the FAME Student Mobile App during attendance tracking activities. If a student experiences an issue with his/her personal device that prevents proper clocking in or out, the student is expected to immediately notify an instructor and utilize the school-provided tablet to record attendance. School tablets are available through instructional staff for this purpose.

Attendance data from the mobile application is downloaded into the student information system at regular intervals throughout the day. Administrative staff will work with students to address legitimate discrepancies or technical issues when appropriate. Cumulative attendance information is reported to students on evaluation reports and may also be reviewed throughout enrollment.

If a student forgets to clock in or out, the student may submit a missed punch request for review and possible correction. Missed punch requests must be submitted within 24 hours of the missed punch occurrence. Requests submitted after this timeframe may be denied due to the school's inability to accurately verify attendance after a significant delay. Submission of a missed punch request does not guarantee approval.

The school reserves the right to verify attendance through instructor confirmation, classroom/shop participation records, surveillance systems, electronic records, or other institutional documentation prior to making any attendance adjustment. Students may be required to provide additional information regarding the missed punch request.

Missed punch requests are intended to address occasional student error or legitimate technical issues with the attendance system. Students who submit more than two (2) missed punch requests within a calendar month for reasons other than the following may lose the privilege of independently submitting missed punch corrections:

- A documented system outage;
- An application failure;
- A personal device issue that was promptly reported to staff and for which the student utilized the school-provided tablet for attendance tracking; or
- Another verified school-related technical issue.

In such cases, future attendance adjustments may only be made upon written verification from an instructor or authorized school official confirming the student's attendance and the appropriate clock in/out time.

Documented system outages, QR code malfunctions, application failures, or other verified institutional technology issues will not count toward the missed punch limitation described above.

Students are still expected to promptly notify the school when such issues occur so that attendance can be properly documented.

Knowingly submitting false attendance information, requesting attendance credit for time not actually attended, attempting to manipulate attendance records, or abusing the missed punch correction process is considered a serious violation of school policy and may result in disciplinary action up to and including termination from the program.

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. Continuing education seminar students are permitted to attend up to 7 hours of make-up time.

Generally, make-up hours are completed at the end of the student's normal scheduled program. Only welding lab time may 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 method 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, instructor availability, and campus operations. Students are not guaranteed their original class schedule for make-up time opportunities.

Effective June 2026, the school may offer limited make-up opportunities during select Saturday Open House events. Participation in Saturday make-up sessions is subject to space and instructor availability and is not guaranteed.

Students participating in Saturday Open House make-up opportunities are subject to the following conditions:

- Students may attend a maximum of one (1) Saturday make-up session per calendar month;
- A maximum of eight (8) hours of make-up time may be earned during an approved Saturday make-up session;
- Students must sign up in advance to reserve a welding booth for Saturday make-up time;
- Students who reserve a booth are expected to attend as scheduled; and
- Students who repeatedly reserve booths and fail to attend without advance notice may lose the privilege of advance booth reservation. In such cases, those students may only be permitted to utilize remaining booth availability after other eligible students have been provided the opportunity to sign up first.

The school reserves the right to modify, limit, approve, deny, or discontinue make-up opportunities based on attendance patterns, safety considerations, instructor availability, shop capacity, student conduct, or other operational needs.

Attendance Policy – Leave of Absence

Leaves of Absence are intended for extended interruptions in training and are generally not approved for isolated or short-term absences. As such, LOA requests will normally only be considered for periods of at least three (3) scheduled class days unless an exception is approved by the Chief Operating Officer or designee.