

# Course Catalog

January 2, 2017 – December 15, 2017

Revised December 1, 2016

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### 3 • School Location

Workshops for Warriors 2970 Main Street  
San Diego, CA 92113-3730

[www.wfwusa.org](http://www.wfwusa.org)

#### 4 • BPPE Approval

Workshops for Warriors is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, and Title 3 of the California Education Code.

#### 5 • Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589, fax (916) 263-1897.

#### 6 • Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

#### 7 • Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### 8 • Address of Instructional Location

Workshops for Warriors 2970 Main Street  
San Diego, CA 92113-3730

#### 9 • Programs

<b>Program Name</b>	Welding for Warriors
<b>Program Description</b>	The Workshops for Warriors Welding for Warriors program is designed to prepare veterans, transitioning service members, and other students to become well-rounded entry level Welders with upward mobility potential. The curriculum is a combination of safety and extensive hands-on training. The duration of the training is 16 weeks or 160 hours per course. The complete program includes four basic courses that must be taken in sequential order: SMAW, GTAW, GMAW and FCAW. College credit is not awarded for this program, rather it is designed as a program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in Welding.

<b>Program Mission</b>	To provide classroom instruction and hands on training on state of the art equipment required to developed well-rounded entry level skilled Welders. Students are provided opportunities to earn industry recognized certifications to prepare them for gainful employment as certified Welders.
<b>Program Objective</b>	Upon completion of program, the student will successfully operate and qualify to all required welding standards, in the four welding process: SMAW, GTAW, GMAW, and FCAW.
<b>Graduation Requirements</b>	To complete this program the student must attend at least 85% of the scheduled hours of instruction and attain at least 80% average on assigned quizzes or tests.
<b>Total Clock Hours</b>	The complete program of four basic courses is 640 hours
<b>Final Tests or Exams</b>	None
<b>Required Internship or Externship</b>	None

### **Shielded Metal Arc Welding Basic (SMAWB)**

**160 hours per semester**

**Instructor: Lyle Palm**

Introduction to safe welding practices, set-up and operation of shielded metal arc welding equipment (SMAW). The basic SMAW course will cover an introduction to SMAW, safety and health of welders, installation setup and maintenance of SMAW equipment. Additional topics will cover: Develop and understand the key variables that affect the quality of welds such as:

- Base material preparation and fit-up
- Welding machine amperage control and travel speed
- Filler metal selection
- Inspection and quality of welds
- Trouble shooting and welder maintenance of SMAW equipment

The successful welding student will practice welding on square groove, V-groove butt welds and fillet welds in the lap and T-joint configurations, using E6010, E6011, E7024 and E7018 electrodes.

#### **QUALIFICATIONS:**

Qualification welds will be made utilizing the shielded metal arc welding process (SMAW), a successful single V groove butt weld test in the 3G vertical and 4G overhead positions on carbon steel base materials. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel.

## Gas Metal Arc Welding (GMAW)

### 160 hours per semester

Introduction to safe practices, setup and operation of gas metal arc welding equipment (GMAW). The basic GMAW course will cover an introduction to GMAW, safety and health of welders, installation, setup and maintenance of GMAW equipment. Additional topics will cover:

- Develop and understand the key variables that affect the quality of welds such as:
  - » Base material preparation and fit-up
  - » Welding machine voltage control and wire speed relationship with regards to travel speed
  - » GMAW gun setup, control and electrode stick out
  - » Filler metal selection
  - » Short circuit transfer and spray-transfer
  - » GMAW shielding gases
- The successful welding student will practice welding on square groove, V-groove butt welds and fillet welds in the lap and T-joint configurations, using ER 70S-6 wire on ASTM A-36 steel plate.

#### QUALIFICATIONS:

Qualification welds will be made utilizing the short circuit transfer GMAW process, successful square groove butt weld tests in the 3G vertical and 4G overhead positions on carbon steel base materials. Additionally a qualification weld will be made utilizing the spray transfer GMAW process, a successful single V-groove butt weld in the 2G horizontal position will be made on carbon steel base material. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code- Steel.

