OFFICE HOURS
Fall and Spring:
8 a.m. - 5 p.m., Monday-Thursday
8 a.m. - 4 p.m., Friday
Summer: May 11- August 16
8 a.m. - 5:30 p.m., Monday-Thursday
Closed Friday

2019-2020 HOLIDAYS
Labor Day: September 2
Thanksgiving: November 25-29
Winter Break: December 20 at noon - December 23-January 3
Martin Luther King Day: January 20
Spring Break: March 16-20
Good Friday: April 10
Memorial Day: May 25

CAMPUS LOCATIONS
Weatherford College (Main)
Workforce Education Office
225 College Park Drive
Weatherford, TX  76086
817-598-8870
FAX 817-598-6381

Education Center at
Mineral Wells (ECMW)
704 Hood Road
Wolters Industrial Park
Mineral Wells, TX  76067
800-300-2591

Education Center At
Granbury (ECGB)
210 North Jones Street
Granbury, TX  76048
817-579-9188

Weatherford College
Wise County Campus (WCWC)
Workforce Education Building
5180 US HWY 380
Briidgeport, TX  76426
940-626-3263

DISCLAIMER: The schedule has been carefully prepared to assure that all information is accurate and as complete as possible; however, Weatherford College reserves the right to make changes which may result in deviations from the information in the schedule content.

WC is an Equal Opportunity/Equal access institution
REGISTRATION PACKETS ARE NOW BEING ACCEPTED AT ALL WORKFORCE EDUCATION OFFICES

HOW TO READ THIS CATALOG
POFI 1024  10/06-12/13  T R  6:00PM-9:00PM  ACAD 106  $200+BOOK
(Course No.)  (Beginning date through ending date)  (Times)  (Building & Room)  (Tuition & Books)

DAY ABBREVIATIONS
M .......... Monday  T .......... Tuesday  W ...... Wednesday  R .......... Thursday
F .......... Friday  S .......... Saturday  N .......... Sunday

WORKFORCE EDUCATION MISSION STATEMENT
The mission of the Workforce Education Division of Weatherford College is to provide quality education and training for individuals, assist business and industry in upgrading their workforce, and maintain an instructional environment that fosters continued growth and professional development.

STUDENT CONDUCT & PROGRAM REVIEW
Any student who registers at Weatherford College automatically accepts the obligation to comply with the regulations and standards of conduct set forth by the College. Therefore, it is to your advantage to familiarize yourself with policies and regulations which are listed in the Student Handbook, as well as those listed in the College Catalog.

Programs and statements included in this publication are subject to continuous review and evaluation. Weatherford College reserves the right to make changes at any time without further notice to students.

STAFF

WEATHERFORD CAMPUS STAFF
Dean, Workforce & Technical Education  Janetta Kruse
Administrative Assistant to Dean  Ashleigh Thompson
Director, Workforce Education  Vacant
Director, Transportation Programs  Terry Pilgrim
Coordinators, Workforce Education  Jerry Barrow  Tracy Butler  Hayden Harbold  Jessica McKee
Department Secretaries  Angi Ellis  Diana Wheeler
Public Safety Professions Department Chair  Steve Malley
PSP Department Secretary  Anita Garcia
EMS Coordinator  Vacant
Fire Academy Coordinator  Tom Blair
Law Enforcement Academy Coordinator  Don Feare

EDUCATION CENTER AT GRANBURY STAFF
Associate Dean  Dr. David Russell
Department Secretary  Neda Benitez

EDUCATION CENTER AT MINERAL WELLS CAMPUS STAFF
Associate Dean  J.C. Colton
Department Secretary  Karen Wells

WISE COUNTY CAMPUS STAFF
Dean of WCWC  Dr. Daniel O’Meara
Coordinator, Workforce Education  Kristin McLaughlin
Corporate College staff specializes in meeting your training needs by providing support in procuring funding assistance and accommodating business needs with flexible training.

wc.edu/corporatecollege  •  817-598-8871

ACCOUNTING, BOOKKEEPING & QUICKBOOKS

$498 (books included) | 56 hours

Maximum Enrollment: 12 students

This comprehensive program focuses on the key concepts of analyzing and recording business transactions. Students will understand the complete accounting cycle and prepare financial statements, bank reconciliation and payroll from a hands-on perspective. The program will cover accounting fundamentals and then apply those fundamentals to QuickBooks to enable business owners to take control of their business finances. Textbooks included. Approximately a three-month program.

ACNT 1001  BEGINNING BOOKKEEPING
ACNT 1010  COMPUTERIZED ACCOUNTING 1

WEATHERFORD

1/27-4/13  M W  6:00 PM-9:00 PM  TECH 213  $499 (BOOKS INCLUDED)
6/15-8/19  M W  6:00 PM-9:00 PM  TECH 213  $499 (BOOKS INCLUDED)

BUSINESS & PROFESSIONAL

PROFESSIONALISM IN THE WORKPLACE

These customized workshops will motivate and teach attendees to improve personal effectiveness, create habits of success, and increase leadership skills. Employees with the right skills will give any business a competitive advantage.

Be the employee that companies fight to keep by taking personal responsibility for your performance and actions.

• Balance & personal accountability
• Business workshops & seminars
• Conflict management & communication in the workplace
Business/Industry may be eligible for Skills for Small Business Training Grant funding for employee training. Courses can be offered in a flexible format in full day, half day, and evening or weekend classes, with training at your business or ours. Contact Hayden Harbold 817-598-6302 or hharbold@wc.edu to find out how we can provide training for your organization and strengthen your workforce.

COMPUTER SKILLS FOR BUSINESS

Total cost for certificate: $1,088, textbooks included
136 hours
Maximum Enrollment: 12 students
Location: Weatherford

COMPUTER SKILLS FOR BUSINESS CERTIFICATE

Do you need computer skills to get a job? Whether you are new to computers or have used them in the past this program will assist you in increasing your skill set. The program is designed for the novice computer user who wants to learn basic computer skills for today's workplace, and specifically Microsoft Word®, Microsoft Excel®, and Microsoft PowerPoint®. Students will learn components of a typical computer system; build keyboarding skills, create, format, edit and enhance a document, manage files and folders, email basics and how to navigate the web. To enhance the student’s business and office skills, the following topics will be covered: motivation to improve personal effectiveness & create habits of success; attitude & how it impacts your company, customers and colleagues; business etiquette; key elements of good communication; working effectively as a team; personal accountability; customer service; ethics; problem solving techniques to complete tasks; effective work habits, and time management.

- ITSC 1012 Beginning Computers 32 hrs
- POFI 1024 Intro to Microsoft Word® 32 hrs
- ITSW 1022 Intro to Microsoft Excel® 32 hrs
- ITSW 1037 Intro to Microsoft PowerPoint® 24 hrs
- BUSG 1012 Professionalism in the Workplace 16 hrs

WEATHERFORD CAMPUS

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LOGISTICS

Total cost for certificates: $1,100 + textbooks + PPE* (Reference page 12 for PPE list)
Certification exam included, MSSC
CLA: 40 hours | CLT: 40 hours
Maximum Enrollment: 15 students
Location: Weatherford Campus
At this time funding may be available through WIOA/Workforce (Reference page 24)

The Logistics Certificate series prepares students to plan and sequence materials so that business and industry can produce goods and services to meet forecasts and customer demands. Learn the importance of planning and managing inventory, raw materials, purchased components, work-in-progress and finished goods. These programs address the technical competencies of highly skilled, higher-wage, front-line material handlers and distribution workers in all supply chain facilities. The Certified Logistics Associate (CLA) certificate includes 40 hours of classroom and online instruction and is a prerequisite to the 40 hours Certified Logistics Technician (CLT).

Upon successful completion of the first program, students are eligible to sit for the MSSC (Manufacturing Skills Standards Council) Certified Logistics Associate (CLA). Following successful completion of the second program students are eligible to sit for the mid-level Certified Logistics Technician (CLT) certification.

