



**Northern California  
Chapter**

# Student Handbook

**Effective June 2009**

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## **ABC Northern California Chapter Contact Information**

ABC Northern California Chapter wants to answer your questions and help resolve any concerns you may have.

### **Important Numbers, Addresses, and Websites**

[www.abcnorcal.org](http://www.abcnorcal.org)

#### **Charles Vernocy**

Member Services Director

(925) 960-8503

[charles@abcnorcal.org](mailto:charles@abcnorcal.org)

#### **Livermore Office & Training Center**

4577 Last Positas Road, Unit C

Livermore, CA 94551

(800) 748-6742 toll free

(925) 474-1300 main

(925) 474-1310 fax

#### **State of California**

Department of Industrial Relations (DIR)

Office of the Director

455 Golden Gate Avenue

San Francisco CA 94102

Website: [www.dir.ca.gov](http://www.dir.ca.gov)

# **ABC Northern California Chapter Policies and Procedures**

As a condition of class attendance, students taking classes through ABC Northern California Chapter agree to abide by all Policies and Procedures, and Rules and Regulations related to classroom instruction as outlined in this Student Handbook.

In addition, students enrolled in ABC Northern California Chapter's Electrician Trainee Program have additional policies, procedures, rules, and regulations they must abide by that are outlined in this Student Handbook. When an Electrician Trainee completes his/her Electrician Trainee Program Enrollment Form, he/she enters into an agreement with ABC Northern California Chapter, and agrees to abide by all the terms and conditions of the Program Requirements, Policies and Procedures, and Rules and Regulations, including any amendments.

## **Electrician Trainee Responsibilities**

**ABC Northern California Chapter Electrician Trainees (ETs) assume the following responsibilities and obligations:**

- To achieve academic success through individual study and effort,
- To acknowledge his/her responsibility to read, understand and abide by all ABC Northern California Chapter and State Electrician Trainee Program Rules and Regulations,
- To register with the State of California as an Electrician Trainee within 30 days of enrolling with ABC Northern California Chapter to legally work as an electrician in the State of California,
- To renew your State Electrician Trainee Registration **annually** until you have passed the State Electrical Certification Exam,
- To sign up for, attend and successfully complete your Electrician Trainee classes so that you achieve the 150 hours of annual training required by the State of California.

## **Safety and Security**

ABC Northern California Chapter urges students to consider the safety and security of themselves and others when attending classroom instruction.

### ***Students should:***

- Always lock vehicles! Consider using a steering wheel locking device as well, especially when attending a class or a seminar during the darker winter months.
- Always lock any valuable belongings—**especially tools**—out of sight within a vehicle trunk or truck bed toolbox.
- Always park in the designated areas of the parking lot.
- Drive cautiously in the parking lots.
- Locate the classroom first-aid kit and fire extinguisher on the first day of class. If a fire alarm sounds, students must immediately gather their belongings, leave the classroom and return only when notified to do so.
- Walk in pairs to vehicles after dark and have keys out, ready to open vehicle doors.
- Be alert to the following and, if in doubt, notify a ABC Northern California Chapter Instructor:
  - Persons who look as though they do not “belong” around an ABC Northern California Chapter Training Center, persons who are making door-to-door solicitations or who enter classrooms unannounced, or unfamiliar persons who seem to be “under the influence”.
  - Boxes or packages in walkways, classrooms or parking lots that look as though they do not “belong.”

**ABC Northern California Chapter is NOT liable for vehicle damage, vehicle theft, or loss of personal property such as tools, textbooks, backpacks and cell phones. Students are responsible for their own valuables.**

### ***Students should not:***

- Bring a pet to an ABC Northern California Chapter Training Center location and leave it in a vehicle.
- Wear shoes or boots that do not protect the entire foot when undergoing instruction in an ABC Northern California Chapter Training location laboratory.

