

# **Norris Mechanical Welder Training and Certification**

**[www.norrismechanicalsc.com](http://www.norrismechanicalsc.com)**

**100 New Prospect Church Road**

**Anderson, SC 29625**

**864-992-1190**

**864-958-6187**

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### ***Norris Mechanical Faculty and Staff***

**Owner/Lead Instructor:** Jerry D. Norris Jr – [jerry@norrismechanicalsc.com](mailto:jerry@norrismechanicalsc.com)

Associate degree in Welding Tri-County Technical College, Pendleton, SC 29670

**Director of Admissions:** JT Parnell – [itparnell@norrismechanicalsc.com](mailto:itparnell@norrismechanicalsc.com)

**Instructor:** Andrew Louk – [andrew@norrismechanicalsc.com](mailto:andrew@norrismechanicalsc.com)

**Business Office Administrator:** Amanda Thrasher-Norris

**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)***

### **Norris Mechanical 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 industry.*

### **Physical Facilities**

The available amenities are in the Business Office, classroom, handicap accessible restrooms, welding lab and tool room.

### **Equipment**

- Markers/Chalk
- Pencils and scratch paper
- Whiteboard/chalkboard
- Welding PowerPoint presentation
- Multimedia projector and screen
- SMAW/GTAW/GMAW/FCAW 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 roller
- Portable grinders with extra grinding discs
- Fully charged fire extinguishers for labs
- Bender
- Soapstone
- Tap measures
- Wire brushes
- Chipping hammers
- Workpiece clamps
- Precision measurement devices (micrometers and calipers)
- Pliers
- Half-round bastard files
- 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 size gives the instructor a chance to help each student hone their skill and technique. The minimum number of students required to offer any class is 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)

## **Application Procedures**

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

## **Admission Requirements**

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

Students need to request official academic transcripts be presented from all previous schools to Norris Mechanical regardless of whether they received credit for the courses. Students may have official academic transcripts mailed to: Norris Mechanical 100 New Prospect Church Road, Anderson, SC 29625

See the Previous Education Policy for more information.

### Tuition and Costs

**\*Part-time hours and flexible scheduling are available to meet students' needs.**

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

\*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.

## **Supply List for Courses**

### **Fundamentals of Welding 101 Supply List (Itemized)**

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

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

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

### **Advanced Pipe Welding 103 Supply List (Itemized)**

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

### **Specialized Welding 104 Supply List (Itemized)**

<b>Weld Kit</b>	<b>\$300.00</b>
<b>Lab Fees</b>	<b>\$1,000.00</b>
<b>Textbook (Supplied)</b>	<b>\$0</b>
<b>Total</b>	<b>\$1,300.00</b>

### **Fabrication Welding 101 Extended Supply List (Itemized)**

<b>Weld Kit</b>	<b>\$300.00</b>
<b>Lab Fees</b>	<b>\$1,100.00</b>
<b>Textbook (Supplied)</b>	<b>\$0</b>
<b>Total</b>	<b>\$1,400.00</b>

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

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

**\*Supply costs may be subject to change. This is the 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 of Welding Course (Welding 101)**

<i>Collet</i>	<i>Collet Bodies</i>	<i>Tungsten</i>
<i>Backing Caps</i>	<i>Ceramic Cups</i>	<i>Shielding Gas (Argon)</i>
<i>TIG Wire</i>	<i>Electrodes</i>	<i>Safety Glasses</i>
<i>Grinding Discs</i>	<i>Gloves</i>	<i>Clear Lenses</i>
	<i>Wire Brushes</i>	

#### **Pipe Welding Course (Welding 102)**

<i>Collet</i>	<i>Collet Bodies</i>	<i>Tungsten</i>
<i>Backing Caps</i>	<i>Ceramic Cups</i>	<i>Shielding Gas (Argon)</i>
<i>TIG Wire</i>	<i>Electrodes</i>	<i>Safety Glasses</i>
<i>Grinding Discs</i>	<i>Gloves</i>	<i>Clear Lenses</i>
	<i>Wire Brushes</i>	

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

<i>Collet</i>	<i>Collet Bodies</i>	<i>Tungsten</i>
<i>Backing Caps</i>	<i>Ceramic Cups</i>	<i>Shielding Gas (Argon)</i>
<i>TIG Wire</i>	<i>Electrodes</i>	<i>Safety Glasses</i>
<i>Grinding Discs</i>	<i>Gloves</i>	<i>Clear Lenses</i>
	<i>Wire Brushes</i>	