## Gas Tungsten Arc Welding (GTAW)

### 160 hours per semester

Introduction to safe practices, setup and operation of gas tungsten arc welding equipment (GTAW). The GTAWB course will cover an introduction to GTAW, safety and health of welders, installation, setup and maintenance of GTAW equipment.

Additional topics will cover:

- Develop and understand the key variables that affect the quality of welds such as:
  - » Base material preparation and fit-up
  - » Amperage control and travel speed

- » Tungsten electrode selection, electrode manipulation and electrode stick out
- » Filler metal selection
- » Electrode angles and electrode preparation
- » GTAW shielding gases
- » Learn and understand the working knowledge of metallurgy and the weldability of carbon steel base materials
- The successful welding student will practice welding on square groove butt welds and fillet welds in the lap and T-joint configurations, using ER 70S-2 wire on ASTM A1008 steel plate.

#### **QUALIFICATIONS:**

Qualification welds will be made on utilizing the GTAW process in all positions (vertical, horizontal and overhead) on 18 and 10 gauge carbon steel base materials. All qualification welds will be inspected and certified to the American Welding Society (AWS) B2.1 Specification for Welding Procedure and Performance Qualification.

#### **Flux Core Arc Welding (FCAW)**

#### **160 hours per semester**

Introduction to safe practices, setup and operation of flux cored arc welding equipment (FCAW). The FCAW course will cover an introduction to FCAW, safety and health of welders, installation, setup and maintenance of FCAW equipment.

Additional topics will cover:

- Develop and understand the key variables that affect the quality of welds such as:
  - » Base material preparation and fit-up
  - » Voltage control and wire speed relationship with regards to travel speed
  - » FCAW gun setup, control and electrode stick out
  - » Filler metal selection
  - » Quality of welds
  - » Uses of self-shielded wire
  - » Uses of dual shielded wire
  - » FCAW shielding gases
- The successful welding student will practice welding on, V-groove butt welds and fillet welds in the lap and T-joint configurations, using E71T-1 and E71T-11 on ASTM A-36 steel plate. Additional FCAW practice will be performed on 2G Horizontal and 5G Vertical 6 inch schedule 80 carbon steel piping.

#### **QUALIFICATIONS:**

Qualification welds will be made utilizing the FCAW process, successful V-groove butt weld tests in the 3G vertical and 4G overhead positions using the FCAW process with E71T-1 and 90/10 Argon/ Carbon Dioxide mix on carbon steel base materials. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel.

<b>Program Name</b>	Machining for Warriors
<b>Program Description</b>	The Workshops for Warriors CNC Machinist program is designed to prepare veterans, transitioning service members, and other students to become well-rounded entry level CNC machinists with upward mobility potential. The curriculum is a combination of machining theory and extensive hands-on training. The duration of the training is 16 weeks or 56-168 hours per course. The complete program includes five basic courses: Immerse2Learn, SOLIDWORKS, Mastercam, CNC Mill and CNC Lathe. College credit is not awarded for this program, rather it is designed as a program of study around industry recognized credentials based on skills needed for a career in machining. This program is designed as an accelerated program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in machining.
<b>Program Mission</b>	To provide classroom instruction and hands on training on state of the art equipment required to developed well-rounded entry level skilled machinists and CAD/CAM programmers. Students are provided opportunities to earn industry recognized certifications to prepare them for gainful employment as certified CNC machinists or CAD/CAM programmers.
<b>Program Objectives</b>	Upon completion of training the student will successfully operate and qualify to all required machining standards in Machining, Measurement, Materials and Safety, Job Planning, Bench work, and Layout Drill Press, Manual Turning, Manual Milling, Computer Numerical Control, and CAD/ CAM programming.
<b>Graduation Requirements</b>	To complete this program the student must attend at least 85% of the scheduled hours of instruction and attain at least 80% average on assigned quizzes or tests.
<b>Total Clock Hours</b>	The complete program of five basic courses is 560 hours
<b>Final Tests or Exams</b>	Final exam administered at the end of semester
<b>Required Internship or Externship</b>	None



## **Computer-Aided Drafting (CAD): SOLIDWORKS**

**112 hours per semester**

This course is designed as an introduction to the SOLIDWORKS computer aided design software. Topics will include solid model creation, assembly creation, drawing creation, and basic surfacing techniques. Upon completion of this course, students will be able to earn the CSWA/CSWP certification.