- CLA - WEATHERFORD
  - 9/17-10/3 T R 6:00PM-9:30PM TECH 213 $550
  - 2/04-2/20 T R 6:00PM-9:30PM TECH 213 $550

- CLT - WEATHERFORD
  - 11/5-11/21 T R 6:00PM-9:30PM TECH 213 $550
  - 3/3-3/26 T R 6:00PM-9:30PM TECH 213 $550
HEALTHCARE

VIEW THE HEALTHCARE REQUIREMENT CHART

At this time funding may be available through WIOA/Workforce for certain healthcare courses. (Reference page 24)

CERTIFIED NURSE AIDE (CNA)

Total cost for certificate: $750 + $104.50 exam fee
108 total hours
Maximum Enrollment: 10 students
Location: Weatherford, Granbury & Wise County

Learn knowledge, skills, and abilities essential for entry-level nursing assistants to provide basic care to residents of long-term care and assisted living facilities, patients in hospitals, home health and hospice agencies. Immunizations and additional healthcare requirements needed prior to registration are located on page 11.

Required on state test day: no exceptions
- Signed and non-laminated social security card (copy will not be accepted).
- Signed, not expired driver’s license or other signed photo bearing identification.
- Names must be the same on both documents.

Upon successful completion, graduates will receive a Weatherford College certificate of completion and be approved to take the Texas Nurse Aide Competency Evaluation Exam.

NOTE: Students who are pregnant will need a doctor’s release in order to participate in the program and take the certification exam.

NURA1001  CERTIFIED NURSE AIDE (CNA)

WEATHERFORD

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GRANBURY

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CLINICAL MEDICAL ASSISTANT (CMA)

Total cost for certificate: $2,599 + CCMA exam
300 total hours | 160 hours classroom | 140 hours externship
Maximum Enrollment: 16 students
Location: Weatherford, Granbury & Wise County

Learn to assist physicians and perform functions related to the clinical responsibilities of a medical office. Topics include, among other things, patient exam prep, routine lab procedures, diagnostic testing, and the cardiac life cycle. Overview of phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. Immunizations and additional healthcare requirements needed prior to registration are located on page 11. Externship will be at local healthcare facility to provide students with a comprehensive learning experience. Upon completion, you will be prepared for the CCMA exam offered by the NHA (test voucher not included).

MDCA1000 INTRO TO BASIC MED ASSISTANT
MDCA1009 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS
MDCA1052 MED ASSISTANT LAB PROCEDURES
MDCA1064 MEDICAL ASSISTANT PRACTICUM

WEATHERFORD
10/3-3/12 M R EXTERNSHIP 6 PM-9:30 PM HLSC 206/204 $2,599 + CCMA exam
3/13-3/29

3/23-8/10 M R EXTERNSHIP 6 PM-9:30 PM HLSC 206/204 $2,599 + CCMA exam
8/11-10/27

GRANBURY
10/3-3/12 M R 10 AM-1:30 PM ECGB 205 $2,599 + CCMA exam
3/13-3/29

WISE COUNTY
9/9-1/29 M W EXTERNSHIP 8:30 AM-12:30 PM WCWF 1C $2,599 + CCMA exam
2/3-5/8

3/2-7/8 M W EXTERNSHIP 8:30 AM-12:30 PM WCWF 1C $2,599 + CCMA exam
7/13-10/9

CAREER PATHWAYS
CCMA is a valuable stacked credential for Phlebotomists. It is also a logical next step for CNA’s to further their medical training. If you already have your CCMA or CNA certificate, receive 2 additional points when you apply to the WC-Licensed Vocational Nursing (LVN) Program

CPR
$48 (includes CPR card) | 4 hours
Maximum Enrollment: 8 students
Location: Weatherford & Wise County

CPR - BASIC LIFE SUPPORT (BLS)
The American Heart Association (AHA) BLS instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. Certification is valid for two (2) years. Books available upon request for $13.25.

WEATHERFORD
Call 817-598-8870 for monthly class schedule or go to wc.edu/workforce

WISE COUNTY
CE 414.D15 9/21 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D25 10/19 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D35 11/16 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D16 12/07 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D26 1/18 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D36 2/22 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D17 3/28 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D27 4/18 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D18 6/13 S 8:00 AM-12:00 PM WCWF 1C $48
CE 414.D28 7/18 S 8:00 AM-12:00 PM WCWF 1C $48

WISE COUNTY (WCWC): 940-626-3263 | WORKFORCE EDUCATION-WEATHERFORD COLLEGE | WC.EDU/WORKFORCE
DENTAL ASSISTANT

Total cost for certificate: $2,199 + RDA exam
180 total hours | 100 hours classroom | 80 hours externship
Maximum Enrollment: 16 students
Location: Weatherford & Wise County

The program prepares you for entry level positions in one of the fastest growing health care positions. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization and charting. Also, learn the steps necessary to assist the dentist while providing quality dental care within the community. Overview of tooth charting, restorations, bitewing, bridge implants, pano-graph, and periapical x-ray and the mixing of dental cements. Immunizations and additional healthcare requirements needed prior to registration are located on page 11. Externship will be at local facility to provide students with a comprehensive learning experience. Upon completion, you will be prepared for the RDA exam offered by the TBSDE (voucher not included).

HEALTHCARE

DNTA1037 INTRO TO DENTAL
DNTA1015 CHAIRSIDE ASSISTING
DNTA1003 RDA REVIEW
DNTA1060 EXTERNSHIP

WEATHERFORD

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IV CERTIFICATION

$375 | 32 hours

The program is designed for Licensed Vocational Nurses (LVNs) or Registered Nurses (RNs) who are seeking to obtain post licensure education, as recommended by the Board of Nursing, for IV’s. Topics include venipuncture for blood draws, IV fluid administration and or IV push medications. Also learn client safety in removal of PICC lines and central lines, vein selection, insertion/advancement/retraction of the catheter, legal aspects and more. Upon completion of the course students will receive a certificate of course completion.

WEATHERFORD

PLEASE CALL THE WORKFORCE EDUCATION OFFICE FOR UPCOMING CLASS DATES. 817-598-8870

VIEW THE HEALTHCARE REQUIREMENT CHART

PAGE 11
MEDICATION AIDE

Total cost for certificate: $875, book included + exam
146 hours
Maximum Enrollment: 16 students
Location: Granbury

Learn instruction in preparation and administration of designated medications by nurse aides and non-licensed nursing personnel employed in licensed healthcare agencies including the responsibilities associated with such administration.

The program includes 10 hours of clinical training to be completed by the student in an approved facility outside of regular class time. The clinical facility is to be secured by the student. To be considered for admission, the student must be currently employed as a CNA or non-licensed direct care staff member in certain facilities.

Immunizations and additional healthcare requirements needed prior to registration are located on page 11. Upon successful completion, graduates will receive a Weatherford College certificate of completion and be eligible to sit for the state medication aide exam. The non-refundable exam fee of $25.00 (cashier’s check or money order) made out to the Texas Department of State Health Services is the responsibility of the student and due within 15 days of class start date.

NURA1013 MEDICATION AIDE FOR THE NURSE AIDE
GRANBURY
9/17-12/10 T W R 8:30 AM-12:30 PM ECGB 204 $875 (BOOK INCLUDED)

MEDICATION AIDE UPDATE

$65 | 7 hours
Prerequisite: Current Texas Medication Aide license
Maximum Enrollment: 25 students
Location: Weatherford & Granbury

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. Prerequisite: Students must hold a current Texas Medication Aide license. Must bring Medication Aide Permit and Social Security Card to class.

