

GHC Welding Program Wait List Procedure (R5)

To get on the wait list for the morning welding program you must take the College Placement Test (CPT) and place no lower than Math 60, English 60, and Read 80. Test results must be less than 2 years old. Additionally, you cannot be on low scholarship status, academic warning, academic probation, or academic suspension. Once on the list, you must maintain a 2.0 cumulative GPA at Grays Harbor College or you will be removed from the list.

Additionally, before you will be eligible to take your first welding course you must have passed Math 60 (or higher) with a “B” or better, or have achieved CPT placement in MATH 100, or have scored 38 or higher on the Bennett Mechanical Comprehension Test (BMCT). The BMCT is administered by appointment in the welding shop.

After you have results from the CPT, you must see Rod McDonald, the welding instructor, to be put on the wait list.

Once on the list, you must call Rod at the times specified below (or leave a voice mail on his answering machine) and tell him that you want to stay on the waiting list. The phone number is 538-4125. **To stay on the list, you must call and express your desire to do so during the first seven days of each of the following months: September, November, February, and May.** If you do not call during any of the required times, your name will be removed from the wait list. If you do call in, Rod will attempt to call you approximately one week after the end of each call in period to provide you with your position number on the wait list.

If you are called and offered a slot for the coming quarter and are unable to accept it, you can ask to be bypassed one time. After that if you can't accept an available slot, you will be removed from the list, or have your name placed back at the bottom of the list again if you prefer and you make this desire clear.

When contact is necessary, Rod will make two attempts to call you, each time on two different days. If after two attempts you can not be reached (your phone is disconnected, you moved, no answering machine, etc.), your name will be removed from the list. **You must call and update your contact information immediately if it changes.** If you are called, left a message, and then fail to return the call within 48 hours, you will be removed from the list. Please make sure your family members understand the importance of relaying any messages.

If you are removed from the list for any reason and you desire to get back on, you will be placed back at the bottom again.

When your opening comes up, Rod will call to notify you and to make a registration appointment. Tricia McIntosh (Weld Program Academic Support) will also call you to arrange an appointment for CASAS testing. The CASAS tests will be completed prior to the registration appointment with Rod.

Print Name and Sign

Date

Phone