### **CERTIFICATION OPPORTUNITIES:**

- CSWA - Certified SOLIDWORKS Associate Mechanical Design
- CSWA-S - Certified SOLIDWORKS Associate Simulation
- CSWP - Certified SOLIDWORKS Professional

## **Computer-Aided Manufacturing (CAM): MASTERCAM**

**112 hours per semester**

This course includes an overview of the latest CAD/CAM Software Mastercam X7 and X8. Students will draw, create tool paths, create machine code, and run programs on CNC mills, CNC lathes, CNC lasers, and CNC waterjets using CAD/CAM.

### **CERTIFICATION OPPORTUNITIES:**

- Associate Level of Mastercam Certification (Mill Design and Toolpaths)
- Associate Level of Mastercam Certification (Lathe Design and Toolpaths)
- Multi-axis Curve Drill and Circle Mill
- Advanced Mill Design and Toolpaths
- Professional Programmer Certificate

## **Computer-Aided Manufacturing (CAM): CNC LATHE**

**112 hours per semester**

Upon the completion of this course the student will have gained the knowledge of computer numerically controlled (CNC) machine modes depicting the work coordinate system (WCS) and be aware of its relationship to the machine coordinate system (MCS); comprehension of the homing procedure and understanding its purpose, along with work piece and tool geometry offsets; entering and making active programs into the CNC control while safely creating a CNC program on a lathe.

### **CERTIFICATION OPPORTUNITIES:**

- NIMS: CNC Turning Operator
- NIMS: CNC Turning Programming Setup and Operations
- NIMS: CNC Turning Skills II
- Mastercam: Lathe Design and Toolpaths Certificate of Completion

- Level

MasterCam: Lathe Design and Toolpaths Associate

## CNC Milling

**168 hours per semester**

After completing this unit, the student should have these capabilities: Identify basic G & M codes used for CNC milling; define and explain linear interpolation for CNC milling; define and explain circular interpolation for CNC milling; describe facing operations for CNC milling; Perform CNC rough milling operations; Perform CNC finish milling operations; Perform tapping operations for CNC milling machines; Perform various canned cycles for CNC milling applications; define and explain the principles of cutter radius compensation (CRC) for CNC milling. Included in this course is an introductory piece on the CNC side of machining. Students will cover basic setup and Programming offsets. Students will cover setup, boring, drilling, and rotary table work. Lab work is required. They will demonstrate and recognize proper principles and techniques in CNC milling machine work.

### **CERTIFICATION OPPORTUNITIES:**

- NIMS: CNC Milling Programming Setup and Operations
- NIMS: CNC Milling Skills II

## IMMERSE2LEARN

**56 hours per semester**

After completing this unit, the student should have these capabilities: Step-By-Step Instruction For Safety For Machining, Shop Math Level I, Shop Math Level II, Blueprint Reading W/ GD&T, Precision Measurement Devices, Feeds And Speeds, Mill Control Interface, Mill Setup, Mill Programming, Lathe Control Interface, Lathe Setup, Lathe Programming, Mastercam Mill, Mastercam Lathe, Advanced CNC.