NURA1041 MEDICATION AIDE UPDATE
WEATHERFORD
10/5, 12/7, 2/1, 4/4, 6/6, 8/1 S 8:30 AM-4:30 PM HLSC 106 $65
GRANBURY
9/7, 11/2, 1/11, 3/7, 5/02, 7/11 S 8:30 AM-4:30 PM ECGB 204 $65

PHARMACY TECHNICIAN

Total cost for certificate with extern: $1,599 + exam
164 total hours | 84 hours classroom | 80 externship
Total cost for certificate without extern: $1,499 + exam
84 total hours
Maximum Enrollment: 16 students
Location: Weatherford, Granbury & Wise County

Prepare to work in a retail or other pharmacy setting by learning pharmacy medical terminology, history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Overview of dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Immunizations and additional healthcare requirements needed prior to registration for externship are located on page 11. If student includes recommended 80 hour externship, they will be placed at local facility to provide a comprehensive learning experience. Upon completion, you will be prepared for the CPhT exam offered by the PTCB (test voucher not included).
PHARMACY TECHNICIAN COURSES (Information on page 9)

PHRA1001  INTRODUCTION TO PHARMACY
PHRA1005  DRUG CLASSIFICATION
PHRA1060  CLINICAL-PT/ASSIST

WEATHERFORD
6/1-8/17    M  9:00 AM-5:00 PM   HLSC 206   $1,599 + exam
8/18-9/29   EXTERNSHIP

GRANBURY
9/10-12/5   T R  6:00 PM-9:30 PM   ECGB 205   $1,599 + exam
12/6-1/17   EXTERNSHIP
2/4-4/30    T R  6:00 PM-9:30 PM   ECGB 205   $1,599 + exam
5/1-6/12    EXTERNSHIP

WISE COUNTY
9/17-12/12  T R  6:00 PM-9:30 PM   WCWF 1C   $1,599 + exam
12/16-2/14  EXTERNSHIP

STATE OF TEXAS IMMUNIZATION POLICY
FOR ALL HEALTHCARE CLINICAL/PRACTICUM/EXTERNSHIP PROGRAMS

To protect your health and the health of patients, the State of Texas has implemented a system of required immunizations for all healthcare students in direct patient contact. The following immunizations must be complete and approved prior to registration in any healthcare clinical/practicum/externship program. Students will be immediately withdrawn with no refund issued if found to have falsified information or if immunizations are not complete.

- **Hepatitis B (series of 3 shots)** – Three dose series must be received before hands on labs or contact with clients/patients in clinicals/externships or a positive Hep B titer.*
  - There is now a three month fast track Hepatitis B, three shot series available. The schedule is as follows: (This only applies to a student who does not have enough time to get the regular 4-6 month series.)
    - 1st shot
    - 2nd shot - 1 month after 1st shot
    - 3rd shot - 2 months after 1st shot (Students may register for any healthcare program requiring immunizations after the first three shots are given.)
    - 4th shot booster - 12 months after 1st shot. If booster is not obtained, the student will lose immunity and be required to start the series over.

- **Measles, Mumps, Rubella (MMR)** – born before 1957 – one dose or positive titer* is required, born in or after 1957 – two doses one month apart or positive titer* required.
  - OR INDIVIDUALLY –
    - MEASLES – born in or after 1957 – two doses one month apart administered since January 1, 1968 or positive titer* is required
    - MUMPS – born in or after 1957 – one dose or positive titer* is required
    - RUBELLA – one dose or positive titer* is required

- **Tetanus/Diphtheria/Pertussis (Tdap)** – one dose within the past 10 years is required. (Pertussis is required, Td will not be accepted).

- **Tuberculin Skin Test (TB)** – negative reading within 12 months of course completion date or chest x-ray is required.

- **Varicella (Chicken Pox)** – two doses unless first dose is prior to age 13, a positive titer*, or documented date of illness may be accepted with Coordinator approval.
  - * A titer refers to the amount of antibodies found in a patient's blood. Antibody titers can indicate immunities to diseases.

Immunization fees are the responsibility of the student. Student must submit acceptable documentation that shows proof of current immunizations and/or titers.

**REQUIRED PRIOR TO CLINICAL**

- Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical/practicum (Instant results and 5-panel not accepted).
  - Drug screen fees are the responsibility of the student.

Students are encouraged to acquire current personal health insurance. It is the responsibility of the student to obtain and purchase health insurance. Weatherford College will not be responsible for any injuries sustained by the student during classroom, laboratory, clinical, or extern site. A possible source of student insurance is www.ejsmith.com program. Students will be immediately withdrawn with no refund issued if found to have falsified information or if immunizations are not complete.
# Requirements for Healthcare Career Classes

## Healthcare Program Immunizations

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Certified Nurse Aide</th>
<th>Clinical Medical Assistant</th>
<th>Dental Assistant</th>
<th>Medication Aide</th>
<th>Pharmacy Tech with Externship</th>
<th>Pharmacy Tech No Externship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B (3 shot series) or positive titer before clinicals/patient contact</td>
<td>Y Y Y Y Y N</td>
<td></td>
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<tr>
<td>Measles, Mumps Rubella (MMR) or separate positive titers</td>
<td>Y Y N Y Y N</td>
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<tr>
<td>Tetanus/Diphtheria/Pertussis (TDAP)</td>
<td>Y Y N Y Y N</td>
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<tr>
<td>Tuberculin Skin Test (TB)</td>
<td>Y Y Y Y Y N</td>
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<tr>
<td>Varicella (Chicken Pox) or positive titer</td>
<td>Y Y N Y Y N</td>
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</table>

## Additional Healthcare Requirements

- **18 Years of Age**: P Y Y Y Y Y
- **High School Diploma, HSE/GED or College Transcript**: N Y Y Y* Y Y
- **Valid Driver’s License or Government Photo ID**: Y Y Y Y Y Y
- **Signed Social Security Card**: Y Y Y Y Y Y
- **Current CPR - Basic Life Support (BLS) Certification**: ** Y Y Y N S N
- **Satisfactory Criminal Background Check** processed by WC ***
  - **Employability Check** processed by WC: Y N N Y N N
  - **Personal Health Insurance**: S S N S N N

**Y** - Documentation is required to register

**Y** - Documentation is required (copy must be notarized)

**N** - No documentation needed

**P** - Parental consent for applicants under 18 & approval by Coordinator

**S** - Suggested but not required

**Current certification in CPR** - Basic Life Support (BLS) 4 hour class (2 year certification) required. Online course not accepted.

**Satisfactory Criminal Background Check (WC is responsible for processing.**
- A criminal background check will be conducted on each applicant prior to registration. Results of this report may prevent a student from being approved to register for a program or from attending clinical/practicum/externship in some areas and from obtaining licensure through the applicable licensing agency. The following histories will disqualify an individual from consideration in some healthcare programs and clinical rotations:
  - Felony convictions
  - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
  - Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
  - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
  - Registered sex offenders
  - Other charges will be reviewed and considered based on specific program requirements and restrictions
TRAIN YOUR WORKFORCE.
POWER YOUR BUSINESS.

FIND OUT IF YOUR BUSINESS QUALIFIES FOR THE SKILLS DEVELOPMENT FUND GRANT.

The Texas Workforce Commission has funding available to train your employees. Call Corporate College at 817-598-8871 for more information.
CAD

Total cost for certificate: $2,975 + books
320 hours | Per course: $595 + book
Skills Required: Basic computer skills
Maximum Enrollment: 12 students
Location: Mineral Wells and Weatherford

The Computer Aided Drafting (CAD) program consists of five courses of instruction covering AutoCAD, Revit, Inventor and SolidWorks software programs. No prior drafting experience required to begin the CAD program. However, students should have basic computer skills. Students may take individual courses in any order; but completion of DFTG-1033 is required before enrollment in DFTG-2040.

- DFTG-1009 Basic Computer Aided Drafting (AutoCAD)
- DFTG-1033 Mechanical Drafting (Inventor)
- DFTG-1045 Parametric Modeling & Design (SolidWorks)
- DFTG-2040 3D Solid Modeling/Design (Inventor)
- DFTG-1017 Intro to Architectural Drafting (Revit)

WEATHERFORD
DFTG-1017.W15 9/13-11/2  F  S  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  TECH 208  $595+BOOK
DFTG-1009.W15 9/9-10/14  M  W  F  3:00 PM-5:30 PM  TECH 208  $595+BOOK
DFTG-1033.W15 10/16-11/20  M  W  F  3:00 PM-5:30 PM  TECH 208  $595+BOOK

MINERAL WELLS
DFTG-1009.M15 9/13-11/2  F  S  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  ECMW 107  $595+BOOK
DFTG-1033.M15 11/8-1/18  F  S  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  ECMW 107  $595+BOOK
DFTG-1045.M16 1/24-3/14  F  S  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  ECMW 107  $595+BOOK
DFTG-2040.M17 3/27-5/23  F  S  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  ECMW 107  $595+BOOK
DFTG-1017.M18 5/26-7/16  T  R  F: 6:00 PM-9:00 PM/S: 8:00 AM-1:00 PM  ECMW 107  $595+BOOK

CNC

Total cost for certificate: $3,164 + books + supplies
Level I: 48 hours | Level 2 & 3: 128 hours (per level)
Maximum Enrollment: 8 students
Location: Weatherford
At this time funding may be available through WIOA/Workforce (Reference page 24)

The Machining – (CNC) program consists of five courses divided into three levels of instruction. Level 1 is 48 hours and Levels 2 and 3 are each 128 hours. The 304 hour certificate program prepares students for manual and Computer Numerical Control (CNC) machining careers.

