



**WORKSHOPS<sup>®</sup>**  
**FOR WARRIORS**

COURSE CATALOG  
JAN 1, 2018 – DEC 31, 2018

V10

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## Our Mission

Welcome to Workshops for Warriors!

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.

## School Location

Address of instructional location

Workshops for Warriors  
2970 Main Street  
San Diego, CA 92113-3730  
(619) 550-1620  
[www.wfwusa.org](http://www.wfwusa.org)

## 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 is CEC and 5, CCR.

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, CAD 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.

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.

A student, or any member of the public, may file a complaint about his institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7598 or by completing a complaint form, which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).

This document is updated annually. An electronic copy of this course catalog will be provided to all students prior to enrollment, and a printed copy will be provided on the first day of class. Any prospective student or interested person can find this course catalog on our website <https://workshopsforwarriors.org/our-school/>.

## Calendar

### 2018 ACADEMIC CALENDAR

New Year's Day observance .....	Monday, January 1
Spring Semester Begins.....	Tuesday, January 2
*Martin Luther King, Jr. Birthday observance .....	Monday, January 15
*Washington's Birthday observance.....	Monday, February 19
<b>SPRING GRADUATION</b> .....	Friday, April 20
Student Spring Break .....	April 23- April 27
Summer Semester Begins .....	Monday, April 30
Memorial Day .....	Monday, May 28
Independence Day .....	Wednesday, July 4
<b>SUMMER GRADUATION</b> .....	Friday, August 17
Student Summer Break .....	August 20 - August 24
Fall Semester Begins.....	Monday, August 27
Labor Day .....	Monday, September 3
*Columbus Day .....	Monday, October 8
*Veteran's Day observance .....	Monday, November 12
Thanksgiving Day observance .....	November 22 – November 23
<b>FALL GRADUATION</b> .....	Friday, December 14
Student break .....	December 18– December 31
Christmas Day observance .....	Tuesday, December 25
*Student Holiday Only	

## Educational Programs

Workshops for Warriors offers two primary programs, CNC Machining and Welding.

### Program Name: CNC Machining

The 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 560 hours and can be completed on a regular 32 week schedule or on an accelerated 16 week schedule. The complete program includes five basic courses: Immerse to Learn, SolidWorks, Mastercam, CNC Milling 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. Maximum enrollment per semester is 32 students.

**Program Mission:** To provide classroom instruction and hands on training on state of the art equipment required to develop 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.

**Program Objectives:** Upon completion of machining program the student will successfully operate and qualify to all required machining standards in Machining, Measurement, Materials and Safety, Job Planning, Benchwork, and Layout, Grinding, Computer Numerical Control, CAD/CAM.

**Course Competencies:** Pass/Fail

**Textbook/Equipment Requirements:** None

**Instruction Method:** Live instruction and lab work.

**Graduation Requirements:** To complete this program the student must attend at least 85% of the scheduled hours of instruction and pass least 80% of the assigned quizzes or tests.

**Total Clock Hours:** The complete program of five basic courses is 560 hours

**Final Tests or Exams:** Final exam administered at the end of semester

**Required Internship or Externship:** None

### Course Descriptions

#### CNC Lathe

This course gives the student an introduction to machine shop theory, math and terminology, basic bench work, parts layout using a variety of common measuring tools. Emphasis will be on the application of basic operation of machine tools, such as band saws, grinders, drill presses, lathes and mills with common hand tools.

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 valuing its purpose, along with work piece and tool geometry offsets; entering and making active programs into the CNC control while safely establishing a CNC program on a lathe.

CLASS TIMES:	Tuesday and Thursday: 8:00 a.m. – 11:30 a.m.
CLASS HOURS:	123 hours
LAB HOURS:	83 hours
LECTURE HOURS:	40 hours
PREREQUISITES:	None

### **CNC Milling**

This course is an introductory, hands on study of programming, setup and operation of CNC milling machine tools. Emphasis is placed on generating programs, efficient setup and safe operation of CNC Milling machine tools.

The student will identify machine parts and their functions; select layout tools and techniques; define machine shop terminology; perform basic setups; calculate common shop formulas; perform semi-precision layout; execute grinding techniques; demonstrate basic machine operations; and apply proper measuring tools.

