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# School Location:

South Carolina School of Welding

106 Old Jackson Hwy.

Beech Island, SC 29842

Corporate Office: (803) 215-3224

southcarolinaschoolofwelding.com

scschoolofwelding@gmail.com

Published 1/1/2023

This handbook has been prepared as a guide to various student policies and procedures. It does not constitute an expressed or implied contract between student and South Carolina School of Welding. I understand it is my responsibility to familiarize myself with the information contained within this handbook.

# Licensing Board

**South Carolina School of Welding is licensed in the state of South Carolina as a nonpublic  
postsecondary institution by:**

South Carolina Commission on Higher Education

1122 Lady Street, Suite 300

Columbia, SC 29201

803.737.2260

<https://www.che.sc.gov/>

Licensure indicates only that the 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 U.S Department of Education.

# Corporate Management Team

**Bart Shafer, President**

Bart Shafer is the owner and founder of The South Carolina School of Welding, LLC. Bart has a long history in the welding industry and has more than 30 years’ experience in the welding industry. He is a member of the American Welding Society and a Certified Welding Inspector (CWI). His extensive knowledge in the welding industry encompasses nearly every welding process available today. He has traveled and worked across the United States and in several countries utilizing his skills in the welding industry. He is a firm believer that welding is taught by doing and not by talking. His hands-on philosophy has helped many young welders across the nation earn and maintain careers not only in the welding industry but in many non-manual field positions as well that were all credited to starting out with the welding process.

**Anthony Culbreath, Vice President**

Anthony “Tony” Culbreath is Vice President of The South Carolina School of Welding, LLC. Tony is also a member of the American Welding Society and a Certified Welding Inspector (CWI). Tony has taught Apprentices and many young adults in his career and feels that welding is more of a learned trade by utilizing the hands-on philosophy. Tony has 25 years’ experience in the welding industry and has utilized each process available. Tony has worked in the welding industry from all aspects including but not limited to Nuclear Power, DOE, Gas Power, Coal Power, Chemical and Manufacturing. Understanding each process of the welding industry is vital when teaching young adults in this day and time.

**SCSW Staff**

Laura Hagler, Office Manager

Laura Hagler is the Office Manager of South Carolina School of Welding, LLC. Laura has a Bachelors in International Business from Harding University and has worked in human resources, site management, accounting, payroll, or office management for the last 20+ years. By working her way up through many different departments, she has learned not only from her education but also from experience. Laura also donates her time and efforts towards working and fostering with a local animal rescue group and is on the advisory board for the North Augusta assembly of the South Carolina International Order of Rainbow for Girls. She loves helping others, whether human or four legged, to reach their full potential.

# Mission Statement

We are South Carolina School of Welding, (SCSOW) a state-of-the-art welding training facility in Beech Island, South Carolina. We love to teach. We want to help people become the best they can be in their welding career.

The company’s focus is on training/creating the finest pipe and structural welders in the industry, with the mindset of quality over quantity. The school is set up to look and feel like an actual jobsite. Students receive almost 100% weld time. The school is operated by a small dynamic team dedicated to the student’s overall success. We teach the basics of welding in our Course #101.

SCSOW trains pipe and structural welders for power plant shutdowns, refinery turnarounds, gas plant base builds, oil field piping work, papermill shutdowns, food processing plants, and various other mechanical/structural projects. SCSOW Course #101 addresses the needs of existing employers, people starting a welding career, and contractors who want to further their welding procedures and techniques.

One of the things that sets us apart from other welding schools is the level of commitment the SCSOW staff has to the success of our students. The welding instructors and each staff member of the SCSOW team is someone who has walked in the blue-collar shoes of the working man/woman that is trying to provide for themselves or a family. We understand the hardships associated with lack of skills, knowledge, and training. The welding instructors are used to making a living welding on the job, not somebody who has held a teaching position for years and gotten behind the times, or lost touch with the contractors and construction managers looking to hire fresh and talented workers.

One of the other things that sets SCSOW ahead of other welding schools is our atmosphere and company culture. SCSOW is set up and run like a construction site to simulate an industrial setting. 100% Personal Protective Equipment usage is required every minute of every day to get students comfortable with it until it becomes second nature for them.

We have a quality over quantity approach to everything we do. If something is worth doing, it’s worth doing right. This approach also drove us to invest in top quality welding equipment.