## **Classroom/Lab Safety**

### **In case of any lab emergency, call 911.**

- Students cannot bring or consume food or drink in any ABC Northern California Chapter Training Center during a lab activity.
- Students are expected to do their part in keeping the classroom/lab area clean and organized to avoid slip, trip and fall hazards. Students must pick up after themselves. Spilled liquids should be wiped up immediately to prevent slips and falls; tools are to be returned to their proper places; the classroom/lab area must be tidied before the class ends. Students should be as careful for the safety of others as for their own.
- Students may not smoke inside the classroom/lab at any time.
- Students must wear shoes that fully cover the foot (no open footwear).
- Students must wear appropriate clothing (jeans, shirts with sleeves); avoid wearing bulky or oversized clothes.
- Students with long hair must tie it back or put it up under a cap.
- Students must remove and store watches, jewelry and safely store cell phones or pagers.
- Students must wear eye protection (safety glasses) at all times.
- When students move heavy lab objects they should always “lift with their legs” and get others to help.
- Labs will be locked except during lab classes or other authorized use. For their own safety, students should not enter a lab unless an Instructor is present.
- Unauthorized person(s) are not allowed in ABC Northern California Chapter classroom/lab areas. “Authorized” means having a reason to be in the lab, the permission of the Instructor and the presence of the Instructor.
- Report all classroom/lab problems (defective equipment, tools or materials) to an Instructor.

## **Electrical Safety**

- Students should not energize power to a lab project unless an Instructor is present and has checked the circuit connections and layout.
- Students should never make any changes to a circuit or mechanical device without first isolating the circuit by disconnecting the power supply.
- Students should become familiar with the electrical hazards associated with the type of lab project on which they are working.
- Use extension cords only when necessary, and only when approved by an instructor.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.
- Learn the correct handling procedures for batteries, cells, capacitors, inductors and other high energy-storage devices.
- Before leaving a lab project, a student must isolate it from the power supply.
- Report faulty equipment immediately to an Instructor. Do not use the equipment until it is inspected and declared safe by that Instructor.

## Electrical Emergencies

### *Electrical Shock*

In an electrical shock situation students must know the following in order to act quickly.

- **Know where the lab's electrical power source disconnect is located.**
- If someone suffers serious electrical shock, he/she may be knocked unconscious. If the victim is still in contact with the electrical current, **immediately turn off the electrical power source.**
- **Important: NEVER touch a victim who is still in contact with an electrical power source** (and do not let anyone else touch the victim). **A person can be electrocuted by doing so!**
- **Call 911 immediately.**
- Give the victim appropriate first aid **after** the electrical power source has been disconnected.

### *Electrical Fire*

In an electrical fire situation students must be prepared to act quickly.

- Notify the Instructor immediately if a fire breaks out in a lab.
- If the fire is small and no one is in immediate danger, any available fire extinguisher may be used to put it out. **Water should never be used to put out an electrical fire.** If at all possible allow the Instructor to attempt to put out the fire.
- If at any time you feel there is a potential risk to your safety, immediately evacuate the lab.
- **Call 911 immediately.**

### Remember:

- **Read and understand this policy!** A student must know these guidelines before working in a lab and always observe them once he/she does know them. It is a student's responsibility to ask the Instructor any questions he/she may have.
- **Never work on a lab project unless an Instructor is present.**

# **Unlawful Discrimination and/or Harassment**

ABC Northern California Chapter is committed to prohibiting unlawful sexual harassment and other unlawful harassment related to race, religion, creed, color, national origin, ancestry, sexual orientation, disability, medical condition, marital status, age, genetic information or other basis protected by federal, state or local law.

This Policy applies to all persons involved in the ABC Northern California Chapter Training Programs, including ABC Northern California Chapter staff, supervisors, instructors, and students. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands or retaliation will not be tolerated by ABC Northern California Chapter.

## ***Definition of Harassment***

Harassment because of sex, race, religion, ancestry, disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures
- Physical conduct such as assault (unwanted touching), blocking normal movement or interfering with schoolwork because of gender or any other protected basis
- Threats and demands to submit to sexual requests in order to stay in the Program or avoid some other loss, and offers of benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment
- In addition to harassment that results in a tangible loss, prohibited harassment that impairs your ability to perform schoolwork or emotional well-being in school violates this policy

## ***Internal Complaint Procedure***

If a student believes that he/she or someone else has been or is being harassed on the basis of sex or other protected basis, he/she should use the following procedure to register a complaint. A student is required to report any incidents of harassment immediately, so that appropriate corrective and remedial action can be taken.