LEVEL 1 - 48 HRS
- MCHN-1020 Precision Tools and Measurement

LEVEL 2 - 128 HRS
- MCHN-1038 Basic Machine Shop 1
- MCHN-2003 Fundamentals of Computer Numerical Control

LEVEL 3 - 128 HRS
- MCHN-2034 Operation of CNC Machining Centers
- MCHN-2035 Advanced CNC Machining

WEATHERFORD CAMPUS
MCHN-1020.W15 10/15-11/21  T  R  6:00 PM-10:00 PM  AGRI CLASS  $500+BOOK+PPE*
MCHN-2003.W16 12/3-4/9  T  R  8:00 PM-10:00 PM  AGRI CLASS  $1,332+BOOK+PPE*
MCHN-1038.W16 12/3-4/9  T  R  6:00 PM-8:00 PM  --  --
MCHN-2035.W17 4/14-7/30  T  R  8:00 PM-10:00 PM  AGRI CLASS  $1,332+BOOK+PPE*
MCHN-2034.W17 4/14-7/30  T  R  6:00 PM-8:00 PM  --  --

Contact Jerry Barrow at 817-598-8933 for more information
CONSTRUCTION

$336 | 48 hours
Maximum Enrollment: 8 students
Location: Mineral Wells

Construction is a stand-alone course in framing of residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

MINERAL WELLS
CNBT-1050.M15 10/5-11/9 S 8:00 AM-5:00PM $336
CNBT-1050.M17 4/18-5/23 S 8:00 AM-5:00 PM $336

HVAC
Total cost for certificate: $4,400 + books (Certification exams included)
480 hours
Maximum Enrollment: 12 students
Location: Mineral Wells

At this time funding may be available through WIOA/Workforce (Reference page 24)

The HVAC (Heating, Ventilation & Air Conditioning) program consists of ten courses divided into two certificates:

BASIC HVAC TECHNICIAN CERTIFICATE
256 hours of instruction.

LEVEL 1 - 128 HRS
• BUSG-1012 Professionalism in the Workplace
• HART-1001 Basic Electricity for HVAC
• HART-1003 Air Conditioning Control Principles

LEVEL 2 - 128 HRS
• HART-1007 Refrigeration Principles
• HART-1056 EPA Recovery Certification Preparation
• BMGT-1020 Leadership Skills for Supervisors/Managers

ADVANCED HVAC TECH. CERTIFICATE
224 hours beyond the Basic HVAC certificate.

LEVEL 1 - 112 HRS
• HART-2038 Air Conditioning Installation and Startup
• HART-2045 Residential AC System Design

LEVEL 2 - 112 HRS
• HART-1045 Gas and Electric Heating
• HART-2049 Heat Pumps

Successful completions of the 480 hour program receive TDLR and EPA certifications. Certification exams are included. Driver’s License required.

MINERAL WELLS
BASIC HVAC TECHNICIAN CERTIFICATE 10/22-6/25 T R 6:00 PM-10:00 PM ECMW HVAC $2,350+BOOK
ADVANCED HVAC TECHNICIAN CERTIFICATE 6/30-1/30 T R 6:00 PM-10:00 PM ECMW HVAC $2,050

Notice: Certain criminal history may prevent you from obtaining an Air Conditioning & Refrigeration Contractor License. More information at Texas Department of Licensing and Regulation (TDLR) website: http://www.license.state.tx.us/acr/acr.htm

INTRODUCTION to HVAC CERTIFICATE
Weatherford College offers a 128 hour Introduction to HVAC certificate to prepare students for entry level skills needed to become an HVAC technician. This stand-alone short course covers the essentials of HVAC, EPA certification preparation and the cost of the exam. This course completes in 16 weeks. Total tuition cost is $1,174. Students must have book and workbook on 1st night of class.

HART-1038 AIR CONDITIONING 1
HART-1005 AIR CONDITIONING 2

WISE COUNTY
FALL 9/9-1/15 M W 5:30 PM-9:30 PM $1,174+BOOK
SPRING 1/27-5/20 M W 5:30 PM-9:30 PM $1,174+BOOK
SUMMER 6/1-9/21 M W 5:30 PM-9:30 PM $1,174+BOOK
IMAT

Total cost for certificate: $6,527 + books + supplies (includes 8 national certificates)

608 hours classroom/labs | 144 hour internship | 752 total hours

Level I: 208 hours | Level 2: 192 hours

Maximum Enrollment: 14 students

Location: Weatherford

At this time funding may be available through WIOA/Workforce (Reference page 24)

INDUSTRIAL MAINTENANCE and AUTOMATION TECHNICIAN CERTIFICATES

The Industrial Maintenance (IMAT) program consists of twelve courses totaling 608 hours of classroom/lab instruction and 144 hour internship. Total cost for the 3 certificate, 752 hour program is $6,527 plus the cost of textbooks, supplies and includes the following eight national certifications: NSC-First Aid/CPR/AED Certification, OSHA10 certification, NIMS-Duty Area 3,4 & 8 certifications, MSSC-Production Technician & Production Technician Plus certifications

LEVEL 1 CERTIFICATE - 208 HRS | $2,020
OSHA10 certification NSC-First Aid/CPR/AED Certification
- CETT-1009 DC/AC Circuits
- CETT-1025 Digital Fundamentals
- ELMT-1001 Programmable Logic Controllers
- OSH-1001 Introduction To Safety And Health

LEVEL 2 CERTIFICATE - 192 HRS | $1,992
MSSC-Production Technician Certification
- NIMS-Duty Area 4 & 8 Certifications
- INMT-1017 Industrial Automation
- ELMT-1005 Basic Fluid Power
- PHTC-1091 Fundamentals of Thermography
- WLDG-1000 Introduction to Welding

ADVANCED CERTIFICATE - 352 HRS | $2,515
MSSC-Production Technician Plus Certification
- NIMS-Duty Area 3 Certification
- EMT-2039 Advanced Programmable Logic Cont.
- INT-1041 Principles of Automatic Control
- DFTG-1009 Basic Computer Aided Drafting
- DEMR-2035 Advanced Hydraulics
- INMT-2088 Internship-Manufacturing Technology

WEATHERFORD

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Days</th>
<th>Duration</th>
<th>Location</th>
<th>Time</th>
<th>Cost</th>
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<td>T R</td>
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<td>TECH 208</td>
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<td>$320+BOOK</td>
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<td>M-F</td>
<td>480 hours</td>
<td>TECH 208</td>
<td>6:00 PM-10:00 PM</td>
<td>$480</td>
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</table>

LOGISTICS

Refer to page 5 (Accounting & Business section)

SAFETY

$110 | 8 hours

Maximum Enrollment: 10 students

Location: Weatherford

First Aid/CPR/AED is a stand-alone course in safety awareness and emergency action training. National Safety Council certification cards in First Aid and in CPR awarded to successful completer(s).

