

*VOLUME 8*

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# Norris Mechanical



**Norris Mechanical, LLC**  
100 New Prospect Church Road  
Anderson, SC 29625  
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# Norris Mechanical

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# Norris Mechanical

- Faculty:** Jerry D. Norris, Jr., Owner, Associate Degree in Welding  
Tri-County Technical College, Pendleton, SC 29670
- Director of Admissions:** JT Parnell, 13 Years in Workforce Development, Associates  
Degree Piedmont Technical College, Greenwood, SC 29646
- Teaching Assistant:** Ryan Alexander, Associate Degree in Welding  
Tri-County Technical College, Pendleton, SC 29670
- Branch:** 100 New Prospect Church Road, Anderson, SC 29625

*\*Norris Mechanical, LLC is owned and operated by Jerry D. Norris, Jr. Norris Mechanical is a for-profit LLC (Limited Liability Corporation).*

## Mission Statement

The mission of Norris Mechanical, LLC is to provide the Upstate of South Carolina, and beyond, with trained and skilled welders. Norris Mechanical is passionate about providing its students with hands on training and technical skills that will be beneficial for employment in the welding field.

## Physical Facilities

The available amenities are: classroom, handicap accessible restroom, welding lab, and tool room.

## Equipment

- Markers/chalk
- Pencils and scratch paper
- Whiteboard/chalkboard
- Welding 3 PowerPoint® Presentation Slides
- Multimedia projector and screen
- SMAW welding equipment
- Rod holder
- Electrode oven
- Cleaning materials for cleaning coupons
- MSDS for each cleaning material used
- Welding bench with arm for position work
- Adjustable pipe stands with rollers
- Portable grinders with extra grinding discs
- Fully-charged fire extinguishers for the labs
- Bender
- Soapstone
- Tape measures
- Precision measurement devices (micrometers and calipers)
- Pliers
- Half-round bastard files
- Wire brushes
- Chipping hammers
- Workpiece clamps
- Bevel gauges
- Hi-Lo gauges
- Welding curtains or shields
- Levels

- Framing squares
- Textbooks\*
- Module Examinations\*
- Performance Profile Sheets\*

*\*Provided by Norris Mechanical, LLC*

### **Class Size**

Norris Mechanical has a maximum class size of 15 students per instructor. We believe this is beneficial to the students. The small class sizes give the instructor a chance to help each student hone his or her skill and technique. The minimum number of students required to offer any class in one.

### **Student Housing**

Student housing is not available.

### **Licensing**

**“Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, [www.che.sc.gov](http://www.che.sc.gov). 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 US Department of education.”**

### **Accrediting Agency**

NCCER  
13614 Progress Boulevard, Alachua, FL 32615  
Main: (386)518-6500 Toll-free: (888)622-3720  
[www.nccer.org](http://www.nccer.org)

### **Admission Requirements**

Proof of citizenship is required. Student must have a valid picture ID. Students must be at least 17 years old to attend. There are no high school diploma or GED requirements. There are no additional physical requirements needed to attend the facility.

### **Declaration of Citizenship**

As of June 4, 2008, the South Carolina Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit:

- An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State, as defined in Section 59-103-5. The trustees of a public institution of higher learning in this State shall develop and institute a process by which lawful presence in the United States is verified. In doing so, institution personnel shall not attempt to

independently verify the immigration status of any alien, but shall verify any alien's immigration status with the federal government pursuant to 8 U.S.C. Section 1373©.

- An alien unlawfully present in the United States is not eligible on the basis of residence for a public higher education benefit including, but not limited to, scholarships, financial aid, grants, or resident tuition.

**By signing this statement, you attest and can prove that you are either a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. Any student providing false information may be subject to dismissal from Norris Mechanical Welding class. Any student who is found to be unlawfully present in the United States will be dismissed from welding classes.**

\_\_\_\_\_ I am a U.S. citizen, legal permanent resident, or an alien lawfully present in the United States.

