



WELDING & INDUSTRIAL MAINTENANCE

PROGRAM STUDENT HANDBOOK 2009-2010

WELCOME

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in the ongoing efforts with establishing and maintaining an outstanding and safe program. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in Welding and Industrial Maintenance. This student handbook is a supplement to the Hill College Catalog and Student Handbook. For general information relating to the college and student information, please refer to the catalog and student handbook. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the Welding and Industrial Maintenance programs. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor or with the Dean. After reading through the program student handbook, you will be asked to sign a statement (last page of this document) acknowledging that you understand its contents.

PHILOSOPHY

The faculty of Welding and Industrial Maintenance are committed to the philosophy, mission and core values of Hill College. In keeping with this philosophy, the faculty is dedicated to the preparation of students in the areas of Welding and Industrial Maintenance.

We believe that the faculty has the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The individual student accepts the responsibility for learning as the faculty serves as only a facilitator in the learning process.

ACADEMIC INFORMATION

Attendance and Participation Policies

The faculty believes that experiences in the classroom and laboratory/shop cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits and safety practice, such as attendance.

Students must attend class at the time for which they are enrolled. Students, who have a scheduling conflict, must meet with the instructor immediately to discuss the conflict.

If students are not in attendance for 10 days, all supplies and materials left at Hill College become the property of Hill College. Students are responsible for making arrangements to pick up their personal supplies and materials after an extended absence.

Students are responsible for making up any work missed due to absences. Arrangements must be made with the instructor for make-up work. A missed test is to be taken the first day back to class.

STUDENT WITHDRAWALS AND DISMISSALS FROM PROGRAM

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Salon and Spa student whose health, conduct, excessive absences, personal qualities and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, he or she should withdraw prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published in the Hill College Academic Calendar (<http://www.hillcollege.edu/calendarset/index.php>). It is the student's responsibility to follow withdrawal procedures.
3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of "F" for the course. Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W") for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

STUDENT PROGRAM DISMISSALS

1. It will be the discretion of the program Coordinator, Director, and/or Dean of Instruction to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or laboratory area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.
2. If the student has an unresolved problem with his/her dismissal, then he/she may precede with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Hill College Student Handbook (<http://www.hillcollege.edu/StudentServices/docs/handbook/GRIEVANCES.06.08.pdf>).

SERVICES FOR STUDENTS WITH DISABILITIES

The Counseling Center on each campus coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. Students with disabilities who are in need of accommodations in their course selection are encouraged to contact the Counseling Center as quickly as possible to ensure that such accommodations are implemented in a timely manner. The student is solely responsible for disclosing their needs to the Counseling Center if accommodations are required for the educational process. The student is advised to seek the counseling center on the campus that they plan on taking the majority of their courses (even though accommodations are to be made at all campuses). This process is recommended to start approximately three to four weeks prior to the start of each semester (<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>).

SUPPORT SERVICES FOR TECHNICAL STUDENTS

The Carl Perkins Vocational Education program is sponsored by Hill College. This program targets special populations and provides training, career guidance and support to students. Students should contact the Counseling Center if more information is needed (<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>).

DISCRIMINATION PROHIBITED

Access to Hill College's programs and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 504 or ADA to: **U. S. Equal Employment Commission, Dallas, Texas (214) 253-2700.**

Hill College will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Students who believe they have been

discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled should follow the appeals procedure outlined in the Hill College Student Handbook.

SACS ACCREDITATION

Accreditation is awarded by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

COUNSELING SERVICES

Hill College has a staff of professional counselors and advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors provide information on college resources and refer students to community resources when needed. Students may refer to the student handbook or visit the website at: <http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>.

FINANCIAL AID

The Hill College Enrollment Management Office is available to assist you in locating resources to finance your education. <http://www.hillcollege.edu/StudentServices/docs/handbook/FINANCIAL%20AID.06.08.pdf>.

LIBRARY

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <http://www.hillcollege.edu/library/>. For information about checking out material from the library contact the librarian.

TEXTBOOK AND SUPPLIES

Required textbooks may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. Additional supply information may be found on the program website (<http://www.hillcollege.edu/Cosmetology/>).

GRADUATION/COMMENCEMENT

Each student who has completed the certificate and/or Associate in Applied Science requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting hour requirements and practical application requirements will not be recommended for graduation by the faculty advisor.

SPECIFIC RULES AND REGULATIONS

1. Students will be neatly groomed and must wear the required clothing and protective items in the lab/shop areas.

- Safety glasses at all times in the lab/shop.
- Earplugs in areas of high noise levels
- No tennis shoes allowed in shop.
- No flannel type pants or shorts to be worn.
- No loose or dangling jewelry.
- Welding helmet or face shield when appropriate (be sure you have the proper shade of filter lens at all times).