WEATHERFORD

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
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<td>3/28</td>
<td>S</td>
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<td>TECH 208</td>
<td>$110</td>
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</tbody>
</table>

Contact Jerry Barrow at 817-598-8933 for more information
WELDING

BASIC WELDING CERTIFICATE (ACADEMY)
Total cost for certificate: $3,864 + book + tools + PPE*
336 hours
Maximum Enrollment: 16 students
Location: Mineral Wells
At this time funding may be available through WIOA/Workforce (Reference page 24)

The Basic Welding Academy is a full-time day program. The Academy classes are held 8 a.m. to 5 p.m. four days a week. The Welding Academy consists of seven courses. (Mineral Wells campus only)

- WLDG-1000 Intro to Welding
- WLDG-1002 Fundamentals of GMAW
- WLDG-1007 Welding Multi-Processes
- WLDG-1004 Oxy-Fuel Welding & Cutting
- WLDG-1006 Fundamentals of Gtaw
- WLDG-1027 Welding Codes & Standards
- WLDG-1017 Introduction to Layout & Fabrication

BASIC PIPEFITTER CERTIFICATE (ACADEMY)
Total cost for certificate: $3,456 + book + tools + PPE*
288 hours
Maximum Enrollment: 16 students
Location: Mineral Wells
At this time funding may be available through WIOA/Workforce (Reference page 24)

The Basic Pipefitting Academy is a full-time day program. The Academy classes are held 8 a.m. to 5 p.m. four days a week. The Pipefitter Academy consists of four courses.

LEVEL 1 - 128 HRS
- PFPB-1001 Basic Pipefitting, Installation, & Rigging
- WLDG-1035 Intro to Pipe Welding

LEVEL 2 - 128 HRS
- PFPB-2007 Fabrication & Installation I
- PFPB-2041 Fabrication & Installation II

MINERAL WELLS
FALL WELDING ACADEMY 9/9-11/19 MTWR 8:00 AM-5:00 PM ECMW WLD $3,864+BOOK, PPE*
WIN PIPEFITTER ACADEMY 1/6-3/9 MTWR 8:00 AM-5:00 PM ECMW WLD $3,456+BOOK, PPE*
SPR WELDING ACADEMY 3/23-6/3 MTWR 8:00 AM-5:00 PM ECMW WLD $3,864+BOOK, PPE*
SUM PIPEFITTER ACADEMY 6/15-8/13 MTWR 8:00 AM-5:00 PM ECMW WLD $3,456+BOOK, PPE*

Contact Jerry Barrow at 817-598-8933 for more information

PPE* & SUPPLY LIST
*Appropriate Personal Protective Equipment (PPE) required

- Safety glasses
- Leather welding gloves
- Welding helmet (auto-tint with adj.
  Shade range 4/9-13 preferred)
- Leather boots
- Heavy material pants
- Long sleeve shirt
- Long sleeve jacket
- Respirator with niosh approved ov/p100 filter

Equipment required
- 4" Or 4-1/2" hand-held angle grinder
- Chipping hammer
- Welding pliers
MAINTENANCE WELDING (WEEKEND)
Total cost for certificate: $290 + steel + PPE*
32 hours
Maximum Enrollment: 10 students
Location: Mineral Wells & Wise County
At this time funding may be available through WIOA/Workforce (Reference page 24)

Maintenance Welding is a stand-alone course designed to benefit those wishing to develop welding skills as a hobby or to do home/ranch maintenance, etc. (Maintenance Welding is not part of the certificate program, listed below.) The course is 32 hours total and held on Saturdays. Each class session is four hours in length. Saturday morning or afternoon schedules are available. Students must supply their steel and PPE. Students are encouraged to work on a project but it is not required.

MINERAL WELLS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Monday Session Time</th>
<th>Tuesday Session Time</th>
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<td>1:00 PM-5:00 PM</td>
<td>ECMW WLD</td>
<td>$290+PPE*</td>
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</tbody>
</table>

BASIC WELDING CERTIFICATE (NIGHT PROGRAM)
Total cost for certificate: $552 + book + tools + PPE* (per class)
336 hours | 48 hours per class
Maximum Enrollment: 9 students
Location: Weatherford & Wise County
At this time funding may be available through WIOA/Workforce (Reference page 24)

Complete the Basic Welding Program part time at night. Students must complete all seven courses to receive certificate.

- WLDG-1000 Intro to Welding
- WLDG-1002 Fundamentals of GMAW
- WLDG-1007 Welding Multi-Proceses
- WLDG-1004 Oxy-fuel Welding & Cutting
- WLDG-1006 Fundamentals of GTAW
- WLDG-1027 Welding Codes & Standards
- WLDG-1017 Introduction to Layout & Fabrication
- WLDG-1004 Oxy-fuel Welding & Cutting

WELDING COURSE INFORMATION:
Courses may be taken in any order after the Intro to Welding is completed, or with instructor and coordinator approval.

WEATHERFORD AG SHOP – MONDAY/WEDNESDAY COURSES
WLDG 1004.W15 OXY-FUEL WELDING & CUTTING 9/23-11/13 M W 6:00 PM-9:00 PM $552+BOOK, PPE* | WLDG 1002.W15 FUNDAMENTALS OF GMAW 11/18-2/3 M W 6:00 PM-9:00 PM $552 |
WLDG 1017.W16 LAYOUT & FABRICATION 2/5-4/6 M W 6:00 PM-9:00 PM $552 |
WLDG 1027.W17 WELDING CODES & STANDARDS 4/8-6/3 M W 6:00 PM-9:00 PM $552 |
WLDG 1007.W18 WELDING MULTI-PROCESSES 6/8-7/29 M W 6:00 PM-9:00 PM $552 |
WLDG 1006.W18 FUNDAMENTALS OF GTAW 8/3-9/28 M W 6:00 PM-9:00 PM $552 |

WEATHERFORD AG SHOP – TUESDAY/THURSDAY COURSES
WLDG 1000.W17 INTRO TO WELDING 4/7-5/9 T R 6:00 PM-9:00 PM $552 |
WLDG 1002.W18 FUNDAMENTALS OF GMAW 6/2-7/23 T R 6:00 PM-9:00 PM $552 |
WLDG 1004.W18 OXY-FUEL WELDING & CUTTING 7/28-9/10 T R 6:00 PM-9:00 PM $552 |

WISE COUNTY WELDING SHOP – MONDAY/WEDNESDAY COURSES
WLDG 1000.D15 INTRO TO WELDING 8/21-10/16 S 8:00 AM-12:00 PM $552+BOOK, PPE* |
WLDG 1002.D15 FUNDAMENTALS OF GMAW 10/21-12/18 M W 6:00 PM-9:00 PM $552+BOOK, PPE* |
WLDG 1007.D16 WELDING MULTI-PROCESSES 1/6-3/2 M W 6:00 PM-9:00 PM $552 |
WLDG 1004.D17 OXY-FUEL WELDING & CUTTING 3/4-5/4 M W 6:00 PM-9:00 PM $552 |
WLDG 1006.D17 FUNDAMENTALS OF GTAW 5/6-7/1 M W 6:00 PM-9:00 PM $552 |
WLDG 1006.D18 WELDING CODES & STANDARDS 7/6-8/26 M W 6:00 PM-9:00 PM $552 |

WISE COUNTY WELDING SHOP – TUESDAY/THURSDAY COURSES
WLDG1004.D15 OXY-FUEL WELDING & CUTTING 8/29-10/22 T R 6:00 PM-9:00 PM $552+BOOK, PPE* |
WLDG 1006.D15 FUNDAMENTALS OF GMAW 10/24-1/7 T R 6:00 PM-9:00 PM $552 |
WLDG 1007.D16 WELDING CODES & STANDARDS 1/9-3/3 T R 6:00 PM-9:00 PM $552 |
WLDG 1017.D17 LAYOUT & FABRICATION 3/5-5/5 T R 6:00 PM-9:00 PM $552 |
WLDG 1000.D17 INTRO TO WELDING 5/7-6/30 T R 6:00 PM-9:00 PM $552 |
WLDG 1002.D18 FUNDAMENTALS OF GTAW 7/2-8/25 T R 6:00 PM-9:00 PM $552
ONLINE PROGRAMS

CAREER TRAINING PROGRAMS

ED2GO CAREER TRAINING PROGRAMS
These courses are not eligible for WEG funding.

Register now for our online career-training certificate programs provided by Ed2Go – leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certifications exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards.

Many more online non-credit career and workforce training programs open for immediate enrollment! To register, visit http://careertraining.ed2go.com/wc or call 817-598-8870.