### **CERTIFICATION OPPORTUNITIES:**

- NIMS: CNC Lathe Setup (New Control)
- NIMS: CNC Lathe Setup (Old Control)
- Immerse2Learn: CNC Lathe Programming
- Immerse2Learn: 3-Axis CNC Milling Machining Programming
- Immerse2Learn: 3-Axis CNC Milling Machine Setup (New Control)
- Immerse2Learn: 3-Axis CNC Milling Machine Setup (Old Control)

### • 10 • Professions-

### **Requirements for Eligibility for Licensure**

None of the educational services offered lead to occupations that require licensure. However our Machining training program does lead to Level 1 Machining Skills certification from the National Institute for Metalworking Skills (NIMS) and our

Welding Program qualifies welders to the AWS D1.1 structural welding code-steel for SMAW and GMAW, AWS DI.3 structural welding code-sheet steel for GMAWS, and welders to B2.1 specifications for welding procedure and performance qualification for the GTAW class sheet steel.

## 11 • Faculty/Curriculum Developers

### Patrick R. Dorris

Since 2004, Patrick has been an instructor at San Diego City College where he, among his various duties, demonstrates basic CNC programming and machine set ups for Fadal and Haas machining centers. Patrick is also the lead programmer and machinist at Dorris Machining Company in San Marcos, CA. He has held this position since 2006.

### Education

- San Diego City College: 1999 – 2002 Studied CNC programming
- Macomb Community College: 1996 - 1998 Studied Automotive/Tool design and drafting techniques.
- Western Michigan University: Graduated 1993 BA degree with a major in German and a minor in Accounting.

### Lyle J. Palm

- Named as “Veteran Educator of the Year” by the American Welding Society (AWS) in 2015.
- Certified Welding Educator (CWE), awarded certification in 2011, 2015
- Certified Associate Welding Inspector” (CAWI), awarded certification in September 1, 2011.
- Certified Journeyman Combination Welder” from the United States Department of Labor in November 1999.
- Master Training Specialist” from the Chief of Naval Technical Training in June 1989.
- Assigned as lead instructor for the nuclear emergency welder course while stationed at Naval Submarine Training Center Pacific, taught GTAW proficiency and requalification to nuclear trained machinist mates, from 1986 to 1989.
- Assigned as lead instructor for oxygen/acetylene cutting and high temperature silver brazing course, taught cutting and brazing safety requirements including cutting and brazing techniques, from 1986 to 1989.
- Successfully completed “Instructor Training Course”, Naval Training Center, San Diego, CA. 1986.

### Education:

- Master’s Degree-University of North Dakota, with a Masters in Space Studies in 2012.
- Bachelor’s Degree-Southern Illinois University at Carbondale with a Bachelor’s of Science degree in Workforce

Education and Development in 1998. Also received a minor in curriculum development from Southern Illinois University at Carbondale.

## **10 12 • Admissions Policies & Recognition of Credits**

The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Student must have graduated from high school, or earned a GED.

### **Recognition of Credit Policies**

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

## **13 • Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 2970 Main Street, San Diego, CA 92113 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. WFW shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the

institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **14 • Academic Probation and Dismissal Policies**

The Program Director may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's performance will be monitored at the end of each enrollment period as the grades are posted. Should the student's performance fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her performance up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Program Director will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

## **15 • Attendance Policy - All Programs**

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. Three tardies will equal to one absence. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director.

## **16 • Leave of Absences**

Should circumstances be such that a leave of absence is to be requested, a student must request from and submit to an application for a leave of absence to the main campus:

Workshops for Warriors  
2970 Main St. San Diego, CA 92113

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## 17 • Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration or Deposit Fee	STRF	Books & Materials	Total Program Charges
Welding For Warriors	\$18,843	\$0	\$0	\$20	\$18,863
Machining For Warriors	\$18,843	\$0	\$0	\$20	\$18,863

\*per semester

### Program Name

Name of Program: Welding for Warriors

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE .....\$18,863
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.. .....\$56,589

Name of Program: Machining For Warriors

1. TOTAL CHARGES FOR CURRENT PERIOD OF FULL-TIME ATTENDANCE .....\$18,863
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM LEVEL 1. ....\$37,726

1.

## 18 • Policies and Procedures Regarding Financial Aid

The school does not participate in either State, Federal financial aid programs, or any other form of financial aid nor does it provide financial aid directly to its students.

