

REGISTRATION CHECKLIST

INDUSTRIAL WELDING SPECIALIST 20-WEEK WELDING

In addition to completing all steps in the OTC Admissions Process, including STAR Orientation, use the following checklist to make sure you've completed all steps for applying to the Industrial Welding Specialist program.

- ☐ **ORIENTATION:** This orientation is *required*!
 - Please email Danelle Maxwell (maxwelld@otc.edu) to find out the orientation date and time.
 - Orientation will include an overview of the class requirements, required drug screening, information from the bookstore, and a Q & A session. Orientation will last approximately 1 ½ hours.
 - Located in the welding classroom at the Workforce Training Center building (731 N Clay, Springfield, MO).
- ☐ **DEPOSIT:** \$50 NONREFUNDABLE DEPOSIT due *before* orientation paid through the Cashier's Office or myOTC. This deposit will hold your seat in the class on a first-come, first-served basis until the class is full (14 students). If you successfully pass the drug screening, the \$50 deposit will apply to your tuition/ fees. If you fail the drug screening, you will forfeit this deposit and will not be allowed entry into the program. Please email Danelle Maxwell (maxwelld@otc.edu) once you have paid your deposit or to find out if the class is full.
- ☐ **DRUG SCREENING:** Students may be drug-screened at any time throughout the class, including Orientation. Failure to pass the drug-screening will result in immediate disenrollment from the program, and forfeiture of all deposits, tuition, and fees.
- ☐ **PAYMENT PLAN:** Payment plans can be set up via myOTC or at the Cashier's Office. Your payment plan must be set up when you register for the class. Failure to make payment arrangements by the deadline will result in your being dis-enrolled.
- ☐ **SMARTCARD (OTC STUDENT ID):** These are made at the bookstore and are required of all OTC students.
- ☐ **OTHER ITEMS:** The bookstore will be on hand at the orientation to fit you for your welding sleeves and provide information about the required welding kit (approximately \$290). These items are included with your lab fee. Students can also opt to purchase an auto darkening hood for an additional \$180, but not required.
- ☐ **BOOKS:** Books should be purchased or charged to your student account by the first day of class:
 - Welding Skills – 5th edition
 - Welding Skills Workbook – 5th edition
 - Welding Print Reading – 6th Edition
- ☐ The Industrial Welding Specialist certificate program is a 20-week class that begins every July and January.