Courses included but not limited to:
• Chartered Tax Professional
• Project Management
• Systems Security Certified Practitioner (SSCP) Training
• Medical Coding & Billing
• Residential Interior Designer
• Technical Writer

For complete course listing and to register, visit http://careertraining.ed2go.com/wc or call 817-598-8870.

EDUCATION TO GO (ED2GO) COURSES
These courses are not eligible for WEG funding.

All instructor-facilitated online courses run for six weeks (with a 10 day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. With more than 250 online courses you can complete any of the courses entirely from your home or office.

Get started:
1.) Visit our online instruction center at www.ed2go.com/wc to review our entire catalog.
2.) Click the Courses link; choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for the course. Here you will choose a user name and password that will grant you access to the classroom.
3.) When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the user name and password you selected during enrollment.

Start dates:
- 2020: Jan 15, Feb 12, Mar 18, Apr 15, May 13, Jun 17, Jul 15

Fee: Most of these courses start at $99.

Courses included but not limited to:
• Resume writing workshop
• Beginning writer's workshop
• Creating mobile apps with html5
• Event planning and design
• Introduction to windows 10
• Spanish

For complete course listing and to register, visit www.ed2go.com/wc or call 817-598-8870.

360 TRAINING COURSES
Register now for our online career-training certificate programs with over 6,000 courses to choose from. You can complete any of the courses entirely from your home or office.

Courses included but not limited but not limited to:
• Business skills
• Career training
• Environmental health and safety
• Financial services education
• Food and beverage
• Healthcare education
• Industrial skills
• Real estate education

For complete course listing and to register, visit www.360training.com/weatherford or call 817-598-8870.
Weatherford College, in partnership with the Center for Legal Studies programs, is offering a wide variety of legal programs online.

**Programs available (but not limited to):**
- Advanced Legal Research & Writing $729+BOOKS
- Employment Law $729+BOOKS (SHRM Preferred Provider)
- Legal Investigator $729+BOOKS
- Legal Nurse Consultant $895+BOOKS
- Software Essentials for the Law Office $729+BOOKS

**Start Dates:**
- 2019 – July 1, August 26, October 21
- 2020 – January 13, March 9, May 4

New online classes start every 8 weeks.

**For complete course listing and to register:**
2. Choose the course title you are interested in and click. Every course lists syllabus, required books, fees and schedules. Follow the instructions to enroll and pay for the course.
3. Other questions call 1-800-522-7737.

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**PARALEGAL ONLINE**

**Paralegal - $1,395 + books | Advanced Paralegal - $2,100* + books**

Weatherford College in partnership with the Center for Legal Studies programs is offering Paralegal and Advanced Paralegal programs online.

Paralegal is one of the fastest growing careers in the country. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills.

Students have 14 weeks to complete both Paralegal I (7 weeks) and Paralegal II (7weeks) to be awarded Paralegal Certificate. *Advanced Paralegal requires successful completion of Paralegal Certificate, additionally 6 of 15 legal topics must be completed within a 12-month period at $350 per topic.

**Start dates:**
- 2019 – July 1, August 26, October 21
- 2020 – January 13, March 9, May 4

New online classes start every 8 weeks.

**Other courses available but not limited to:**
- Legal nurse consultant $895 + BOOKS
- Legal secretary $729 + BOOKS
- Software essentials for the law office $729 + BOOKS
- Legal investigator $729 + BOOKS
- Employment law $729 + BOOKS
- Victim advocacy $729 + BOOKS (NOVA approved)
- Advanced paralegal* $2,100 + BOOKS

*6 topics required ($350 each) to earn Advanced Paralegal Certificate

For complete course listing and to register:
2. Choose the course title you are interested in and click. Every course lists syllabus, required textbooks, fees and schedules. Follow the instructions to enroll and pay for the course.
3. Other questions call 1-800-522-7737.
PUBLIC SAFETY PROFESSIONS

EMSP

EMERGENCY MEDICAL SERVICE PROFESSIONS (EMSP) CEU’S
Contact Program Coordinator, EMSP Academy at 817-598-6234 to set up EMS classes for Continuing Education Units (CEU’s).
There are several topics and classes to choose from which will fulfill required CEU’s, for: EMT, EMT Intermediate, EMT Paramedic.

FIREFIGHTERS

Fire Academy, both face-to-face and online Continuing Education courses, and TCFP certification courses are offered on a regular basis on the main campus and off-site.

Contact Public Safety Profession at 817-598-6347 for more information.

LAW ENFORCEMENT ACADEMY

The Law Enforcement Academy (LEA) Basic Peace Officer Course is designed to prepare cadets for a career as a professional peace officer. Successful completion of the LEA equips cadets with the essential skills and knowledge for certification as a Basic Peace Officer by the Texas Commission on Law Enforcement (TCOLE), and allows those cadets to take the state exam administered by TCOLE. Cadets can also earn up to 21* hours of college credit. Sponsorship by a law enforcement agency is not required for admission into the Academy. While the program may not guarantee a job, LEA graduates have increased marketability for positions with public safety agencies as certified law enforcement personnel. The LEA offers two full-time 5-month academies and one part-time 8-month academy a year. LEA instruction includes academic topics such as law, criminal and police procedure, and also technical topics such as firearms, mechanics of arrest, tactics, and emergency driving. The LEA is designed to function similar to a law enforcement agency. Cadets are required to wear uniforms and maintain grooming standards, and are divided into shifts with cadet officers appointed to serve within the chain of command. In addition to teamwork and camaraderie, cadets must learn to embrace the ethical and professional behavior expected of modern law enforcement officers both on and off duty, and will be held to a high standard of conduct during the Academy. The Basic Peace Officer Course is eligible for the Workforce Education Grant (WEG), VA, and Hazelwood (Texas Vets) assistance for qualified applicants. Applicants interested in the LEA must contact the Academy office a minimum of 2 months prior to the beginning of class to obtain entrance requirements. LEA applicants must pass a criminal background check, physical exam, psychological exam, and drug screen. Please call (817)598-6347 or email wcpspinfo@wc.edu for an Academy application or for more information.

*The CJLE courses are vocational or technical in nature and will not automatically be accepted by another college or university. These courses must be approved by the appropriate academic departments and resubmitted for articulation to Enrollment Management. Students with a significant number of hours in a technical field, and who wish to use those hours toward a degree, should consider the Bachelor of Applied Arts and Sciences, Bachelor of Science Applied Science, or similar degree.

WEATHERFORD

7/29-12/13  M-F  7:00 AM-5:00 PM  $1800
Deadline: June 28, 2019, Paperwork cannot be dated before January 30, 2019

REGISTER EARLY
COMMUNITY EDUCATION

ALCOHOL EDUCATION

ADULT ALCOHOL COUNSELING CLASS
Court required six-hour adult alcohol counseling class, which meets the occupation license alcohol-counseling requirement for individuals whose license has been suspended under Chapter 524 or 724 of the Transportation Code. Topics to include: physiological effects of alcohol, drinking patterns, signs of alcoholism, and resource/strategies for reduced alcohol consumption. Maximum enrollment - 17 students. Students must attend all sessions of scheduled class. 2 classes/6 hours

WEATHERFORD
CE 455.W15 11/13-11/14 W R 5:00 PM-8:00 PM ACAD 129 $75
CE 455.W17 4/22-4/23 W R 5:00 PM-8:00 PM ACAD 129 $75
CE 455.W18 8/26-8/27 W R 5:00 PM-8:00 PM ACAD 129 $75

TEXAS ALCOHOL EDUCATION PROGRAM FOR MINORS (ALCOHOL AWARENESS)
Court and State required six-hour alcohol education class for individuals who have been ticketed for under-age alcohol violations. Topics to include social values, advertising, alcohol and young people, alcohol and accidents, laws related to minor in possession of alcohol, youth and drinking patterns, and decision-making. This class is certified by the Texas Department of Licensing and Regulation (TDLR) and satisfies the State of Texas criteria for minors who are court mandated to complete such a class. Maximum enrollment - 17 students. A parent/guardian consent form must be signed for students under 18 years of age. Students MUST attend all sessions of scheduled class. 2 classes/6 hours

WEATHERFORD
CE 179.W15 10/23-10/24 W R 5:00 PM-8:00 PM ACAD 129 $75
CE 179.W16 2/19-2/20 W R 5:00 PM-8:00 PM ACAD 129 $75
CE 179.W17 5/27-5/28 W R 5:30 PM-8:30 PM ACAD 129 $75

ENGLISH AS SECOND LANGUAGE (ESL)
ESL classes are offered free of charge to qualified participants through Weatherford ISD Community Services at 817-598-2806.