Please address your complaint to the Director of Member Services, in care of the ABC Northern California Chapter Office, *in writing* and within twenty-four (24) hours after the occurrence, whenever possible. Your complaint should include the details of the incident(s), the name(s) of the individual(s) involved, and the full names of all witnesses. The Member Services Director will investigate the complaint and will attempt to settle the complaint. If you are not satisfied with the result or if you wish to submit a written complaint directly to the CSO, you may do so. ABC Northern California Chapter may employ an outside investigator to conduct the investigation.

If ABC Northern California Chapter determines that prohibited harassment or discrimination has occurred, ABC Northern California Chapter will take corrective and remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. ABC Northern California Chapter will not retaliate against you for filing a complaint and will not knowingly permit retaliation by others. If you are subjected to retaliation, report the incident *in writing* immediately to ABC Northern California Chapter.

The Local Educational Agency (LEA) affiliates of the ABC Northern California Chapter Training Programs may also investigate complaints of harassment and/or discrimination. In addition, the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) may investigate and prosecute complaints of harassment or discrimination.

If you believe you have been harassed, discriminated against, or retaliated against, you may file a complaint directly with any of these agencies. The nearest agency office is listed in the telephone directory. ABC Northern California Chapter will not retaliate against students for filing a complaint with or otherwise participating in an investigation or hearing conducted by any of these agencies.

You have up to 180 days from the date of the alleged harassment or specific failure to follow EEOC Standards to register your complaint with the appropriate State or Federal registration agency, or you may file it with ABC Northern California Chapter (in care of the ABC Northern California Chapter Office).

Sexual harassment complaints may be filed and processed under Title 29 CFR, Part 30.

## **Drugs and Alcohol**

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substance at an ABC Northern California Chapter Training Center, including but not necessarily limited to any building, property, facility, or satellite center of ABC Northern California Chapter, is strictly prohibited.

In addition, ABC Northern California Chapter maintains a strict policy that prohibits the distribution, dispensing, possession, use, or transportation of alcohol to or from an ABC Northern California Chapter Training Location.

Any student found to be in violation of this policy will be immediately suspended from class and subject to expulsion.

### **Definitions**

- a. Illegal Drugs means, for the purposes of this Policy, a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title. The term “illegal drugs” does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by Federal law.
- b. Factors which may lead to reasonable suspicion sufficient to warrant cancellation from the Program include, but are not limited to, the following:
  - Observable symptoms of being under the influence of alcohol or drugs;
  - The odor or smell of alcohol or drugs on a student’s breath or clothes, or in an area (such as in a vehicle or restroom) immediately controlled or occupied by the student;
  - Unexplained, significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);

- Credible reports of a student's drug or alcohol use in violation of this Policy;
- A student's admissions regarding drug or alcohol use; and
- Drug paraphernalia in a student's possession or in an area (such as a vehicle or restroom) immediately controlled or occupied by the student.

## **Firearms and Weapons**

No student shall be in possession of any type of firearm or weapon, including those which may be legally permitted to the individual, while on the premises of any ABC Northern California Chapter Training Center.

Any student found to be in violation of this policy will be immediately suspended from class and subject to expulsion.

## **Training Site Guidelines**

ABC Northern California Chapter conducts classes at several local colleges, other school facilities, and private facilities. All students shall observe these additional rules for local college and other training facilities:

- The use of tobacco products, illegal drugs and alcoholic beverages is prohibited at all times in all areas.
- Students are not allowed in school offices or other areas to use office machines and/or supplies.
- Classrooms shall be left in a clean and orderly fashion.
- Restrooms shall be left in a clean and orderly fashion.
- Students should confine their breaks to their immediate classroom area.
- Please park in designated areas only.

## **Problem Resolution**

It is very important that a student communicate his/her comments and concerns regarding classroom instruction to the ABC Northern California Chapter Office.

**A student with comments or concerns may do the following:**

- Speak with the instructor or ABC Northern California Chapter Member Services Director.
- Write a letter to the ABC Northern California Chapter Member Services Director or the ABC Northern California Chapter CSO and mail, fax or hand-deliver it to the ABC Northern California Chapter Office.