Print Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Documentation Options:**

**All students must be prepared to provide at least ONE of the following items as evidence of US citizenship.**

- Drivers License: State \_\_\_\_\_ DL# \_\_\_\_\_ Expiration \_\_\_\_\_

(NOTE: As of October 2008, the following states *do not verify legal presence* in the United States: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington)

- Birth Certificate: State \_\_\_\_\_ # \_\_\_\_\_
- United States Passport: Expiration Date \_\_\_\_\_ # \_\_\_\_\_
- Certificate of U.S. Citizenship ((USCIS issued Form N-560 or Form N-561) and a photo ID issued by a federal, state, or local government agency)# \_\_\_\_\_
- Certification of Naturalization (USCIS issued Form N-550 or N-570) and a photo ID issued by a federal, state, or local government agency.# \_\_\_\_\_
- Permanent residents must provide one of the following, plus a photo ID issued by a federal, state, or local government agency (copy of ID will need to be attached):
- Resident Alien Card (I-551) issued before 1997; # \_\_\_\_\_
  - Alien Registration Receipt Card with photograph (I-551) issued before June 1978; # \_\_\_\_\_
  - Permanent Residence Card with photograph issued since 1997;# \_\_\_\_\_ or
  - Letter from USCIS documenting that permanent resident status has been approved
- Legal immigrant and non-immigrant nationals must provide one of the following, plus a valid photo ID:
- Current /valid visa or passport # \_\_\_\_\_

- Current/valid Refugee, Asylee, Parolee, or other legal status documentation# \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

***\*Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.***

### Application Procedures

All students must complete an application form. There is no application fee. The student must then complete and turn in an enrollment agreement. All prospective students will need to attend a meeting with an instructor to go over what the courses entail. This meeting will also be used to go over any special needs the student has, or accommodations that he or she may need during class time. Students will be notified by email and by phone if class start date is rescheduled. Written confirmation will be needed from each student to continue with application or to withdraw.

### Tuition and Costs

***\*Part-Time hours and flexible scheduling are available to meet student's needs.***

Check:	Program	Tuition	Program Length	Course/Number
	Fundamentals Welding Course-Certificate <i>No Pre-Requisite Required</i>	\$5,000.00	240 Hour Program	WLD-101
	Fabrication Welding Course-Certificate <i>No Pre-Requisite Required</i>	\$7,019.00	400 Hour Program	WLD-101 Extended
	Pipe Welding Course-Certificate <i>WLD 101 or WLD 101 Extended Pre-Requisite Required</i>	\$5,000.00	240 Hour Program	WLD-102
	Advanced Pipe Welding Course-Certificate <i>WLD 102 Pre-Requisite Required</i>	\$5,000.00	240 Hour Program	WLD-103
	Specialized Welding Course-Certificate <i>WLD 103 Pre-Requisite Required</i>	\$5,000.00	240 Hours Program	WLD-104

**\*Students that attend WLD 101, WLD 102, WLD 103, and WLD 104 full time (40 hours per week) should complete the course in 6 weeks (per course). Students that attend WLD 101, WLD 102, WLD 103, and WLD 104 part-time (20 hours per week) should complete these courses in 12 weeks (per course). Students enrolled in the WLD 101-Extended course full time (40 hours per week) should complete the course in 10 weeks. Students enrolled in WLD-101 Extended part-time (20 hours per week) should complete the course in 20 weeks.**

### Fundamentals Welding Course Welding 101 Supply List (Itemized)

Weld Kit	\$300.00
Lab Fees	\$641.00

Textbooks (Supplied)	\$0
Total	\$941.00

**Fabrication Welding Course  
Welding 101-Extended Supply List  
(Itemized)**

Weld Kit	\$300.00
Lab Fees	\$641.00
Textbooks (Supplied)	\$0
Total	\$941.00

**Pipe Welding Course  
Welding 102 Supply List  
(Itemized)**

Weld Kit	\$300.00
Textbook (Supplied)	\$0
Lab Fees	\$641.00
Total	\$941.00

**Advanced Pipe Welding Course  
Welding 103  
(Itemized)**

Weld Kit	\$300.00
Textbook (Supplied)	\$0
Lab Fees	\$641.00
<b>Total</b>	<b>\$941.00</b>

**Specialized Welding Course  
Welding 104  
(Itemized)**

Weld Kit	\$300.00
Textbook (Supplied)	\$0
Lab Fees	\$1000.00
<b>Total</b>	<b>\$1300.00</b>