HIGH SCHOOL EQUIVALENCY PREPARATION (HSE)
Weatherford College and Weatherford ISD (WISD) are in a cooperative agreement to offer a High School Equivalency (HSE) preparation course for individuals wanting help in preparing to take the HSE test. This program was formally known as GED. In addition, HSE participants who meet additional eligibility requirements may participate in the Career Pathway Program, which allows students to pursue WC career certifications while concurrently working toward obtaining their HSE. The following WC programs are currently approved: Certified Nurse Aide and Industrial Maintenance. (Program approvals subject to change.)

For more information, contact the WISD Community Services Office at 817-598-2806 - 900 N Elm Street, Weatherford, TX 76049.

WEATHERFORD, MINERAL WELLS & WISE COUNTY
CE 315 Call 817-598-2806 for dates and times

NEED FINANCIAL ASSISTANCE?
WC.EDU/WORKFORCE

MORE INFO ON PAGE 24
PHOTOGRAPHY

INTRODUCTION TO PHOTOGRAPHY
Get the most out of your camera! Improve your pictures by learning technical and artistic skills of basic photography while critiquing photos in a friendly and collaborative environment. Learn camera functions/settings, equipment, composition, printing, and exposures. Bring your digital SLR camera, lenses, flash, and flash drive. 24 hours

WISE COUNTY
PHTC1004.D15 9/10-10/17 T R 6:00 PM-8:00 PM WCWF 2C $150
PHTC1004.D16 1/7-2/13 T R 6:00 PM-8:00 PM WCWF 2C $150

FUNDAMENTALS OF PHOTOGRAPHY
Instruction in camera operation and image production while exploring the use of the camera for photographing in various lighting situations. Demonstrate proper use of supplemental lighting and manipulate camera controls for specific outcomes. Prerequisite: PHTC1004 Introduction to Photography course. 48 hours

WISE COUNTY
PHTC1011.D16 2/18-5/14 T R 6:00 PM-8:00 PM WCWF 2C $250

RETIREMENT PLANNING

RETIREMENT PLANNING 101
Learn about the many ways to save for retirement as well as the advantages and disadvantages of each. You will discover how to save money on taxes, manage investment risks and protect your assets from potential long term health care expenses. Assess and transfer the risk of potential losses during retirement. This course will show you how to assess your financial situation and develop a personalized plan to achieve your retirement goals or develop a clear financial plan for the remainder of your retirement. The course includes a 230-page textbook with examples, illustrations, and worksheets. 1 classes/3 hours

WEATHERFORD
CE 122.W15 10/3 R 6:30 PM-9:30 PM TECH 201 $49
CE 122.W25 10/10 R 6:30 PM-9:30 PM TECH 201 $49

SOCIAL SECURITY OPTIMIZATION
Learn how to get the most money out of your social security benefits. This course will discuss the best age to start collecting social security benefits, how government pensions and continuing to work in retirement will affect your benefits, and how to minimize taxation of social security benefits. The course includes textbook “Social Security Strategies”. 1 class/3 hours

WEATHERFORD
CE 460.W15 10/18 F 1:00 PM-4:00 PM TECH 201 $49
CE 460.W25 10/24 R 6:30 PM-9:30 PM TECH 201 $49

WILLS, TRUSTS & ESTATE PLANNING
This course provides tools needed to make key decisions about your estate. Learn the benefits of having an estate plan, the differences between wills and trusts, how to avoid probate and its associated costs, minimize taxes, plan for incapacity, and identify strategies to protect your assets from creditors and the government. 1 class/3 hours

WEATHERFORD
CE 028.W15 9/20 F 1:00 PM-4:00 PM TECH 201 $49
CE 028.W25 9/26 R 6:30 PM-9:30 PM TECH 201 $49

ARE YOU AN EMPLOYEE OF A SMALL BUSINESS?
Skills for Small Business Training Grants are available at Weatherford College for small business employees.
- Up to $900 in training for current employees
- Up to $1,800 in training for new employees
- Most classes in this schedule will qualify!

Check out the Texas Workforce Commission Skills Development Training Grants website at t wc.texas.gov/partners/skills-development-fund-training-providers-workforce-development-partners
To determine if your business will qualify, call 817-598-8933 or 817-598-6302!
TRUCK DRIVING ACADEMY

Total cost for certificate: $4,400 (includes C.D.L. Learners Permit, the C.D.L. testing fee, Department of Transportation (D.O.T.) physical examination, textbooks, and supplies)

200 hours
Maximum Enrollment: 12 students
Location: Mineral Wells
At this time funding may be available through WIOA/Workforce (Reference page 24)

This five-week course provides instruction and all the necessary skills to prepare you for the Class-A Commercial Driver’s License (C.D.L.) Exam. Students will have an understanding of the basic concepts and requirements of the Federal Motor Carrier Safety Regulations, pre-trip inspection and much more. Students will learn to maneuver large trucks through multiple scenarios and gain confidence in their ability behind the wheel. Upon successful completion of the program, students take the Class A Commercial Driver’s License exam on site with the Department of Public Safety (DPS) mobile testing center.

TRUCK DRIVING PROGRAM REQUIREMENTS:

To qualify for employment as a career driver, you must:
- Be 21 years of age and obtain a Federal Commercial Driver’s License for interstate driving.
- Pass a Department of Transportation physical examination/drug screening.
- Have a valid driver’s license with a good driving record.
- Have the ability to read, write and speak the English language.

MINERAL WELLS

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<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
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<th>End Time</th>
<th>Location</th>
<th>Instructor</th>
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CUSTOMIZED AND REFRESHER COURSES ALSO OFFERED!

Contact Terry Pilgrim, tpilgrim@wc.edu or at 817-598-8858, 817-598-8859 for additional information and dates.
**Workforce Education Grant (WEG)**
This funding is available based on an applicant’s eligibility and documentation of financial need. Occupationally related courses are eligible for WEG funding until funds are depleted.

**Weatherford College Foundation Scholarship for Workforce Education**
Through the generosity of community leaders and others this scholarship funding is based on career plans, impact on life, and financial need. Occupationally related courses are eligible for this scholarship until funds are depleted.

**WEG and scholarship completed packets for 2019-2020 will be accepted beginning June 3, 2019**

**Veterans**
Persons who have served in the U.S. Military may qualify for assistance in some programs. Contact the Veterans Office at 817-598-6243 or 817-598-6248 for details.

**Senior Citizens**
Persons the age of 65 or older may qualify for a discounted price for certain classes when space is available. The discounted price does not apply to all classes. If a senior citizen prefers to ensure a seat in a class, they have the opportunity to pay tuition and fees or they can wait for the next available opening. Discounts are NOT available to repeat a class. Contact our office at 817-598-8870 to determine eligible classes. A copy of your driver’s license MUST accompany the registration form.

Program approval is subject to change without notice.

**WIOA/Workforce Program**
Some certificate programs are certified through the Workforce Innovation and Opportunity Act (WIOA) at the North Central Texas Workforce. Please contact the North Central Texas Workforce office at 817-594-0049 to determine if you qualify for paid job training. Weatherford College Certificate Programs approved at this time:

- **Workforce Solutions of North Central Texas**
  Phone Number: 817-594-0049
  - Clinical Medical Assistant
  - Dental Assistant
  - Heating, Ventilation & Air Conditioning (HVAC)
  - Industrial Maintenance
  - Logistics
  - Machining – Manual and CNC
  - Pharmacy Technician
  - Pipe Fitter Academy
  - Truck Driving Academy

- **Workforce Solutions of Tarrant County**
  Phone Number: 817-413-4000
  - Certified Nurse Aide
  - Dental Assistant
  - Welding

- **Workforce Solutions of North Texas**
  Phone Number: 940-322-1801
  - Certified Nurse Aide
  - Clinical Medical Assistant
  - Dental Assistant
  - Heating, Ventilation & Air Conditioning (HVAC)
  - Industrial Maintenance

**Program approval is subject to change without notice.**

**NEED FINANCIAL ASSISTANCE?**
For information or to obtain the financial aid application, call 817-598-8870 or visit www.wc.edu/workforce by selecting Financial Aid.