## **Payments for Program Enrollments and/or Class Tuition**

Payment is due at time of class sign-up and/or program enrollment. Payments may be made by Visa, MasterCard, AMEX, check, money order, or cash. A \$25 fee will be charged for all returned checks and must be paid within 10 business days. Failure to pay this fee will result in cancellation and will require management review to determine eligibility of future participation.

**PLEASE NOTE: The Electrician Trainee Program enrollment fee and initial class tuition are non refundable and do not qualify for refunds under the ABC Northern California Chapter refund policy.**

## **Transfers**

**ABC Northern California Chapter Criteria for Transfer Approval:** Please review the Transfer Policy Chart below. When requesting a class transfer please include required documentation and attach to the class transfer request form. Only requests meeting the criteria outlined in the chart below will be considered.

**How to Request a Class Transfer:** A student may transfer his/her class sign-up by using following procedure:

1. Review Transfer Policy Chart for qualifications.
2. Complete Class Transfer Request Form.
3. Submit form and required proof by mail, fax, or hand-delivery

### **Class Transfer Procedures:**

1. The Effective Date of the Transfer request is the date the request is received by the ABC Northern California Chapter Office. All transfers are processed and approved or denied, in writing, by ABC Northern California Chapter within 72 hours of receipt.
2. If the Class Transfer Request is approved, ABC Northern California Chapter will send the student a new class enrollment letter.
3. **Students may transfer only once (1) per paid class tuition.**

**Transferring to a Class that has Higher or Lower Tuition:** If the class tuition is more than the payment received for the original class sign up, payment for the additional amount is due immediately and is to be paid when submitting the Transfer Request form. If the class tuition is less than the original class sign up a refund will be issued for the difference minus the transfer fee is applicable.

**Transfer Policy Chart**

<b>Reason for Request → Effective Date of Request ↓</b>	<b>Any Reason (Other than Illness or Injury, Relocation or Schedule Change)</b>	<b>Illness/ Injury*</b>	<b>Relocation and Same Class is Available* (Same Session)</b>	<b>Work Schedule Change and Same Class is Available* (Same Session)</b>	<b>Work Schedule Change and Same Class is not Available* (Same Session)</b>	<b>Online Classes (exclude Live Web Cast)</b>
<b>Greater than or Equal to 30 Days Prior to Class Start</b>	Transfer Allowed**	Transfer Allowed**	Transfer Allowed	Transfer Allowed	Transfer Allowed**	None
<b>29 thru 14 Days Prior to Class Start</b>	Transfer Allowed**	Transfer Allowed**	Transfer Allowed	Transfer Allowed	Transfer Allowed**	None
<b>14 thru 1 Day Prior to Class Start</b>	No Transfer Allowed	Transfer Allowed**	Transfer Allowed – Requires Payment of \$25 Transfer Fee	Transfer Allowed – Requires Payment of \$25 Transfer Fee	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	None
<b>During the 1<sup>st</sup> Week of Class</b>	No Transfer Allowed	No Transfer Allowed (See Refund Policy)	Transfer Allowed – Requires Payment of \$25 Transfer Fee	Transfer Allowed – Requires Payment of \$25 Transfer Fee	Transfer Allowed – Requires Payment of \$25 Transfer Fee**	None
<b>After the 1<sup>st</sup> Week of Class</b>	No Transfer Allowed	No Transfer Allowed (See Refund Policy)	Transfer Allowed – Requires Payment of \$25 Transfer Fee	Transfer Allowed – Requires Payment of \$25 Transfer Fee	No Transfer Allowed (See Refund Policy)	None

**\* Proof Required**

**\*\* Student is Responsible for Payment of any Difference in Class Tuition.**

## **Refunds**

***ABC Northern California Chapter Criteria for Refund Approval:*** Requests for refunds less than 30 days prior to the start of class must meet one of the following criteria to be considered for approval.

- Student relocates and his/her current class is not available in that area – proof of relocation required.
- Severe illness or injury of student or severe illness, injury, or death of immediate family member
  - father, mother, stepfather, stepmother, legal guardian, grandparent,
  - current spouse or significant other
  - son, daughter, stepchild, grandchild
  - brother or sister
  - father-, mother-, brother-, sister-, son-, or daughter-in-law

### ***How to Request a Refund:***

1. Review Refund Policy Chart below for qualifications.
2. Complete Request for Tuition Refund Form.
3. Submit form and required proof by mail, fax, or hand-delivery.