*\*Payment method can be cash, credit card, money orders, or vouchers.*

*\*Certifications are included in price of tuition.*

*\*Supply costs may be subject to change. This is an estimated price of equipment and costs.*

*\*Itemized list of books, supplies, and tools is available in the student catalog.*

*\*A criminal record may prevent the student from obtaining employment in the field.*

**CONSUMABLES LIST**

**Fundamentals Welding Course (Welding 101)**

- Collet
- Collet bodies
- Tungsten
- Backing caps
- Ceramic cups
- Shielding gas (Argon)
- TIG wire
- Electrodes
- Safety glasses
- Grinding discs



Gloves

Clear lenses

Wire brushes

**Fabrication Welding Course (Welding 101-Extended)**

Collet

Collet bodies

Tungsten

Backing caps

Ceramic cups

TIG wire

Electrodes

Safety glasses

Grinding discs

Gloves

Clear lenses

Wire brushes

Contact tips

Nozzles

Shielding gas (Argon, 75-25)

MIG wire

Flux Core wire

**Pipe Welding Course (Welding 102)**

Collet

Collet bodies

Tungsten

Backing caps

Ceramic cups

Shielding gas (Argon)

TIG wire

Electrodes

Safety glasses

Grinding discs

Gloves

Clear lenses

Wire brushes

**Advanced Pipe Welding Course (Welding 103)**

Collet

Collet bodies

Tungsten

Backing caps

Ceramic cups

Shielding gas (Argon)

TIG wire

Electrodes

Safety glasses

Grinding discs

Gloves

Clear lenses

Wire brushes

**Specialized Welding Course (Welding 104)**

Collet

Collet bodies  
Tungsten  
Backing caps  
Ceramic cups  
Shielding gas (Argon)  
TIG wire  
Electrodes  
Safety glasses  
Grinding discs  
Gloves  
Clear lenses  
Wire brushes

### **Third Party Loans**

Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of program, or is dissatisfied with the education.

### **Weld Booth Rental**

Weld booths are available for rent at \$40 per hour to help students prepare for employment opportunities or other weld test. Rental includes material and supplies.

### **Cancellation and Refund Policy**

#### **The student will receive a full refund:**

(2) In the case of a program that is measured in clock hours, by dividing the total number of clock hours comprising the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student; and

Refunds shall be paid within forty days after the effective date of termination. The effective date of termination for refund purposes will be the earliest of the following:

(a) The date of notification to the student if the student is terminated by the institution;

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

(c) If tuition is collected before any lessons have been completed, and if, after expiration of the seventy-two-hour cancellation privilege, the student fails to begin the program.

An institution is considered to have made a good faith effort to make a refund if the student's file contains evidence of the following attempts:

(a) Certified mail to the student's last known address;

(b) Certified mail to the student's permanent address; and

(c) Certified mail to the address of the student's parent or listed next of kin if different from the permanent address.

***\*Tuition must be paid in full before starting classes.***

***\*If a student cancels within three (3) days after initiating a contract agreement or enrolling in courses, a full refund of monies will be paid to the student or scholarship donor. This applies to before a student begins the class.***

***\*Refund does not include supply costs once a student begins courses and utilizes materials. These funds will be retained by the school or by the scholarship donors.***

***\*Norris Mechanical does not offer remedial courses.***

***\*Completion of all classes and requirement of certificate does not guarantee employment.***

***\*The credit received from this institution is not guaranteed to be accepted at any other institution.***

**Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_**

**240 Hour Course Refund Chart**

<b>Hours Attended</b>	<b>% Refund</b>	<b>Amount Institution Retains</b>	<b>Amount of Refund</b>
1-24	90%	\$500	\$4,500
25-48	80%	\$1,000	\$4,000
49-72	70%	\$1,500	\$3,500
73-96	60%	\$2,000	\$3,000
97-120	50%	\$2,500	\$2,500
121-144	40%	\$3,000	\$2,000
145-240	0%	\$5,000	\$0