CLASS TIMES:	Monday, Wednesday, and Friday: 8:00 a.m. – 11:30 a.m.
CLASS HOURS:	168 hours
LAB HOURS:	118 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	None

### **SolidWorks**

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

The purpose of this course is to orient students to the SolidWorks program and interface. Students successfully completing this course will have a good introduction to accomplishing common drafting and Solids operations with SolidWorks. Students will be required to demonstrate hands-on skill working with 2D and 3D Geometry.

CLASS TIMES:	Monday and Wednesday: 12:30 p.m. – 4:00 p.m.
CLASS HOURS:	112 hours
LAB HOURS:	77 hours
LECTURE HOURS:	35 hours
PREREQUISITES:	None

### **MasterCAM**

This is an introductory course that demonstrates the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM). It is a study of modern prototyping and machining methods, teaching the use of MasterCAM software. This program converts 2D and 3D CAD drawing geometry directly into tool path information that is used to drive numerically controlled turning and milling machines.

Upon completion of this course, the student will be able to: Create 2D and 3D part geometry using the design module of the MasterCAM software. Use the mill module of the MasterCAM software to convert the modeled part geometry into a cutter tool path for use on a numerically controlled milling machine. Use the lathe module of the

MasterCAM software to convert the modeled part geometry into a cutter tool path for use on a numerically controlled lathe. Safely operate the laboratory CNC machinery to mill a part model from wood, plastic or metal material.

CLASS TIMES: Tuesday and Thursday: 12:30 p.m. – 4:00 p.m.  
CLASS HOURS: 112 hours  
LAB HOURS: 77 hours  
LECTURE HOURS: 35 hours  
PREREQUISITES: None

### **Immerse2Learn**

This course is designed to simulate the machine and the CNC controller. The online courses include learning modules, quizzes and a pre-test that students work through before taking tests/exams.

After completing this unit, the student should have the following capabilities: Step-By-Step Instruction for Machining, Shop Math Level I, Shop Math Level II, Blueprint Reading with GD&T, Precision Measurement Devices, Machinist Calc Pro, Feeds and Speeds, Mill Control Interface, Mill Setup, Mill Programming, Lathe Control Interface, Mill Setup, Lathe Programming, Mastercam Mill, Mastercam Lathe, Advanced CNC, Dies and Molds.

CLASS TIMES: Friday: 12:30 p.m. – 4:00 p.m.  
CLASS HOURS: 56 hours  
LAB HOURS: 39 hours  
LECTURE HOURS: 17 hours  
PREREQUISITES: None

### Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure. However, our CNC Machining program does lead to level 1 machining skills certification from the National Institute for Metalworking Skills (NIMS), SolidWorks, SolidProfessor, Mastercam, and Immerse to Learn.

### Standard Occupational Classification (SOC) Codes

Broad Occupation: 51-4010 [Computer Control Programmers and Operators](#)

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

51-4031 [Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic](#)

51-4032 [Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic](#)

51-4033 [Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic](#)

51-4034 [Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic](#)

51-4035 [Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic](#)

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

51-4041 [Machinists](#)

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

These SOC codes are available at: [https://www.bls.gov/soc/2010/soc\\_alpha.htm#](https://www.bls.gov/soc/2010/soc_alpha.htm#)

## 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: Graduating in 1993 he earned a BA degree with a major in German and minor in Accounting.



### Program Name: Welding

The Welding 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 560 hours and can be taken on a 32 week regular schedule or a 16 week accelerated schedule. The complete program includes three basic courses that must be taken in sequential order: SMAW (Stick), GMAW-S (short-circuit MIG), Spray (MIG) and FCAW (FluxCore). 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. Maximum enrollment per semester is 32 students.

**Program Mission:** To provide classroom instruction and hands on training on state of the art equipment required to develop well-rounded entry level skilled Welders. Students are provided opportunities to earn industry recognized certifications to prepare them for employment as Welders.

**Program Objective:** Upon completion of program, the student will successfully operate and qualify to all required welding standards, in three welding process: SMAW, GMAW, and FCAW.

**Assignment Policy:** Projects, training exercises, and lab work are assigned to each student during the semester. Each of these learning exercises are graded or evaluated by the instructor. Students are encouraged to complete the lab assignments within a reasonable length of time.