### ***Refund Payment Procedures***

4. The Effective Date of the Refund request is the date the request is received by the ABC Northern California Chapter Office. All requests are processed and responded to by ABC Northern California Chapter within 30 calendar days of receipt.
5. Any eligible refund amount will be issued to the original payer. Cash, check or money order payments will be refunded by check. Credit card payments will be credited back to the account holder.

	Class Type →	All Courses		
	Effective Date of Completed Request ↓	Classroom and Live Webcast (GET WIRED!)  (Student Guide and other ABC NorCal provided materials must be returned unopened and unused)	On-Line / Home Study Courses (Excludes Live Webcast)	2 Day Exam Preparation Course
A	Greater than 15 Calendar Days Prior to Class Start Date	Full	None	Full
B	1 - 15 Calendar Days Prior To the Class Start Date	\$50 Fee	None	\$50 Fee
C	1 <sup>st</sup> Day of Class - Last Day of Class	Fee equal to class days held prior to completed request received plus \$50 fee	None	\$125 Fee
D	No Show to All Class Dates	N/A	N/A	\$125 Fee

\* Proof required

# Rules and Regulations

## Student Conduct

ABC Northern California Chapter students are expected to conduct themselves in a manner that:

- Reflects positively on themselves, ABC Northern California Chapter, the merit shop philosophy, and the electrical trade in general.
- Avoids disrupting or disturbing others in the classroom (including distributing unauthorized materials), on ABC Northern California Chapter Training Center grounds, or in nearby businesses or homes, or at ABC Northern California Chapter functions which he/she may attend as a guest
- Adheres to the ideal of individual, earned academic achievement, without indulging in cheating techniques (including the use of a cell phone), plagiarism, unauthorized viewing of test materials, or removing items from ABC Northern California Chapter Training Center classrooms.

### ***Verbal or physical harassment will not be tolerated.***

- A student who is observed harassing instructors, staff, students, or individuals on ABC Northern California Chapter Training Center grounds, or disrupting a class, will be dismissed from class and may be immediately cancelled from the ABC Northern California Chapter Training Program.

### ***Cheating in any manner will not be tolerated.***

- A student who is suspected and/or observed falsifying, **in any manner**, answers to questions on any homework, tests or final examinations given by a ABC Northern California Chapter Staff member, Volunteer or Instructor in ABC Northern California Chapter Training Center classrooms will be dismissed from class and, upon review, may be cancelled from the ABC Northern California Chapter Training Program.

If a student has a grievance of any kind regarding the Training Center atmosphere, which includes but is not limited to verbal or physical harassment, safety issues, suspected theft or perceived cheating or favoritism, he/she is encouraged to speak in confidence with the ABC Northern California Chapter Member Services Director.

## **Updating Contact Information**

Electrician Trainees shall notify ABC Northern California Chapter promptly of any telephone or address changes. ABC Northern California Chapter Staff needs to be able to contact you promptly to inform you about adjustments to your class schedules, updates to ABC Northern California Chapter and State policies and/or requirements, and other issues concerning your Electrician Trainee status. You are responsible for **immediately** contacting the ABC Northern California Chapter Office with the following information:

- Name change
- Change of mailing address
- Changes in telephone numbers (home, cell, voicemail, pager)
- Change in email address

If an Electrician Trainee does not keep the ABC Northern California Chapter Office informed of changes to the information listed above, he/she may be cancelled from this Program.

## **Definition of an Electrician Trainee**

According to current State of California definition, an Electrician Trainee is an electrician who is not an apprentice, and who has not yet taken and passed the State Electrician Certification Exam. In order to legally work as an electrician in California after January 1, 2006, an electrician must either have passed the State Exam or be registered with the State and enrolled in a State-approved Electrician Trainee program, or indentured in a State-approved Apprenticeship program.