**400 Hour Course Refund Chart**

<b>Hours Attended</b>	<b>% Refund</b>	<b>Amount Institution Retains</b>	<b>Amount of Refund</b>
1-40	90%	\$701.90	\$6,317.10
41-80	80%	\$1,403.80	\$5,615.20
121-160	70%	\$2,105.70	\$4,913.30
161-200	60%	\$2,807.60	\$4,211.40
201- -80	50%	\$3,509.50	\$3,509.50
-80	40%	\$4,211.40	\$2,807.60
-400	0%	\$7,019.00	\$0

***\*Any holder (lender) of a consumer credit contract (promissory note) resulting from the enrollment of the student at the institution is subject to all claims and defenses which the debtor/student could assert against the institution. Recovery shall not exceed the amounts paid by or on the behalf of the debtor/student.***

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_ Time: \_\_\_\_\_**

**Witness: \_\_\_\_\_**

**Date: \_\_\_\_\_ Time: \_\_\_\_\_**

## Previous Education Policy

This institution will accept credit received from other institutions by proof of transcript. Students can also receive credit for on the job training and military training. Students will be evaluated by a hands-on welding demonstration. If the welds pass visually by the instructor, then the instructor will determine what skill level he or she stands and which class they will begin.

## Program Objectives

### WLD-101

When you have completed this module, you will be able to do the following:

1. SMAW - Equipment and Setup.
2. SMAW - Fillet Welds and V-Groove with Backing on Carbon Steel Plate
3. GTAW - Equipment and Setup
4. GTAW - Fillet Welds and V-Groove on Carbon Steel Plate

### WLD-101 Extended

When you have completed this module, you will be able to do the following:

5. SMAW - Equipment and Setup.
6. SMAW - Fillet Welds and V-Groove with Backing on Carbon Steel Plate
7. GTAW - Equipment and Setup
8. GTAW - Fillet Welds and V-Groove on Carbon Steel Plate
9. GMAW/FCAW - Equipment and Setup.
10. GMAW/FCAW - Fillet Welds and V-Groove on Carbon Steel Plate.
  - 1F,2F,3F,4F
  - 1G,2G,3G,4G

### WLD-102

When you have completed this module, you will be able to do the following:

1. Prepare GTAW equipment for open-root V-groove pipe welds.
2. Identify and explain open-root V-groove pipe weld techniques with GTAW equipment.
3. Perform open-root V-groove pipe welds on Carbon Steel Pipe in the following positions using GTAW equipment
  - 2G
  - 5G
  - 6G

### WLD-103

When you have completed this module, you will be able to do the following:

1. Prepare GTAW/SMAW equipment for open-root V-groove pipe welds.
2. Identify and explain open-root V-groove pipe weld techniques with GTAW/SMAW equipment.
3. Perform open-root V-groove pipe welds on Carbon Steel Pipe in the following positions using GTAW/ SMAW equipment
  - 2G
  - 5G

- 6G

### **WLD-104**

When you have completed this module, you will be able to do the following:

1. Identify and explain Stainless Steel.
2. Identify and explain the selection of electrodes for welding stainless steel.
3. Explain welding variations for stainless steel.
4. Explain open-root V-groove welds on stainless steel pipe.
5. Perform open-root V-groove pipe welds on Stainless steel pipe in the following positions using GTAW equipment
  - 2G
  - 5G
  - 6G

### **Course Hours**

Norris Mechanical, LLC currently offers five classes, and each class is available as either a full-time (40 hour), or part-time (20 hour) program. Our program is based on class hours. Norris Mechanical is an open enrollment program, and we offer flexible scheduling for our students.

WLD-101: 240 Hour Course

WLD-101 Extended: 400 Hour Course

WLD-102: 240 Hour Course

WLD-103: 240 Hour Course

WLD-104: 240 Hour Course

### **Certificate**

All students will receive a certificate upon successful completion of the course requirements.

### **Class Calendar/Schedule/Breaks**

#### **Business Hours**

8:00 AM – 8:00 PM Monday – Thursday

Closed Fridays

#### **Class Time**

Each student has individualized schedules and must attend class based on the schedules they set. Exams are given as each individual student progresses through NCCER modules. All certifications are awarded at class completion.