# Enrollment Procedures

Students who would like to attend South Carolina School of Welding need to complete an Enrollment Application. An Enrollment Application can be found online at [www.southcarolinaschoolofwelding.com](http://www.southcarolinaschoolofwelding.com) or at the Academy located at 106 Old Jackson Hwy Beech Island, SC 29842. A registration fee of $100.00 is required before we can process a student’s application.

Please keep the following in mind before completing the Enrollment Application: ▪ The application needs to be completed in full. Partial applications cannot be accepted. ▪ Please give careful attention to the date you list as your “preferred start date”.

The preferred date is not a guarantee that a student can be accepted for that exact date. ▪ SCSOW contacts the student with the approved start date for the course. ▪ A mandatory orientation is required before starting classes. SCSOW verifies the official date of orientation with the student.

Please note: Tuition must be paid in full prior to orientation or student must have an approved payment plan contract

South Carolina School of Welding, LLC is an equal opportunity institution. SCSOW complies with all local, city, county, state, and federal regulations pertaining to said school. All students are enrolled, trained, and promoted to perspective industry partners for future employment equally. SCSOW shall not deny enrollment to any prospective student or make any distinction or classification of students because of race, creed, color, sex, or national origin.

# Enrollment Requirements

All students must be at least 18 years of age to be considered for any of the courses offered by South Carolina School of Welding. SCSOW is not accepting any students under the age of 18. A minimum of 3 students is required for each program course to start. Students will be notified in writing via email and company letter if program course is rescheduled and written confirmation from each student that he or she requests to withdraw or continue the application.

Before the student’s start date, SCSOW highly recommends students have their vision tested and corrected if necessary. Physical Requirements include:

* Standing for extended periods of time
* Good eyesight
* Bending, stooping, kneeling
* Grasping
* Ability to lift 50 lbs.
* Maneuvering into small spaces

\*\*\* SCSOW is a handicapped accessible training facility. \*\*\*

# Previous Education/Training

South Carolina School of Welding gives no credit for previous experience, education, or coursework. South Carolina School of Welding cannot transfer any completed coursework time to another institution. Course completion is based solely upon logged clock hours; therefore, transferability of any clock hours is determined by the receiving institution, SCSOW cannot guarantee the transfer of any logged hours to another institution.

# Orientation

All students attend a mandatory orientation with the school administrator or welding instructor and their class. Individual orientation sessions are not offered without approval from SCSOW’s Administrator.

Orientation is designed to review with students the academy’s policies, training facilities, staff, and safety procedures. Date of the mandatory orientation is supplied to the student after enrollment has been accepted and confirmed by SCSOW.

Class Size  
The size of the class is determined by the number of applicants and welding booths available. The maximum capacity of students we accommodate is 10. It is mandatory for students to attend orientation before their class starts. If a student is unable to attend orientation, the student must start on the next start date. If a student wishes to withdraw from the welding class, he or she should meet with a school administrator.

Students will be notified via email and phone if their start date is rescheduled for any reason and written confirmation from each student that he or she requests to withdraw or continue the application.  
  
Welding School Facility:  
SCSOW Welding School is equipped with welding booths, a grinding area, an oxyfuel cutting area, and classroom space.

SCSOW is a vocational school and does not provide any living areas for students. Students are responsible for their own transportation to and from school. Student parking is designated and will be discussed during student orientation.

# Courses Offered

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Cost | Months | Weeks | Hours/Week | Total Hours |
| #101 Combo Pipe welder SMAW GTAW | $15,000.00 | 6 | 24 | 8 | 192 |

# Office Hours

Days...................................................................................................... Monday through Thursday

Hours.......................................................................................................... 9:00am to 7:00pm

# Class Hours (3 options)

* Monday/Wednesday Days 10am-2pm (currently unavailable)
* Monday/Wednesday Nights 6pm-10pm
* Tuesday/Thursday Nights 6pm-10pm