**Homework and Quizzes:** Students will be expected to complete weekly assigned homework on time and to pass all weekly quizzes. If you miss a quiz due to an excused absence, your instructor will work with you to reschedule it.

**Textbook/Equipment Requirements:** Students will be required to purchase protective equipment and 2 textbooks (\$20 each) during the program. The 1st covers SMAW (stick welding) and the 2nd covers GMAW-S, GMAW and FluxCore (MIG welding).

**Instruction Method:** Live instruction and lab work.

**Graduation Requirements:** To complete this program the student must attend at least 85% of the scheduled hours of instruction and pass at least 80% of the assigned quizzes or tests.

**Total Clock Hours:** The complete program of three basic courses is 560 hours

**Final Tests or Exams:** None

**Required Internship or Externship:** None

## Course Descriptions

### Shielded Metal Arc Welding (Basic)

This course covers introduction to safe practices, setup 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 electrodes, quality of welds and SMAW metal transfer theory.

The successful welding student will practice welding on single V-groove butt welds and fillet welds in the lap and T-joint configurations, using 6011 and 7018 on ASTM A-36 steel plate. Course completion will result in a successful single V-groove butt weld test in the vertical and overhead position using E7018 electrodes with the SMAW process.

<b>CLASS TIMES:</b>	Monday to Friday 7:45 a.m. – 4:00 p.m. or Monday to Thursday 4:30 p.m. – 7:30 p.m.
<b>COURSE HOURS:</b>	280 hours
<b>LAB HOURS:</b>	256 hours
<b>LECTURE HOURS:</b>	24 hours
<b>PREREQUISITES:</b>	None

### Gas Metal Arc Welding Basic, (GMAWB)

This course covers introduction to safe practices, setup and operation of Gas Metal Arc Welding equipment (GMAW). The GMAW course will cover an introduction to GMAW, safety and health of welders, installation and setup and maintenance of GMAW equipment. Additional topics will cover quality of welds, metal transfer and 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. Course completion will result in a successful square groove butt weld test in the 3G vertical and 4G overhead positions using Short-Arc GMAW process. Additionally testing will be completed on a single groove butt-welding in the 1G flat position using the Spray-Arc GMAW process.

<b>CLASS TIMES:</b>	Monday to Friday, 7:45 a.m. – 4:00 p.m. or Monday to Thursday 4:30 p.m. – 7:30 p.m.
<b>COURSE HOURS:</b>	175 hours
<b>LAB HOURS:</b>	159 hours
<b>LECTURE HOURS:</b>	16 hours

**PREREQUISITES:** Completion of Shielded Metal Arc Welding (Basic) or demonstrate a competency test given by instructor.

**Flux Cored Arc Welding, (FCAW)**

This course covers 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 and setup and maintenance of FCAW equipment. Additional topics will cover quality of welds, metal transfer and 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. Course completion will result in a successful V-groove butt weld test in the 3G vertical and 4G overhead positions using the FCAW process with E71T-1 and 75/25 Argon/Carbon Dioxide mix.

**CLASS TIMES:** Monday to Friday, 07:45 a.m. – 4:00 p.m. or  
Monday to Thursday 4:30 p.m. – 7:30 p.m.

**COURSE HOURS:** 105 hours

**LAB HOURS:** 97 hours

**LECTURE HOURS:** 8 hours

**PREREQUISITES:** Completion of Shielded Metal Arc Welding (Basic) and Gas Metal-Arc Welding course or demonstrate a competency test given by instructor.

Tools

Workshops for Warriors provides the equipment and material used during your training. However, there are personal items that students need to purchase for the course. These items include Personal Protection Equipment (PPE) and small hand tools that will be useful throughout your future career.