Effective January 1, 2006, the only persons who may perform work as general electricians or fire/life safety technicians for contractors licensed as Class C-10 electrical contractors and make electrical connections over 100 volt-amperes are those who have been certified by the State of California, or are an Apprentice registered in a State-approved electrical Apprenticeship program, or a worker who has registered with the State as an Electrician Trainee and is enrolled in a State-approved Electrician Trainee program. As of January 1, 2007, the same conditions apply to residential electricians.

## Requirements for Electrician Trainees

- Any electrical worker that is not in a State-approved Apprenticeship program and does not have enough hours to qualify to sit for the State Electrician Certification Exam, must register with the State Division of Apprenticeship Standards (DAS) as an Electrician Trainee after enrolling in a State-approved school. *In order for your State Electrician Trainee registration to be complete, you must show proof of enrollment in a State-approved school when you submit the Application for New Registration of Electrician Trainee to the DAS with the \$25 registration fee. Attach a copy of your ABC Northern California Chapter Electrician Trainee Enrollment Confirmation letter to the State application.* **New Registration:** Applications must be submitted to the DAS within 30 days of enrolling with ABC Northern California Chapter.
- An Electrician Trainee must work under the supervision of a Certified Electrician that supervises only one Electrician Trainee.
- All Electrician Trainees (ETs) must successfully complete 150 hours of instruction from a State-approved school, such as ABC Northern California Chapter, to be eligible to continue working legally in California. Electrician Trainees are required to submit documentation on approved class hours completed each year when annually renewing their State Electrician Trainee Applications. *After each completed ABC Northern California Chapter training class, we will provide you with a Pass or Fail letter and your final class grades. Upon request, ABC Northern California Chapter can provide you with a transcript of completed courses and you can use this document to submit to the State with your annual State Electrician Trainee renewal as proof of completed training from an Approved Curriculum.*
- **Renewal Registration:** Renewal applications, confirmation of current enrollment, and transcripts must be submitted to the DAS. Within 90 days of receipt of a renewal application, the DAS shall inform the applicant in writing either that the registration has been renewed or that the application is deficient or that the applicant has submitted insufficient proof of further class work or experience, in which case DAS shall inform the applicant of the information or documentation required and why the previously submitted proof of further class work or experience is insufficient.
- ***Electrician Trainees enrolled with ABC Northern California Chapter must be currently attending or signed-up for a class within 3 months of their last day of class.***
- DAS will cancel the registration of an Electrician Trainee who ceases to be enrolled in an Approved Curriculum. Currently, ABC Northern California Chapter's understanding of State law is that if an Electrician Trainee is cancelled from a State-approved program that he/she will only be allowed to reapply once more for re-entry into the State Electrician Trainee Program, with the possibility of denial of any additional applications.
- ABC Northern California Chapter is required to notify DAS within 30 days if an Electrician Trainee withdraws or is cancelled from the program after enrolling.

- An Electrician Trainee who is cancelled from the ABC Northern California Chapter Electrician Trainee Program and wishes to reapply will require approval and must pay the \$25 enrolment fee and initial class tuition to get back into the program.

## **Class Attendance Requirements**

- Daily attendance in each class is required.
- There is no make-up of classroom hours.
- Make-ups for exams or quizzes will be considered only if the following circumstances apply:
  - The student's final grade is under 70% and the make-up of exams or quizzes would increase the student's final grade to 70% or above.
  - The missed exams or quizzes were due to illness/injury, a pre-planned event, or a change in work schedule. Written request and documented proof is required before the request will be considered. Documentation must be received within one week after the final grades have been mailed.

## **Signing into Class**

All students are **required** to initial the class sign-in sheet each day. Only hours that a student is actually in class will be recorded.

- A student must sign in only for himself/herself. A student who falsifies another student's initials is subject to cancellation from the ABC Northern California Chapter Program.
- An Electrician Trainee who does not initial the sign-in sheet will not receive any hours credited for the class day and will be marked as absent.

## **Exams and Quizzes**

Students may keep their completed daily quizzes to use as study materials. Midterm and final exams will be collected by the instructor and turned in to the Livermore ABC Northern California Chapter office after grading.

## **Transcripts**

Student transcripts are available upon request and will include percentage grade and hours attended for each course.

## **Miscellaneous**

Any provisions in these Policies and Procedures and/or Rules and Regulations found to be in conflict with State or Federal laws shall be null and void. All other provisions shall remain intact.