**HOW DO I REGISTER?**
- Obtain registration packet and forms at wc.edu/workforce or any Workforce education office
- Complete all requirements in packet. For classes without prerequisites or requirements you may register in person, by mail, or secure fax.
- Explore financial aid & scholarship opportunities (see below)
- Turn in completed packet beginning June 3 to any Workforce education office
  Refer to list on page 2
- You will be notified within 10 business days upon receipt of packet as approved for registration or of incomplete packet
- Upon approval, you will be registered
- Pay tuition and parking fees two weeks prior to start of class
  We accept cash, checks, money orders, American Express, Discover, MasterCard, Visa and debit cards

**INFORMATION**
FREQUENTLY ASKED QUESTIONS

WHAT IF MY CLASS IS CANCELLED?
At times, classes may be cancelled due to low enrollment. Every effort is made to notify all registered students at the phone number(s) listed on the registration form. A full refund is processed unless you decide to transfer to another course or section.

HOW DO I KNOW IF CLASSES ARE CANCELLED BECAUSE OF INCLEMENT WEATHER?
If severe weather causes the College to delay opening for classes and/or scheduled events or close entirely, information will be relayed to students and staff as soon as possible through the Coyote Alert System, as well as posted on our Web site, (www.wc.edu), and recorded at our main switchboard number, 817-594-5471.

Additionally, information will be announced on local radio station KYQX 89.5 FM and on area media: KXAS, Channel 5 TV; KJSA 1140 AM (Mineral Wells); KTFW 92.1FM/1460 AM; WBAP 820; KDFW, Channel 4; WFAA, Channel 8, and KTVT, Channel 11.

WHAT IF I MUST DROP A CLASS?
Cancellations must be received at least one business day prior to the first day of class in order to receive a 100% course refund. No refunds or transfers will be made on or after the first class day.

WHAT IS THE REFUND POLICY?
If a student withdraws before the first day of class or if the class is cancelled, a refund is mailed from the college business office. A refund generally takes four weeks to be processed. No refunds will be made on or after the day the class begins.

DO I NEED A STUDENT ID?
A WC Student ID will allow you to access campus resources and services.

WILL I HAVE ACCESS TO THE WC SPEAKER JIM WRIGHT LIBRARY WHILE ENROLLED IN CLASSES?
Workforce Education students may access the library. Some services will require a student ID.

WHERE DO I BUY MY BOOKS AND SUPPLIES?
New and used books may be purchased at the Weatherford College Bookstore located in the Doss Student Center. The bookstore is open Monday through Thursday 7:45 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. Summer hours are Monday through Thursday 7:45 a.m. – 5:30 p.m. and closed Fridays. If the class does not make, full refunds will be given only for books, diskettes and CD ROMs if unused, unmarked and accompanied by the receipt. The bookstore number is 817-598-6286.

WILL I RECEIVE A GRADE FOR COMPLETION OF A WORKFORCE EDUCATION COURSE?
Yes, you will receive a grade of Satisfactory (S) or Unsatisfactory (U) based on course work and at least 80% participation in the course.

WILL I EARN CEUs FOR WORK-RELATED TRAINING?
Yes, most work-related training is measured in Continuing Education Units (CEUs). Nationally recognized, one CEU represents 10 class hours of participation. A CEU certificate will be given to students who successfully meet the course completion requirements.

A Workforce Education transcript may be requested from the Student Services Office (STSV) at no charge. The request must include your name, social security number, and/or student ID number. In order for Continuing Education courses to appear on your transcript, you must request a combined transcript.

Workforce Education has established an “Articulation Agreement” in order to convert CEUs to semester credit hours for certain courses taught by SAC's credentialed instructors under the specific conditions of the agreement. Completion of the Articulation Agreement enables the student to apply hours earned toward a credit certificate or degree. Transference does not impact the student's grade point average.

WHO DO I NOTIFY REGARDING SPECIAL SERVICES AND STUDENT ACCOMMODATIONS?
Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office of Disabilities located in the Student Services Offices (817-598-6350) to request reasonable classroom accommodations.

MAY I ENROLL IN A WORKFORCE EDUCATION CLASS IF I AM UNDER THE AGE OF 18?
If you are under 18 years of age, a Workforce Education administrator and the course instructor must approve any waiver of age limitations for a course. A “Consent/Release” form must be completed at registration for any minor and requires the signature of a legal parent or legal guardian.

FAQ’S CONTINUED ON PAGE 26
FREQUENTLY ASKED QUESTIONS CONTINUED...

HOW MAY I PLACE AN ITEM OF CONCERN (GRIEVANCE/APPEAL) ON RECORD?

A concern regarding a Workforce Education class or an appeal to a student dismissal from a Workforce Education class must be filed within 5 days of the incident. An “Item of Concern” form may be obtained from the Workforce Education staff on any campus.

DO I NEED A MENINGITIS VACCINE?

No, if you are only enrolling in Workforce Education courses or programs less than 360 hours. You will need the vaccine if you are enrolling in academic credit courses, are under 30 years of age, and a new student who has never previously attended an institution of higher education or a student who has previously attended an institution of higher education and is re-enrolling in the same or another institution after a break in enrollment of at least one fall or spring semester. Proof of meningitis vaccination must be received at least 10 days prior to the class start date. Meningitis vaccination is not required for students enrolled in only online courses or other distance education courses or who are 30 years of age or older.
STUDENT PARKING

WEST LOT: NO STUDENT PARKING. RESERVED 24 HRS.

NORTH LOT: STUDENT PARKING AFTER 5 P.M. ONLY

WEATHERFORD COLLEGE MAIN CAMPUS
225 College Park Drive • Weatherford, TX 76086 • 817-598-8870

ADMINISTRATION & SUPPORT
A ......................................................... Memorial Plaza
AGRI ......................................................... Maintenance
B ......................................................... Old Main Bell, Arch
BUSI ......................................................... Business Office
C ......................................................... Tennis Courts
COUT ......................................................... Campus Police
COVL ......................................................... Human Resources
D ......................................................... Coyote Village
DOSS ......................................................... Student Housing
E ......................................................... Water Tower
FACL ......................................................... Faculty Offices
LART ......................................................... Success Connection, Switchboard
LIBR ......................................................... Library
STSV ......................................................... Student Services
MINC ......................................................... E.W. Mince Building
STSV ......................................................... Lecture Classroom
STSV ......................................................... President's Office
STSV ......................................................... Institutional Advancement Office
STSV ......................................................... Upper Level - Workforce Education,
STSV ......................................................... Special Services
STSV ......................................................... Lower Level - Admissions, Registration,
STSV ......................................................... Financial Aid

Workforce Education of Weatherford College is located on the main campus in
the Student Services building (upstairs on the South side).

Fall and spring office hours
Monday - Thursday: 8 a.m. to 5 p.m.
Friday: 8 a.m. - 4 p.m.

Summer office hours
Monday - Thursday: 8 a.m. - 5:30 p.m.
Friday - Closed

CLASSROOM BUILDINGS
ACAD ......................................................... Academic Building
AGRI ......................................................... Agriculture
BASB ......................................................... Roger Williams Ballpark
BUSI ......................................................... Business Office
FINE ......................................................... Marjorie Black Alkek Fine Arts Center
GYNM ......................................................... Betty Jo Crummin Graber Athletic Center
HLSC ......................................................... Don Allen Health Science Building
LART ......................................................... Liberal Arts
TECH ......................................................... Jim & Veleda Boyd Technology Building
JKNB ......................................................... 1st L.T. Jack Knight Building

PARKING PERMIT
At time of registration, Workforce Education students must obtain a parking permit based on the following:
• Classes for 14 days or less – no charge
• Classes for more than 14 days – $2.00

Parking permits may be obtained at the Workforce Education office.
CAREER DREAMS BEGIN HERE!

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