Workshops for Warriors has a strong relationship with **Westair Gases and Equipment**. Westair stocks most of this equipment at a substantial discount to Workshops students. If you need a tool, it is strongly recommended that you check at Westair first before purchasing it elsewhere or online at a substantially higher price. Make sure you tell Westair that you are Workshops student. Westair has several locations in the San Diego area with one near the school at: 2506 Market Street, San Diego, CA 92102, (619) 239-7571

Personal Protection Equipment (PPE) List

Mandatory Items	Price	Source	Notes
Jacket - Cape Sleeve with 14" bib	\$55.39	WA - REV 21CS-XL	Buy Size That Fits -See Alternatives Below
Welding Helmet - Weldmark	\$63.39	WA - WM8VS9-13H	Base Model - See below for better alternative
Safety Glasses - Clear ANSI Z87.1	\$3.83	WA - JAC 19804	You will wear these every minute you are in the lab
Ear Plugs (corded)	\$15.24	WA - MOL MX6405	You will wear these every minute you are in the lab
Stick Welding Gloves (Gauntlet Style)	\$10.07	WA - REV 320 LG	Used for stick and MIG
Soft Leather Work Gloves (Drivers)	\$4.57	WA - R5Y	Used for non-welding shop activities
Vice Grip Pliers (VG 10" straight)	\$11.75	WA - VIG 10R	Used to hold hot metal plates
Large Wire Brush (319-SS)	\$2.56	WA - COM SLHSS	Used to brush slag from welds
Chipping Hammer, Cone & Chisel	\$5.81	WA - ATL S20	Used to chip slag from welds
Welders Cap (Black)	\$5.50	WA - ATL AWC	Protects head from sparks and slag

Carbide Scribe	\$3.90	WA	Used for qualification setup...
Welders Pliers (aka Welpers)	\$13.98	WA	Used for all MIG welding work
4 1/2" Handheld Grinder	\$50.00	Lowes/HD/WM	Recommend Porter Cable / DeWalt (Do not buy junk)
Metal Ruler - Flat	\$5.00	Lowes/HD/WM	Used for qualification setup...
Metal Center Punch	\$10.00	Lowes/HD/WM	Used for qualification setup...
Dust Masks (10)	\$20.00	Lowes/HD/WM	Helpful during grinding
Combination Lock (MasterLock)	\$7.00	Lowes/HD/WM	Needed for locker
Black & Silver Sharpie Markers	\$2.50	Lowes/HD/WM	Used to mark tools, clothes and work product
Estimated Total	\$290.49		
<b>Optional/Substitute Items</b>	<b>Price</b>	<b>Notes</b>	<b>Questions</b>
Welding Helmet - Miller Digital Elite	\$289.00	WA - #257213	Best welding helmet
Jacket - Full Leather	\$54.86	WA	Some like the fit of these better
Jacket - Leather Sleeves / Fabric Front	\$32.30	WA	Cooler but does not protect as well!
MIG Welding Gloves	\$9.20	WA	Useful during MIG portion
Large Locking C Clamps (2)	\$15.20	WA	Useful for holding qualification plates
Tape Measure (Regal 1"x 25')	\$11.36	WA - COM 63700	Alternative to flat ruler
Flat soap stone crayons (4),	\$1.80	WA	Useful to mark plates
WA = WestAir			
HD = Home Depot			
WM = Walmart			

In addition to the items noted above, students will also need a few other items for the class. These include:

**Leather work boots** – You WILL have very hot metal fragments hit your feet that will burn through anything that is not leather. Trust us. Hot slag is very smart and will find a way to burn you through any mesh or seam on your boots. Steel toe boots are also highly recommended.

Also note that the clothes you will wear in the welding course are going to get abused. Aside from the dirt, hot slag and grinders burn a lot of small holes in shirts and jeans. Don't wear your favorite jeans or shirts to class.

**IMPORTANT NOTE** – Mark your tools, jackets and gloves. Because most students have the same equipment, it is critical that you mark your items with your name.

### Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure. However, our Welding Program qualifies welders to the American Welding Society (AWS) D1.1 structural welding code-steel for SMAW and GMAW, AWS D1.3 structural welding code-sheet steel for GMAW-S

### Standard Occupational Classification (SOC) Codes

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

Broad Occupation: 51-2040 [Structural Metal Fabricators and Fitters](#)

Minor Group: 51-2000 [Assemblers and Fabricators](#)

Major Group: 51-0000 [Production Occupations](#)

Broad Occupation: 51-4120 [Welding, Soldering, and Brazing Workers](#)

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

Broad Occupation: 51-4120 [Welding, Soldering, and Brazing Workers](#)

Minor Group: 51-4000 [Metal Workers and Plastic Workers](#)

Major Group: 51-0000 [Production Occupations](#)

These SOC codes are available at: [https://www.bls.gov/soc/2010/soc\\_alpha.htm#](https://www.bls.gov/soc/2010/soc_alpha.htm#)

## Faculty/Curriculum Developers

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, and 2015.
- Certified “Associate Welding Inspector” (CAWI), awarded certification on 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.