2. Clean-up duties are required of each student. Students are to begin the clean-up process ten minutes prior to the end of class. This includes sweeping the immediate work area, returning equipment to the tool room, and assisting with the surrounding work area. Students not completing clean-up duties will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Students.

3. An instructor must check and approve all projects. All projects are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress. No personal projects will be allowed without the prior approval of the instructor.

4. Students will be expected to do assigned practical work and projects. Refusal will result in a referral to the Dean of Students.

5. There will be no smoking, tobacco use, or eating in the lab/shop area.

6. Handle equipment and tools with respect and safety. Mishandling, breaking, destruction or removal of equipment or school property will result in the students being asked to leave for the remainder of the class period. Students may be referred to the Dean of Students.

- Do not use equipment or adjust gauges that you are not familiar with using.
- If at any time a student notices that equipment is damaged or in need of repair, advise an instructor immediately.
- If at any time a student suspects an unsafe condition, advise an instructor immediately.
- Be mindful of proper ventilation in your work area.
- When using grinders, direct sparks away from others.
- Ensure that tool rests are adjusted as close to the grinding wheel as possible on the stationary pedestal grinders.
- Do not weld or grind near oxy-fuel tanks or other gas sources.
- Do not handle oxy-fuel equipment with oil or grease on your hands or clothing.
- Do not attached ground lead to water pipes or electrical conduit.

7. Students should not waste metal/materials and should use safety when handling.

- Cut away practice welds and consolidate pieces.
- Do not remove metal/materials from lab/shop areas.
- Do not use material for practice or projects without instructor approval.
- Quench all hot metal.
- Write "HOT" on all objects that are too large to quench.

8. Students are prohibited from having visitors in the shop/lab.

9. Students are to report all accidents and/or injuries to an instructor immediately.

10. Students should know the location and proper use of fire extinguishers.

11. Students will be required to receive at least one hour of instruction in basic shop safety and will be required to watch and understand the following safety films:

- 1) Personal Safety and Proper Attitude Date Viewed: _____ Initials: _____
- 2) Safe Use of Equipment Date Viewed: _____ Initials: _____
- 3) Operator and Fire Safety Date Viewed: _____ Initials: _____
- 4) Cylinder Safety Date Viewed: _____ Initials: _____

12. Students are not to use the office or lab/shop telephones for personal use. Students should make phone calls on the student's own time (i.e., breaks or after class).

13. Cell Phones – Cell phones should be on silent at all times and should not be visible during class time. Students may not use cell phones during lab times; this includes texting, bluetoothing, emailing or any other cell phone function. Cell phone calls should be taken during breaks, unless an emergency arises. In case of emergency, students are to take calls outside of the classroom and lab areas.

14. Conduct – Considerate conduct is expected in order to maintain a safe environment which is conducive to learning. Students are required to follow the Hill College Code of Student Conduct, which is found in the Student Handbook. Profanity, complaining, undermining or arguing with an instructor will not be tolerated. The student will meet with the instructor to discuss the situation and/or resolve the difference. A written warning will be given to the student. If the student's misconduct warrants, the student may be referred to the Dean of Students.

15. Lockers are provided for each student's use. It is the student's responsibility to bring a lock and extra key for the student file. Lockers are to be cleaned out at the end of each semester. Items left in lockers at the end of the semester will become the property of Hill College.

16. Students are responsible for their own equipment, materials and supplies and should bring needed items to class each day. Using another student's tools and/or supplies without permission is prohibited. Students who do so will receive a verbal warning on the first offense and a written warning on the second offence. On the third offense, students will be referred to the Dean of Students. Hill College is not responsible for lost or stolen equipment, materials, etc.

17. Parking:

- Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should be visible at all times. Students should park in the appropriate areas at each campus/center location.
- Students should not be in the parking lot or in their vehicles during class/lab times without permission. Students, who are in the parking lot or in their vehicles, except during break times, will be asked to leave for the remainder of the day.

ACKNOWLEDGEMENT

I HAVE READ THE HILL COLLEGE WELDING AND INDUSTRIAL MAINTENANCE STUDENT HANDBOOK.
BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH HILL
COLLEGE AND WELDING AND INDUSTRIAL MAINTENANCE POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE HILL COLLEGE CATALOG AND THE HILL
COLLEGE STUDENT HANDBOOK AND TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN
THESE DOCUMENTS.

STUDENT SIGNATURE

DATE

SEMESTER/YEAR