#### **Specialized Welding Course (Welding 104)**

<i>Collet</i>	<i>Collet Bodies</i>	<i>Tungsten</i>
<i>Backing Caps</i>	<i>Ceramic Cups</i>	<i>Shielding Gas (Argon)</i>
<i>TIG Wire</i>	<i>Electrodes</i>	<i>Safety Glasses</i>
<i>Grinding Discs</i>	<i>Gloves</i>	<i>Clear Lenses</i>
	<i>Wire Brushes</i>	



### **Fabrication Welding Course (Welding 101 – Extended)**

<i>Collet</i>	<i>Collet Bodies</i>	<i>Tungsten</i>
<i>Backing Caps</i>	<i>Ceramic Cups</i>	<i>TIG Wire</i>
<i>Electrodes</i>	<i>Safety Glasses</i>	<i>Grinding Discs</i>
<i>Gloves</i>	<i>Clear Lenses</i>	<i>Wire Brushes</i>
<i>Contact Tips</i>	<i>Nozzles</i>	<i>Shielding Gas (Argon, 75-25)</i>
<i>MIG Wire</i>		<i>Flux Core Wire</i>

### **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 the program, or is dissatisfied with the education.

### **Weld Booth Rental**

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

### **Attendance Policy**

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. 20% of 400 hours is 80 hours. Students will not be allowed to make-up any work unless approved by the instructor. If the instructor approves makeup work, students must do the work during regular school hours. To obtain approval for absences, students will need to provide documentation such as (but not limited to): medical excuses, death certificates, and work statements.

### **Cancellation and Refund Policy**

The student will receive a refund 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 plus the days the weld booth is held for the student not to go over 48 hours.

The date of notification to the student if the student is terminated by the institution.

The date of receipt of notice from the student.

If tuition is collected before any lessons have been completed, and 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.
- 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 students prior to starting classes.

The 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 obtaining a certificate does not guarantee employment.

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

### 240 Hour Course Refund Chart

Hours Attended	% Refund	Amount Institution Retains	Amount of Refund
1-24	90%	\$500.00	\$4,500.00
25-48	80%	\$1,000.00	\$4,000.00
49-72	70%	\$1,500.00	\$3,500.00
73-96	60%	\$2,000.00	\$3,000.00
97-120	50%	\$2,500.00	\$2,500.00
121-144	40%	\$3,000.00	\$2,000.00
145-240	0%	\$5,000.00	\$0

### 400 Hour Course Refund Chart

Hours Attended	% Refund	Amount Institution Retains	Amount of Refund
1-40	90%	\$700.00	\$6,300.00
41-80	80%	\$1,400.00	\$5,600.00
81-120	70%	\$2,100.00	\$4,900.00
121-160	60%	\$2,800.00	\$4,200.00
161-200	50%	\$3,500.00	\$3,500.00
201-240	40%	\$4,200.00	\$2,800.00
241-400	0%	\$7,000.00	\$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.**

### Previous Education Policy

Norris Mechanical may grant credit from other institutions, including other post-secondary institutions, high school career/vocational centers, and high schools offering internal welding programs by completing our hands on evaluation established with AWS welding codes applicable to the process being assessed.

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

1. An official 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 Norris Mechanical.

2. Students will take our hands-on welding evaluation to determine what skill level the student is at. The student will be required to score a "C" to get credit for previous education or training. The cost for this evaluation is \$100 per welding process and students get one attempt.
3. Students who have their course shortened than that which is published in our catalog due to credits transferred in will have their tuition prorated based on the clock hours that are remaining. This adjustment will reduce the cost of tuition. A shopping sheet/financial plan will be provided and reflect the new award amounts. The student or eligible person along with the Department of Veterans Affairs or outside agency who has agreed to fund the training will be notified. Example: (120 clock hours of transfer credit x \$20.83 per clock hour results in a tuition reduction of \$2,499.60)

**No official evaluation of credit is made until the student has been accepted into Norris Mechanical, the President has reviewed and approves the transcript from the institution awarding the credits, and the student completes the hands-on-evaluation by the instructor.**

### **Program Objectives**

**Welding 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

**Welding 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

**Welding 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

**Welding 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

**Welding 101 Extended- 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
5. GMAW/FCAW-Equipment and Setup.
6. GMAW/FCAW-Fillet Welds and V-Groove on Carbon Steel Plate
  - 1F, 2F, 3F, 4F
  - 1G, 2G, 3G, 4G

**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-102: 240 Hour Course

WLD-103: 240 Hour Course

WLD-104: 240 Hour Course

WLD-101 Extended: 400 Hour Course

### **Certificate**

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

### **Classroom Schedule**

**Business Hours:** 8:00AM -8:00PM Monday – Thursday

Closed on Fridays

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

### **Class Calendar**

Beginning and Ending dates of each term  
Classes start on the first Monday of each week.

