

CATALOG ADDENDUM



700 E. Airport Freeway, Irving, TX 76052
To Catalog Number 2, Effective 11/1/2023
Branch Campus of Tulsa Welding School, Tulsa, OK

PROGRAMS

There has been a slight change made to the Refrigeration Technologies and Electrical Technologies programs listed on pages 21-23 and 29-31. All courses in both programs now have 60 lecture hours and 40 lab hours. Total hours and semester credit hours (SCH) do not change. Please note two erroneous rows were added to the program chart where no course number is listed. They are not part of the program and will be removed from the next version of the School Catalog.

ACADEMIC CALENDAR

There was a typographical error for the Dallas Metro Programs schedule where it is labeled "Houston Programs" on page 40 of the School Catalog. The schedule has been copied below with the correct label to provide clarification. This change will be corrected in the next version of the School Catalog.

Dallas Metro Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Professional Welder	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm
Electrical Technologies	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Refrigeration Technologies	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Electrical Lineworker	7:00am – 3:30pm		

Effective 3/29/2024, the Professional Welder program will be available for an additional shift. The schedule and start and graduation date chart is listed below. All lecture, lab and semester credit hours remain the same.

Dallas Metro Program	Weekend
Professional Welder	Friday 6:00pm-11:00pm Saturday & Sunday 8:00am-6:00pm

Professional Welder (Weekend)	
Start Date	Grad Date
3/29/2024	10/20/2024
5/3/2024	11/24/2024
6/7/2024	1/12/2025
7/12/2024	2/16/2025
8/16/2024	3/23/2025
9/20/2024	4/27/2025
10/25/2024	6/1/2025
12/6/2024	7/6/2025

CATALOG NUMBER

Please note that the catalog number inadvertently reverted to the previous version number and the correct catalog number is 2.

GRADES & GRADING SYSTEM

The school has revised the definition of the Incomplete (INC) grade currently listed in the School Catalog on Pages 56 & 69. The new definition is listed below.

Letter(s)	Term	Grade Point Value	Description
INC	Incomplete	0	This is used when a student has not completed all requirements for a course of training in their educational program. It will revert to a failing grade if missing assignments and/or tests are not successfully completed within three school days after the end of the course.

ADD/DROP PERIOD

Due to the scheduling differences in the weekday programs compared to the weekend programs, the school has made a slight revision to the timing of the add/drop period. The previous policy on page 54 of the School Catalog stated that students who attend three out of the first five scheduled class days are considered active students. The new policy states that students will be considered active after attending 15 scheduled school hours; however, the enrollment will be cancelled if the student does not attend at least three of the first five scheduled school days.

The information contained in this Catalog Addendum is true and correct to the best of my knowledge.


Mary Kelly, President & CEO