#### **Breaks**

9:00am - 9:15am

11:30am - 12:30pm (lunch)

3:00pm - 3:15pm

6:00pm-6:15pm

## Class Calendar

### Beginning and Ending dates for each term

Classes start the first Monday of each month

#### **New Year's Day**

January 2, 2023

#### **Martin Luther King, Jr.**

January 16, 2023

#### **National Memorial Day**

May 29, 2023

#### **Independence Day**

July 3-6, 2023

#### **Labor Day**

September 4, 2023

#### **Veterans Day**

November 13

#### **Thanksgiving Break**

November 22-24, 2023

#### **December Break**

December 17 -31, 2023

## Attendance Policies

Students may be administratively withdrawn if they miss 20% or more of the contact hours for any course. 20% of 240 hours is 48 hours. A student will be considered tardy if he or she arrives 30 minutes after class starts or leaves 30 minutes before class ends. If the student is marked tardy three times, then it will be counted as an absence. Students will not be allowed to make-up any work unless approved by the instructor. If instructor approves makeup work, students must do the work during regular school hours. There will be no extra charge to submit makeup work. To obtain approval for absences, students will need to provide documentation such as (but not limited to): medical excuses, death certificates, and work statements.

## Conduct Policy

All Norris Mechanical students are expected to know and follow the conduct code. Examples of student conduct code violations include (but are not limited to):

- 1. Alcohol and Drugs:** There will be no alcoholic beverages, or illegal drugs or drug paraphernalia allowed at the training facility. Anyone who brings alcohol or drugs on grounds will be asked to leave the premises. *Examples: Open container, drug distribution, and drug possession.*
- 2. Disorderly Conduct:** Unreasonable noise or conduct that results in unreasonable annoyance. *Examples: Horseplay, disrupting class, vulgar language.*
- 3. Lewd or Indecent Conduct:** Exposing one's self to others or trying to see and/or record others in private acts. *Examples: Urinating in public or taking photos of a person undressing in a bathroom.*

**4. Harassment:** Unreasonable insults, gestures, or abusive words directed to another person that may reasonably cause emotional distress. *Example: Sending an e-mail to a professor using curse words.*

**5. Weapons:** Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon. A concealed weapons permit does not constitute authorization. *Example: Bringing a weapon into the classroom or lab.*

**6. False Information:** Intentionally furnishing false information. *Example: Using false identification or giving false information regarding citizenship.*

**7. Physical Contact:** Physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact. *Example: Placing your hands on another student in an aggressive or sexual way.*

**8. Sexual Misconduct:** Any contact of a sexual nature without explicit consent for each form of sexual activity. *Examples: Making sexualized comments or bringing pornographic material to classroom or lab.*

**9. Property Use:** Damage, destruction, theft, or unauthorized entry or use of property. *Examples: Throwing chairs, stealing office supplies, and breaking machinery.*

**10. Unwanted Contact:** Repeated or persistent contact or attempts to contact another person when the contacting person knows or should know that the contact is unwanted by other persons. *Example: Asking others to contact a person for you when the person has asked you not to contact him/her anymore.*

***\*Violation of the code of conduct may be cause for dismissal and can result in suspension or expulsion.***

#### **ACADEMIC PROBATION AND SUSPENSION POLICY**

Suspension or expulsion is a result of a violation of the school's code of conduct. Depending on the level of misconduct, the student will be suspended or expelled. Suspension will consist of a two-day removal from class. A meeting will be required prior to returning to class. Expulsion will consist of the student being withdrawn from class for a period of at least 60 days. Based on the level of misconduct, student may be reinstated or permanently expelled from Norris Mechanical. In order to be reinstated, he or she must meet the time requirement of 60 days; attend a meeting with the owner of the facility, and go through the admission process. Students who have been permanently expelled will not be eligible for reinstatement. Academic probation and suspension causes include inability to complete makeup work, and failure to pass (after three (3) attempts) the NCCER modules required for graduation. Tutoring is made available for all students and no extra cost.

**NORRIS MECHANICAL, LLC**  
**WELDING LAB/SHOP RULES**

Due to the possible dangers in the Welding lab – high electrical voltage, fire, hot metals, explosives, gases, grinding dust and small metal particles in the air and the loud noises created by grinders, machines, and equipment – it is imperative that all instructors and students working in the welding lab MUST abide by all the safety rules established for the Welding Shop.