### **Holiday Schedule**

New Year's Day	Martin Luther King Jr
National Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Break	Christmas Break

### **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 oneself 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 at 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 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, students may be reinstated or permanently expelled from Norris Mechanical. 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 there is no extra cost.

### **Norris Mechanical, LLC Welding Lab/Shop Rules**

1. Please call in if you are going to be late or absent.
2. You are expected to be in your work area at the scheduled work time and remain there until the scheduled quitting time.
3. Office phones are for training 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.
4. Clean up the entire welding shop daily. Also grind the tables and poles in your booth
5. No tobacco products in welding shop – may be used in outside authorized area only.
6. Clear safety glasses (Z87+ approved safety glasses and prescription safety glasses) are always required in the shop area.
7. Use all shop tools safely. If you have any questions, ask your instructor for help.
8. Flow meter gauges in the welding booths are breakable. Do not hang anything on them.
9. Keep TIG torches rolled up and out of the way.
10. Conserve all welding supplies – pipe, plate, rods, tig wire, gases, etc. (Do not waste materials).
11. Burn welding rods and TIG wire down to a 3” minimum stub.
12. Rod stubs and TIG wire go in stub cans (not on the floor or trash cans).
13. Trash goes in trashcans (not in your stub bucket).
14. Scrap metal goes in the dumpster.
15. Students will not be allowed to leave the classroom/lab during working hours except with the permission of the instructor.
16. Newspapers, magazines, radios, etc., are not allowed in the welding lab.
17. Students are not allowed in the instructor’s office unless accompanied by the instructor.
18. 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.
19. Turn off all machines, argon valves and cylinders when they are not in use.
20. No horseplay in the shop.
21. No running in the shop.
22. Vulgar or profane language is not tolerated.
23. Wear proper goggles when using cutting torches. Wear proper eye protection when grinding and chipping slag, i.e., face shield and safety glasses.
24. 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.



25. No butane lighters are allowed in the shop.
26. 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 property, is strictly prohibited.
27. No outside welding projects are allowed.
28. 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

- 1st offense- Verbal Warning
- 2nd offense- Written Warning
- 3rd 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.

#### Standards of Progress (SAP)

Academic progress will be measured at the end of each evaluation period. Failure by the student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 for any evaluation period will result in that student being placed on academic probation for the following evaluation period. Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation period will result in academic suspension (termination of veteran's benefits) for one month. The interruption will be reported to the Veterans Administration within **30 Calendar days** of the change in status.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during the evaluation will be placed on academic dismissal. Reinstatement after termination/dismissal will be granted **only** if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder the pursuit of a course, and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness
- Serious illness or death in the immediate family
- Emergency financial obligations or change of place of employment or work schedule
- Unanticipated changes in child-care responsibilities
- Active-duty military service, including active duty for training.

- Appointments for the student or an immediate family member for serious illness, injury, or conditions with reoccurring appointments. Students with document ongoing medical conditions may need to attend the required medical appointments repeatedly, which could result in potential course failure due to attendance. Often, this pertains to students with serious ongoing medical conditions or veteran students with appointments. These students may qualify for an Attendance Accommodation, which should be approved by Norris Mechanical President.
- Act of nature
- Religious holidays (Verified by documentation from the student's religious leader)
- Students with documented transportation issues
- Exceptions-Other situations not noted in this policy approved by the President of Norris Mechanical.

### **Grading System**

The grading scale is based on NCCER modules, hands-on performance 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 an 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.

Fundamental Welding 101- 90% Hands on task, 10% Safety Test

Fabrication Welding 101 Extended- 80% Hands on Task, 10% Safety Test, 10% Blueprint class.

Pipe Welding 102: 100% Hands on task.

Advanced Pipe Welding 103 100% Hands on task.

Specialized Pipe Welding 104 100% Hands on task.

90-100 = A

80-90 = B

70-80 = C

60-70 = D

59-0 = F

### **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.p  
df](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 always wear safety glasses 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 footwear, 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-sleeved 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 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.

## **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](http://Weldingtipsandtricks.com)