## 19 • Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

## 20 • Financial Stability - Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

## 21 • Placement Services

Workshops for Warriors offer career services and job search assistance. Throughout the semester, job postings are emailed to students and posted on the bulletin board in the classrooms. Job Information sessions are held every semester by our staff. Students may sign up for one on one resume help, a LinkedIn account and apply for jobs in our computer lab. Students may visit the job websites and may get in contact from employers that are hiring.

## 22 • STRF Disclosure

Student Tuition Recovery Fund Disclosures.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **23 • Notice Concerning Transferability of Credits and Credentials**

The transferability of credits you earn at Workshops for Warriors is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Workshops for Warriors to determine if your diploma or certificate will transfer.

## **24 • Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.



## **25 • Beginning and End Dates**

January 2, 2017 through December 15, 2017

## **26 • Mission, All Programs, & Training Outcomes**

The mission of Workshops for Warriors is to provide quality training, educational programs, and opportunities to earn third party nationally recognized credentials to enable veterans, transitioning service members, and other students to be successfully trained and placed in their chosen advanced manufacturing career field.

To achieve its mission, Workshops for Warriors' objectives are to provide:

- Compressed academic instruction in a classroom setting.
  - Extensive hands-on training using state-of-the-art equipment.
  - Opportunities to earn nationally recognized credentials in advanced manufacturing
  - Programs that are relevant to employer needs.
- Assistance to graduates to gain employment in their chosen field through effective placement preparation and job placement assistance programs.

## **27 • Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **28 • Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

## **29 • Language of Instruction**

Instructions will be given in no language other than English.

## **30 • Financial Aid**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **31 • Experiential Credit**

This institution does not award credit for prior experiential learning.

## **32 • Grades and Standards for Student Achievement**

### **Grading Policy for Pass/Fail Standards on Quizzes:**

All students will be required to achieve a cumulative score of 80% on all quizzes in order to qualify to take the final exam.

**Pass I Fail Standard on Tests:** All students will be required to score an 80% or higher to qualify for a completion certificate.

### **Welding for Warriors Program Rubrics for Assessing Performance and Progress**

Welding students are required to complete welder qualifications on various base materials and positions as required by the each particular course taught at Workshops for Warriors welding school. Welding and qualification is completed IAW the AWS welding standard, D1.1 Structural Welding Code-steel.

1. Student welders receive classroom and lab training in accordance with the welding class course curriculum and syllabus developed for each welding course process taught at Workshops for Warriors.

2. Student welders perform welding on practice plates using the filler rod, base material, joint design and weld position as required by the welding procedure specification (WPS).
3. Welder qualification is completed using the filler rod, base material, joint design and position as required by the WPS and documented on a performance of qualification record (PQR). Prior to welding, a third party inspector (Inspectesting) independently witnesses the test plate.
4. Upon completion of the welder's qualification test specimen, the welders PQR is verified and logged into the qualification book for delivery to Inspectesting for non-destructive testing (NDT) inspections.
5. Inspectesting completes all required NDT inspections as required by the welding standard, and verified by the NDT supervisor. The welder results are emailed to the Dean of Welding at Workshops for Warriors and the results are posted in the qualification book.
6. Welding students are informed as to the status of their welder qualification results. Depending on the results of the NDT inspections, students are told to return to the welding booth for more training or told to report to Inspectesting for the issuance of their respective welding certification, issued in the form of a wallet card.

### **Machining for Warriors Program Rubrics for Assessing Performance and Progress**

*For both CNC Milling and CNC Lathe courses*

The students receive instruction through classroom lecture and hands-on demonstrations at the machine tools. Each student is required to interpret an engineering drawing and write the program to machine the project part. After a thorough inspection of the project part at the WFW facility, the project part and its performance affidavit is sent to an independent organization for final inspection. After the project part passes final inspection, the performance affidavit will be sent to The National Institute for Metalworking Skills (NIMS). Once the affidavit has been processed, an exam will be made available to the student through the NIMS website. After passing the online exam, the student will receive a nationally recognized Certificate for that specific discipline.