## 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

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

### Program: CNC Machining

The HTEC center contains 9 full size Haas CNC milling and turning machines along with 12 Haas control simulators. 45 seats of Mastercam (Computer Aided Manufacturing CAM) software, 45 seats of SOLIDWORKS (Computer Aided Design CAD) software, 1 full size Amada CNC laser, 1 Flow waterjet, and miscellaneous manual machines. In addition to the CNC 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.

### Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials and periodicals pertaining to the topics covered in the instruction are available in the CAD/CAM trailer and welding classroom bookshelves.

### Accreditation Status

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

### Admissions Policies & Recognition of Credits

- Students 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.
- Students must have graduated from high school, or earned a GED.

### 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. Workshops for Warriors 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 given 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 the student attended, or was scheduled to attend, prior to withdrawal. No refunds are due once the student has received 60 percent 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 education 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.

The 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 his institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7598 or by completing a complaint form, which can be obtained on the bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## 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 delivered to the student, 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.

## 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 or the education program manager. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the Chief Academic Officer at 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 individual's 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.

## 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:

2970 Main Street  
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.

## Charges: Tuition & Fees

Thanks to the generosity of private donors, there are currently no program charges for veterans and transitioning service members to become trained and certified/qualified in our advanced manufacturing programs. Students regardless of veteran status are required to pay for their books and registration fee on the day of enrollment.

All fees are subject to change from time to time, without notice. The chart below represents the total scheduled charges for the period of attendance and estimated scheduled charges for the entire education program.

<b>Program Name</b>	<b>Tuition per course</b>	<b>Registration or Deposit Fee</b>	<b>STRF</b>	<b>Books</b>	<b>Protective Equipment</b>	<b>Total Program Charges</b>
Welding	\$8,236.51	\$0	\$0	\$40	\$290.49	\$25,040.02
CNC Machining	\$5,000	\$0	\$0	\$0	\$0	\$25,000

\* STRF is non-refundable

## 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.

## 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.

## 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.

## Placement Services

Workshops for Warriors offers career services and job placement assistance. Each student is provided login credentials for the institutions web portal which includes a job board and several other career center functions including resume and cover letter assistance, building a LinkedIn profile, requesting a letter of recommendation, etc.

## STFT Disclosure

### Student Tuition Recovery Fund Disclosures.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b)In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF

may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## 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 see to transfer. If the diploma or certificate that you earn at this institution is 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 education goals. This may include contacting an institution to which you may seek to transfer after attending Workshops for Warriors to determine if you diploma or certificate will transfer.

## Visa Related Services

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

## 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.

## Language of Instruction

Instructions will be given in no language other than English.

## English as a Second Language Instruction

This institution does not provide ESL instruction.

## Experiential Credit

This institution does not award credit for prior experiential learning.

## Privacy Act

It is the 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.

## 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 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.

## 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 institution encourages its faculty members to exercise their individual judgements regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgements are made within the context of the course descriptions as currently published, and providing that the instructional 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.

## Catalog Update Policy

The policy of this institution is to update the official school catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in education program, educational services, procedures, or policies required to be included in this 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.

## 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, (619) 550-1620. The individual may also go to the institution's website and download a digital copy of the catalog, [www.workshopsforwarriors.org/our-school/](http://www.workshopsforwarriors.org/our-school/). Potential students will receive an electronic copy of the student handbook and course catalog via email after an application form has been completed. They will receive a printed copy of the student handbook and course catalog prior to signing the enrollment agreement form.

## GI Bill Satisfactory Academic Progress (GBSAP) Policy

GI Bill students, regardless of which chapter benefits they are employing, must follow this GBSAP policy. This policy requires that recipients of GI Bill benefits score at minimum of 80% on all tests and quizzes and must comply with the Workshops for Warriors attendance policy stated in the student code of conduct, under attendance.

Exceptions to this policy will be considered on a case-by-case basis in the event of exigent medical or family emergencies. Requests for such an exemption should be submitted to the Chief Academic Officer.