Course Description **Course 101- Combo Pipe Welder SMAW-GTAW**

* Weekly schedule two four-hour days for 24 weeks
* 192 hours logged total.
* Total cost $15,000 ($100 registration fee included in Tuition)
  + Breakdown of costs
    - Instruction $6,500
    - Tools/Materials for testing including consumables for grinding and filler material - $4,000
    - Consumables for GTAW Welding including TIG Torch - $3,000
    - (Communal/Provided PPE) Cutting Googles, Cutting shields, Replacement Welding hood lenses, replacement Safety glasses, Replacement Welding gloves, ear plugs- $750
    - Welder’s Tool Kit for Course #101 - $750
* Tuition includes tools and materials required for training in school, but does not include personal PPE equipment or tools that the students can keep. We can procure specific items at our cost as requested pending payment from student upon receipt.
* PPE needed before starting school (Student is responsible for purchasing)
  + Welding Hood (Automatic lens preferred)
  + Welding Jacket/sleeves
  + Welding Gloves 2 pairs (SMAW/GTAW)
  + Safety glasses
  + Leather or composite boots or shoes (steel toe recommended but not required)

Course 101 is a 6-month training program tailored to people interested in a pipe welding career. This is our main program that shapes and builds the next generation of pipe welders. Work ethic, jobsite safety, communication skills and financial training are included, to build top notch, solid employees. This course teaches joint configuration, joint preparation, reading of welding symbols, blueprint reading, base metal preheating, weld repair, electrode care and management, and how to read a welding procedure (WPS). Students are 6G certified by an AWS CWI at the end of the course providing they pass the required welding tests.

Students learn SMAW welding and GTAW welding on carbon steel, stainless steel, and other exotic materials from 2” to 20” pipe in all positions. We teach confined space welding, welding from heights, and dual operator style welding.

# The Welding Tool Kit Includes:

* Stub Bucket
* Clear Cutting Shield
* Shade 5 Cutting
* Goggle
* 10” Crescent Wrench
* Chipping Hammer
* GMAW Pliers
* Scissor Clamp
* Wire Brush
* Ear Plugs
* 4 ½” Grinder and disc

# Standards

Attendance Policy Attendance of 100% is required for the duration of enrollment. It is difficult to develop marketable skills without regular, consistent attendance. Employers require welders who hold prompt, regular attendance in high regard.

1. Attendance is recorded twice daily. Students are evaluated at least once a month to ensure that they are on track to graduate from the given course.
2. Excused absences include the following: serious illness of the student, and death or birth within the immediate family. All excused absences shall be made up by either coming to another class time or it will be added on at the end of your training time. There is no extra charge for makeup hours. All absences that were not given pre-approval require the student to fill out an Absence Report Form. This can be found on the website and needs to be completed before they return.
3. All unexcused absences are recorded in the student file and cannot be made up.
4. If the student’s attendance drops below the 100% mark during the class, or if the student misses three consecutive days, they are subject to probation for a period not to exceed 30 days. During the given probation the student remains in school and maintains at least 95% attendance for those 30 days. If the student complies with the probation successfully, the student can then return to good standing. If the student continues to be absent during the probationary period, the student is then expelled. Any student whose attendance drops below 90% are subject to termination from the program.
5. Tardiness is a disruption to the academy and shows lack of respect to fellow students. For every two tardies, one unexcused absence is incurred. Any unapproved early dismissal is also counted as a tardy.
6. Leaves of absence are greatly discouraged, given they are disruptive to the continuity of the given training. All requests for any leave of absence can be granted, after the submission of a leave of absence form and upon approval by a school official. One leave of absence medical or personal is considered per a 12-month period. Any leave of absence cannot exceed 60 calendar days for personal reasons and 90 days for medical reasons. Any student not returning following a leave of absence is terminated on the next school day after the agreed upon return date.

# Dress Code

Students are expected to dress appropriately and as they would be expected to in the welding field. Proper leather steel toe or composite boots are recommended (ASTM2413-11). Safety glasses shall be worn at all times in the shop area (Z87.1). Other personal protective gear as dictated by the instruction and training may include; face shield and ear plugs required while grinding, proper shaded lenses for welding and cutting, and long pants and sleeves to protect from the arc rays.  
  