1.    **Shop Hours:**     8:00 AM – 8:00 PM Monday – Thursday  
      **Breaks:**        9:00 AM - 9:15 AM  
                          11:30 AM - 12:30 PM  
                          3:00 PM - 3:15 PM  
                          6:00 PM – 6:15 PM
  
2.    Please call in if you are going to be late or absent.
  
3.    You are expected to be in your work area at the scheduled work time and remain there until the scheduled quitting time.
  
4.    Office phones are for training center only. Personal calls are discouraged. However, in the event of an emergency, you will be summoned. Otherwise, a message will be taken, and you may return the call during a break or lunch.
  
5.    Clean up entire welding shop daily. Also grind the tables and poles in your booth
  
6.    No tobacco products in welding shop – may be used in outside authorized area only.
  
7.    Clear safety glasses (*Z87+ approved safety glasses and prescription safety glasses*)\_are always required in shop area.
  
8.    Use all shop tools safely. If you have any questions, ask your instructor for help.
  
9.    Flow meter gauges in the welding booths are breakable. Do not hang anything on them.
  
10.   Keep TIG torches rolled up and out of the way.
  
11.   Conserve all welding supplies – pipe, plate, rods, tig wire, gases, etc. (Do not waste materials).
  
12.   Burn welding rods and TIG wire down to a 3” minimum stub.
  
13.   Rod stubs and TIG wire go in stub cans (not on the floor or trash can).
  
14.   Trash goes in trashcans (not in your stub bucket).
  
15.   Scrap metal goes in the dumpster.



16. Students will not be allowed to leave the *classroom/lab* during working hours except with the permission of the instructor.
17. Newspapers, magazines, radios, etc., are not allowed in the welding lab.
18. Students are not allowed in the instructor's office unless accompanied by the instructor.
19. Welding students are required to wear proper welding attire – to include long pants, long sleeve shirt, preferably denim or clothes that will not burn easily. (*Ragged or frayed clothing and sagging pants are a safety hazard and will not be tolerated.*) 8" Leather boots above the ankles are required – NO STUDENT WEARING TENNIS SHOES WILL BE ALLOWED IN THE WELDING LAB. STUDENTS WEARING TENNIS SHOES WILL BE MADE TO CHANGE INTO PROPER FOOTWEAR.
20. Turn off all machines, argon valves and cylinders when they are not in use.
21. No horseplay in shop.
22. No running in shop.
23. Vulgar or profane language is not tolerated.
24. Wear proper goggles when using cutting torches. Wear proper eye protection when grinding and chipping slag, i.e., face shield and safety glasses.
25. Bottled gases are to be chained up at all times and only transported with caps on. Empties will be capped and placed in the designated storage area.
26. No butane lighters allowed in the shop.
27. Possession of intoxicants or narcotics on school property or coming into the welding lab or reporting for training under their influence, or their use while on the school properties, is strictly prohibited.
28. No outside welding projects allowed.
29. Unsafe equipment will be brought to the attention of the instructor. No student shall operate shop equipment or power tools without proper instruction of their use and hazards.

#### **Disciplinary Action**

- 1<sup>st</sup> offense- Verbal Warning
- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense- 2 day suspension (meeting required before allowed back into classroom)

**Note:** If a student is withdrawn from class for any reason a refund will be given according to the refund policy.

## **Grading System**

The grading scale is based on NCCER modules, performance hands-on tests according to each module, hands on final exam, and safety. Norris Mechanical does not award an “I” grade for incomplete work. A student will be given two weeks to complete the assignment or test. After two weeks, the student will receive an “F” grade for the lesson/test. It is a discretionary decision by the school to grant a student additional time if extenuating circumstances exist.

1. Written test/quizzes will be 30% of the grade
2. Final exam will be 40% of the grade
3. Safety will be 30% of the grade.

### **Grading Scale:**

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

## **Minimum Score Requirement**

Students must score 70% or higher to receive recognition from NCCER. If the student does not pass a test with a minimum of 70%, they can retest after a minimum of 48 hours. Students are allowed three retests per module. Students can access their grades through the NCCER website by using their NCCER number.

## **Graduation Requirements**

Students must complete the entire clock hours of their enrolled course with Norris Mechanical to receive a certificate of completion.