Failure to comply with the GBSAP Policy will result in Workshops for Warriors notifying the Department of Veterans Affairs (VA) of the lack of satisfactory academic progress, and could result in the VA ceasing payment of benefits.

## Student Grades and Academic Integrity

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

All students will be required to pass all tests and quizzes in order to qualify to take the final exam.

### Pass|Fail Standard on Tests

All students will be required to score an 80% or higher to qualify for a completion certificate.

It is the aim of the faculty of Workshops for Warriors to foster a spirit of complete honesty and a high standard of integrity. You do not learn by having other students do your work or take your tests. Cheating in any form will not be tolerated and those who do so face serious consequences including possible expulsion from the program.

### 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 makeups will be given 30 mins before class begins on any day prior to the final skills testing. Only 1 (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.

## Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently and will include the students final grade. Students have access to their records within the student portal of the institutions website. All students will be provided with login access in the first week of class. Should a student find, upon review, that their

records are inaccurate or misleading, the student may submit a request to update through the student portal on the institutions website.

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.

## Student Code of Conduct

### Attendance

The training at Workshops for Warriors is highly compressed. The hundreds of hours of lab time are critical to develop critical skills. You cannot learn if you are not present. Our policy on attendance reflects the highly compressed and intense nature of the program.

Students scheduled for class are required to attend scheduled classes on time as outlined in the class syllabus. We realize that those involved in transition have a number of critical activities (VA appointments, etc.) they must address. If attendance is not possible, the student is responsible for contacting the instructor to make special arrangements to make-up class or coursework. Please note the following:

- Missing 2 classes will result in a verbal warning
- Missing 3 classes will result in a written warning letter
- Missing 4 classes will result in a meeting with the Chief Academic Officer
- Missing 5 classes is grounds for dismissal and will result in a meeting with the Chief Executive Officer
- Students late for class are considered tardy
- 3 tardies count as a full day of unexcused absence

Workshops for Warriors students are not required to be in attendance on the holidays listed below. If a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated as the day of as determined by WFW. All other Federal holidays will be handled per the direction of the Deans of Welding and Machining.

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

### Safety Policy

Workshops for Warriors and surrounding industrial shops are considered industrial manufacturing areas. Safety regulations are enforced for the protection of all students, instructors and employees. California and the federal government have established specific safety requirements to perform work in industrial areas including regulations

provided by the Occupational Health and Safety Act (OSHA). Workshops for Warriors strictly follows OSHA and other state and federal mandated laws as required to keep personnel and equipment safe.

General safety requirements before entering any WFW industrial shop area include:

- Safety glasses, hearing protection, closed-toe shoes and appropriate clothing must be worn at all times.
- No rings, necklaces or other jewelry that could possibly get caught in machinery or contact a welding arc are permitted near that equipment.
- No loose fitting clothing is permitted
- No ties, mullets, speedos, leather chaps, or man-buns are permitted
- No bare feet, sandals or open toed shoes are permitted
- No shorts, half-shirts, or sleeveless shirts are permitted
- No horseplay is permitted

Each student will be provided a shop safety class prior to any work in the welding and machining labs and surrounding Workshops for Warriors industrial shops. All safety rules are mandatory and must be strictly followed. Safety is everyone's responsibility. Instructors and TAs will enforce safety rules. Students who observe safety issues are encouraged to immediately discuss those concerns with their instructor or TA. Furthermore, safety rules specified by WFW instructors take priority over what you may have learned elsewhere. If a WFW instructor specifies a safety rule for a piece of equipment or operation, it must be followed.

The equipment at Workshops for Warriors is extremely expensive and potentially dangerous. If you have not received training and are not qualified to operate a particular piece of equipment, find someone who is.

**\*\* Do NOT operate equipment you are not qualified to operate \*\***

## Workplace Discrimination and Harassment

Workshops for Warriors is committed to providing an environment free from discrimination and harassment. Discrimination or harassment of any type based on race, gender, religion, sexual orientation, disability status or any federal or state designated group is strictly prohibited.

Workshops for Warriors is also committed to maintaining the highest ethical standards. Students who witness or are concerned about activity they believe is discriminatory or unethical are asked to speak to their TA, instructor, dean or appropriate office staff. These discussions will be treated with the utmost confidentiality.