Progress Standards  
All students are expected to maintain passing grades while attending school and all grades become part of the student’s permanent record. Academic success is a tremendous indicator to employers on the type of employee you are likely to be. The percentage portion of the final grade for each course:

* 75% - Skilled Performance
* 15% - Attendance
* 10% - Exam

# Grades

* 90-100% A
* 80-89% B
* 70-79% C
* 60-69% D
* 59%- > F

# Probation

If a student fails to meet the cumulative 100% attendance and/or 70% grade average, which also specifically requires scoring a minimum grade of 70 on each individual module, at any evaluation period, he or she will be placed on probation for the next evaluation period. If the student has satisfied the required attendance and academic standards during the probation period, he or she will be removed from probation.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, as appropriate, when they are placed on probation. Failure to meet the academic probation terms could results in an administrative withdrawal from the program. The institution will attempt to notify a student by phone, email, and/pr postal mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

# Student Termination Policy

South Carolina School of Welding strives to maintain a high level of standards for student conduct, quality of education, and a safe environment for high level skilled training. At the discretion of the Administrator, a student may be dismissed from the school for any serious incident or repeated instances, or intoxicated, or drugged states of behavior, possession of drugs, or alcohol on school property, creating a safety hazard to themselves or other persons at the school, disobedient or disrespectful behavior to another student, faculty member or staff, refusal to take a drug test, or any other stated or determined infraction of conduct; both on and off of SCSOW property. If at any time the student is found to be in violation beyond the allowable limits within this student handbook or for violations of any rules and regulations, they are subject to termination. Violations of the Enrollment Contract is subject to student termination.

\*\*Note- Violations for termination include, but are not limited to; attendance policy, student conduct, dress code, progress standards, drug and alcohol policy, and random drug testing.

# Progress Reports & Academic Probation and Suspension Policy

Students will receive progress reports during the midpoint of the program through a brief one – on –one meeting with the instructor. During this meeting academic performance will be discussed. If a student’s average is below 70% then an academic contract will be established with the student, specifying deadline dates for academic improvement to a minimum grade of 75%. If the student is unable to meet contractual agreement, then he or she will be dismissed from the program and refund will be provided in accordance with the institution’s refund policy. If the student wishes to re-enroll, he or she must adhere to the Conduct & Re-Admissions policy. The institution does not provide academic tutoring; however, students are encouraged to seek assistance from peers and/or meet with the instructor for counsel prior to the midpoint of program and/or clinical.

# Code of Conduct

SCSOW students are always expected to conduct themselves in a responsible manner. This includes respect for themselves, fellow students, faculty, and staff. Disrespect is not tolerated. Misconduct such as fighting, horseplay, use of illegal drugs/alcohol, or carrying weapons is not tolerated. Student Code of Conduct and regulations is signed by each student at the start of each course and is posted in the shop, classroom, and break areas. Itis always be visible to the students.

1. Any possession, solicitation and/or use of drugs and alcohol is not tolerated while on SCSOW property. Prescription medication authorized by a physician and taken under direct orders is the only exception. SCSOW must be made aware of any medication that impacts safety of the fellow students and staff.
2. All students are required to dress and work per industry standards. All PPE is always to be worn every day.
3. Students are only allowed to take breaks during allotted times and in locations approved by SCSOW.
4. Smoking is not allowed inside any SCSOW buildings. Smoking is allowed only at specific locations approved by the SCSOW.
5. Cell phones are strictly prohibited during class and/or shop times. Cell phone use is allowed during approved break and lunch times.
6. Personal property is the responsibility of the student. SCSOW is not responsible for any missing or damaged personal property.
7. All students are subject to random drug testing. Refusal to take a urine test results in expulsion.
8. Students are required to adhere to strict safety standards. Students refusing to adhere to safety standards are subject to expulsion.
9. Students are prohibited from bringing firearms into the SCSOW’s training facility.

NOTE- If a student is dismissed for unsatisfactory conduct and is not be allowed to return to the premises. SCSOW reserves the right to terminate a student for unsatisfactory conduct both on and off the SCSOW Property.

# School Information

# Academic Calendar

New students generally begin the first and third Monday or Tuesday of every month, subject to course availably, processing of application, and attending the mandatory orientation before the class begins. Completion date depends upon the class you are enrolled in and your attendance. Students must accumulate 192 hours of training for the Welding 101 class to graduate.

# Holiday Schedule

* Spring Break(normally falls on Masters week)
* Memorial Day
* July 4th (If it falls on a school day)
* Labor Day
* Thanksgiving and following Friday
* Winter Break (Christmas-New Year)

\*\*\*All holidays are subject to change and exact dates vary by year. Please see the shop calendar for updates\*\*\*

# Course Completion Policy

Once a course has been completed satisfactorily, the students are issued one official Certificate of Completion. The course certificate includes the student’s name, school name and address, course name and date of completion. The certification is authenticated by an authorized school official’s name, title, signature date of issuance, and official seal. Should students require an additional copy of their course completion certificates, they may make a request in person during regular business hours or through the mail. Students then receive a copy of the original certificate SCSOW documents and maintains a copy of all Course Completion Certificates.