### **Mastercam Course**

The students will receive instruction through classroom lecture and hands on demonstrations in the CAD/CAD lab. The students will work through projects that will develop their proficiency with the software. Prior to completion of the course, each student will have the opportunity to take a certification exam that is provided by the author of the software (Mastercam). After passing the certification exam, the student will earn a certificate verifying their ability to use the software.

### **SOLIDWORKS Course**

The students will receive instruction through classroom lecture and hands on demonstrations in the CAD/CAD lab. The students will work through projects that will develop their proficiency with the software. Prior to completion of the course, each student will have the opportunity to take a certification exam that is provided by the author of the software (SOLIDWORKS). After passing the certification exam, the student will earn a certificate verifying their ability to use the software.

### **Makeup Procedures for Quizzes and Tests:**

All students will be allowed 5 (five) makeup quizzes. Makeup's are only for quizzes that were graded below the 80% pass requirement. Quiz make ups will be given 0.5 hours before class begins on any day prior to the final skills testing. Only one Quiz can be taken on any given day. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must, however, be taken no later than 14 days after the original failed final exam was administered.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

**I Incomplete:** If the program has not been completed, the instructor may grant a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw:** The student may withdraw from any program before the end of the term. At the end of the term, the

instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **33 • Description of the Facilities & Type of Equipment Used for Instruction**

The institution's facility is located in a single-story industrial building, approximately 40 years old. The facility is 35,000 square feet in size with ample parking available nearby.

#### **Program: Welding for Warriors**

Desk top/lap top computer, overhead LCD projector, instructor guides, DVD welder training videos, Welder PPE, Welder textbooks Multi-process welding machines, SMAW, GTAW, GMAW and FCAW processes, Welder PPE, Welder textbooks, plasma cutter, Oxyfuel cutting equipment, electric grinder, measuring tools, hand tools.

#### **Program: Machining for Warriors**

The HTEC center contains 9 full size Haas CNC milling and turning machines along with 12 Haas control simulators, and 45 seats of Mastercam (CAM) software, 45 seats of SOLIDWORKS (CAD) software, 1 full size Amada CNC laser, 1 Flow waterjet, and miscellaneous manual machines. In addition to the CNC machines and manual machines, the center has a variety of precision measuring tools to train students in the use and care of quality assurance metrology equipment.

### **34 • Library Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. The HAAS Technical Education Centers provide curriculum with instructor materials and supplemental learning resources for student access and use. No library materials are needed to meet the instructional needs of the students.

Workshops for Warriors provides a subscription service, at no charge to our students, to The American Welding Association Academic Access website. This is a unique subscription which presents all of the AWS' publications in digital format. As a participating institution, our students are able to access over 300 standards digitally.

### **35 • Student Services**

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

#### **36 • Student Housing**

This institution has no responsibility to find or assist a student in finding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

#### **37 • Student Grievance Procedures - Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Workshops for Warriors  
2970 Main Street, San Diego, CA 92113

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names

of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the Chief Academic Officer if you require additional information.

### **38 • Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the

event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge.

Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **39 • Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

The Machining Program is accredited by the National Institute for Metalworking Skills (NIMS) which is recognized by the United States Department of Education.

The Welding Program is accredited by the American Welding Association (AWS) as the worldwide leader in certification programs for the welding industry.

These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

### **40 • Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

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## • Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
  - Possession of drugs or alcohol on campus.
  - Possession of a weapon on campus.
  - Behavior creating a safety hazard to other person(s).
  - Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## 42 • Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## 43 • Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## 44 • Academic Freedom

Workshops for Warriors is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Workshops for Warriors encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## 45 • English as a Second Language Instruction

This institution does not provide ESL instruction.

## • Policy - Distribution of This Catalog and Program Brochures

This institution makes a printed copy of its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a physical copy can make arrangements by simply calling the school's office. The individual may also go to the institution's website and download a digital copy of the catalog.

## 47 • Renewal of Catalog

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.