Please note that these policies are not merely intended to comply with state and federal law but to prepare students for the expectations of life in the civilian workforce. Jokes or seemingly harmless banter common in the military may be inappropriate in the civilian workforce. Please also understand that if an instructor or staff member counsels you on something you say or do, it is only to help put you in a better position to succeed in your new career.

## Drugs & Alcohol

Workshops for Warriors is a drug and alcohol free environment. Possession, distribution and use of illegal or recreational drugs, alcohol and marijuana are strictly prohibited on the premises. Violation of this policy is grounds for immediate dismissal.

## Smoking

Workshops for Warriors is a smoke-free environment. Smoking and vaping are prohibited in the office, classroom, courtyard, restroom and shop areas. Smoking and vaping are permitted on the sidewalk by the dumpster in front of the facility. Please keep the sidewalk clean and dispose of your cigarette butts appropriately.

## Food and Drinks

Food will be consumed in the approved snack or lounge areas away from industrial fabrication areas. Students are responsible for cleaning up after themselves and will be assigned a position on the classroom “Cleaning Bill.” Only capped containers of water or bottled water will be allowed in the welding booths and/ or welding fabrication areas. Sodas, sweet drinks and energy drinks will not be consumed in the work areas as they present spill hazards and time consuming cleanup challenges.

## Class Leader/Foreman

The instructor will identify a class leader or foreman for the class who will assist in some logistical tasks. In most cases, this will be the most senior active duty service member.

## Cleaning

Maintaining a clean work and study area is critical for a number of reasons. The tools and labs used at Workshops for Warriors are very expensive and may be damaged or present a safety hazard if not kept clean. It is also important to keep student and lab areas clean for the tour groups who frequently walk through these areas. Each class will be assigned specific areas to clean on a daily or weekly basis.

## Mascots

Please note that while the dogs in the office have some level of training on Miller and Haas equipment (Oscar has his “spray” qualification), they generally leave their personal protective equipment at home. Therefore, students are discouraged from asking them to demonstrate welding techniques or play with them before washing their hands. (In other words, they are house pets and the boss doesn’t want them covered in dirt.)

## Student Assistance

This institution does not provide airport reception services, housing assistance or other services. Further, the 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.

## Student Housing

Limited housing in the immediate area is available for rent in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200.00 per month. Other housing is available within a 10 mile radius and ranges in rent from \$1,600.00 to \$3,000 per month. (<https://www.apartments.com/apartments/san-diego-ca/>). This institution has no responsibility to find or assist a student in finding housing.

## Transportation

We understand that many of the students attending school at Workshops for Warriors are stationed at Camp Pendleton and other bases several miles from the campus. Workshops for Warriors does not currently provide transportation. As such, we encourage students to work together to carpool.

## Parking

Workshops for Warriors has a small parking lot for staff and any extra spaces will be offered to students on a first come first served basis. The parking lot is gated and requires an opener to operate. Students may obtain an opener from the office for a \$50 deposit, which is to be refunded upon return of the opener. Students are required to supply a copy of their proof of insurance, driver’s license, registration, VIN and license plate numbers. Please see the education program manager for more information about the parking lot. Students will not park inside the facility. Additional street parking is available on the South side of Main Street and the North side of Boston Avenue. Students are strongly discouraged from parking in no-parking and permit-only zones, as you will be

ticketed. Motorcycle parking spaces are located to the right of the Workshops for Warriors main gate. These spaces are numbered 1-7.

### Financial Assistance

The cost per student for a semester at Workshops for Warriors is well over \$20,000. The generosity of our donors allows service members and veterans to attend Workshops for Warriors tuition free. However, we do realize that living and travel expenses may place a hardship on some students and their families. Students who are facing extreme financial hardship are encouraged to discuss their situation with the education program manager.

### Counseling

The prospect of transitioning into a new life in the civilian workforce can be very stressful. Experience has shown that some of this stress is relieved as students gain new skills and confidence. However, we understand that there may be times when concerns and frustrations run high. While we do not provide formal counseling services, we do have connections to organizations that provide these services.

*You are among friends. Our staff and volunteers are here because they care about you and your family. Don't just "suck it up". Sometimes just having someone to talk to about an issue can make a big difference. If you are frustrated or worried and need someone to talk to, just ask.*