# Academic Performance & Completion Requirements

# Maintenance of Student Records

All records of students’ academic progress will be kept on file electronically for six years. Transcripts will be maintained for 50 years.

# Graduation Requirements

To receive a certificate for completion from South Carolina School of Welding, LLC, each student must:

* Successfully complete ALL hours of the program.
* Pass each class with a minimum grade of 70%.
* Pay all tuition and associated fees in full by Last Week of Course.
* Have no more than 4 absences from each course. Hours missed must be made up to successfully complete the course.

# Employment Assistance

SCSOW students receive employment training and coaching. Our complete mission is to train high quality welders and help them find employment. We only focus on the results we are able to achieve. Our graduates have no problem finding employment if they want to work and are willing to travel.

# Job Placement:

SCSOW strives to have job placement for all our graduates. SCSOW’ administration assists graduate in preparing resumes, conducting employment searches, attending interviews, and preparing for employers’ weld tests.

Prospective employers are invited to graduation and given time to interview graduates. A job seekers board is located at each school for students to review open positions.

Although SCSOW strives to find jobs for our graduates, it does not guarantee job placement to the graduates. Enrollment in SCSOW or completion of the program does not guarantee employment. If a student has a criminal record, it may prevent the student from obtaining employment in the field.

SCSOW makes no claims or guarantee that credit earned will transfer to another institution. SCSOW cannot and does not guarantee employment

# Grievance Procedure

SCSOW’s Administrator personally responds to all grievances submitted.

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the students may contact the school director for mediation. A request must be made in writing within 5 days of the incident. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The form is available on the

Commission’s web site at

<http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf>

# Withdraw and Refund Policy Procedure

* SCSOW must refund all money paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the SCSOW.
* SCSOW must refund all money paid if the applicant cancels within three business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
* SCSOW may retain an established registration fee equal to 100 dollars, if the applicant cancels after the third business day after signing the contract or making the initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
* If training is terminated after the student enters classes, SCSOW may retain the registration fee established under this subsection, plus a percentage of the total tuition as described in the following table:

Hours Attended Tuition Refund Amount

1 - 20 hours……………………………………………………90%  
21 – 39 hours………………………………………………...80%  
40 – 58 hours………………………………………………...70%  
59 – 77 hours………………………………………………...60%  
78 – 96 hours…………………………………………….... 50%  
97 – 115 hours………………………………………………40%  
116 - 192 hours……………………………………………...0%

Note \*\*After attending 60% of the course the student is not entitled any sort of refund. When calculating refunds, the official date the student’s termination is the last day of recorded attendance.

* When SCSOW receives notice of the student’s intention to discontinue the training program.
* When the student is terminated for a violation of the published academy policy which provides for termination.
* When a student, without notice, fails to attend class for 15 calendar days.
* All refunds are paid within 30 calendar days of the student’s official termination date.

South Carolina School of Welding, LLC is 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](file:///C:\Users\SC%20School%20of%20Welding\AppData\Roaming\Microsoft\Word\www.che.sc.gov). Licensure indicates only that the minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

# Reentry

A dismissed student may be readmitted at the discretion of the Institution based on a review of individual circumstances. If you are dismissed, or you withdraw from the Institution, you may petition for re-enrollment. If your petition is approved, you may apply for admissions. Students who are re-enrolling within one year’s time from their last date attended will have the application fee waived.

# Sample Progress Report

**South Carolina School of Welding Progress Report**

* Attendance- 100%
* Skilled performance- 85% Student has progressed from flat plate welding to T-Bar Bead stacking and is now welding 1” Vertical Plate test. Expectation to this point of semester is to be welding on T-Plate Bead Stacking (ahead of expectation).
* Written Exam- Not Graded at this point, no exams issued.

Student is working to maintain Arc Gap between weld rod and work piece.  
Student is progressing nicely in the vertical position but struggles at times to stay focused on Arc Gap which will come with more Lab time.

Overall Student grade 92%