## **Maintenance of Progress Records**

All records of students’ academic progress will be kept on file electronically for 3 years. Transcripts will be maintained for 3 years.

## **Progress Reports**

Each student will be given an objective sheet when they begin class. This sheet will include the name of each assignment and when it is completed the instructor will give them a grade and sign it. It is the students’ responsibility to keep track of this sheet.

### **Job Placement Assistance**

There will be a job board placed inside of the classroom. Students may see many job openings around the area that they will be certified for. These job descriptions will be updated weekly.

### **Student Complaints**

Students may fill out a complaint form that will be kept on file at the school. Students will be given a copy of the form for their records. If the complaint cannot be resolved within 30 days and at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

### **Waiver Form**

While attending Norris Mechanical, LLC Welding Program you, the student, must wear safety glasses at all times while you are inside the lab areas or anywhere you, or someone else, is using a tool or equipment outside of the designated lab area. In either area, long hair must be tied back. You will also be required to wear appropriate foot wear, consisting of leather boots above the ankle, while in the classroom and/or the lab areas. Each student will be expected to wear the lab appropriate clothing consisting of long pants and long sleeve tops made of material that will not burn easily.

While attending Norris Mechanical, LLC Welding Programs, you are required to immediately report any injury you sustain on campus. The faculty and staff of Norris Mechanical, LLC will respond as quickly as possible to seek medical help for you. You are responsible for any and all injuries that you incur and you are responsible for any and all financial losses due to your injuries or death.

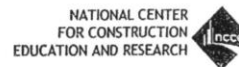
You may with the permission of your immediate instructor, bring personal items into the Norris Mechanical, LLC welding shop. However, you assume all risks associated with bringing these items into the shop. Norris Mechanical, LLC will not in any event be liable for any direct, indirect, incidental, or consequential damages, including, without limitation: theft, missing parts, missing items, malicious damage, equipment failure, damage by fire, damage by water, damage by severe weather, or otherwise, even if Norris Mechanical, LLC and/or any of its employees/affiliates have been advised of the possibility of damages. Norris Mechanical, LLC shall not be liable for any loss caused in whole, nor in part, by anyone's actions, omissions, arising out of any errors, inaccuracies or contingencies beyond its control. By signing below you, the student, agree to the above.

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Registration and Release Form



### Registration and Release Form

Important: Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts, training, and assessment records.

ATS/AAC Name: \_\_\_\_\_

Check one:  Trainee  Participant  Instructor

Name: \_\_\_\_\_

SS#/NCCER Card #: \_\_\_\_\_ (numbers other than SS# must be obtained from the registry department)

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: Greenville

State: South Carolina

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

I hereby authorize the NCCER registry department to verify information in my training records to Sponsor Representative/ Primary Administrator upon request. I release and hold harmless NCCER for this verification process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(if required)

#### OPTIONAL

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOTE:** To be entered in NCCER's National Registry, you must complete and sign this Registration and Release form. This form must either be forwarded by your ATS/AAC to NCCER's registry department, or the ATS/AAC may choose to maintain the Registration and Release forms locally and provide the registry with a blanket release form letter. This letter must include the signature of the Sponsor Representative/Primary Administrator or other authorized officer of the ATS/AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should NOT be distributed without properly documented release information from the trainee/participant.

Mail / fax to: NCCER - Registry Department  
3600 NW 43rd St, Bldg G • Gainesville, FL 32606  
P 352.334.0911 ext. 114/116/117/118 • F 352.334.0929

## Learning Resources

### Educational Websites:

- [www.nccer.org](http://www.nccer.org)
- [www.aws.org/](http://www.aws.org/)
- [www.asme.com](http://www.asme.com)
- [www.weldingtipsandtricks.com](http://www.weldingtipsandtricks.com)
- [www.youtube.com](http://www.youtube.com)
- [www.lincolnelectric.com](http://www.lincolnelectric.com)
- [www.millerwelds.com](http://www.millerwelds.com)

### On Site resources available:

- NCCER Welding Level 1, 2, 3 Edition 5
- AWS D1.1 Structural Steel Codebook
- AWS D1.2 Aluminum Codebook
- Lincoln Electric detailed welding posters 2'x3'
- Teaching Videos from YouTube and Weldingtipsandtricks.com