



CORPORATE TRAINING CENTER

AT SUFFOLK COUNTY COMMUNITY COLLEGE

PARTNERING WITH BUSINESS AND INDUSTRY

ADVANCED MANUFACTURING TRAINING CENTER

RULES CONCERNING STUDENT ABSENCE AND LATENESS:

In order to best serve those who value this educational opportunity, we require that all students adhere to the following policies.

Our goal for this training program is to prepare you for a successful career!

During the training you will acquire skills and a positive work ethic. Therefore, the rules of the classroom are essentially the same rules that you will encounter in the workplace. These include rules regarding absence, lateness, safety and completing all assigned tasks. In order to successfully complete the course, you are expected to follow all of the rules set forth by your instructor. You are expected to attend every class session and are responsible for all that transpires in class.

- Classes meet from 5:30 p.m. to 9:30 p.m. three (3) to four (4) times a week.
- More than three absences, you will be removed from the class. An absence is defined as missing a four hour portion of class. Missing a whole Saturday will count as two absences.
- Continued lateness will be considered an absence from class.
- For course certification and course completion, students must complete all Tooling U assignments by the last class meeting.

Note: All students must adhere to appropriate dress while in lab environment. This includes work boots, jacket, eye wear, and any other safety items deemed necessary for class training.

If you can not make class or any problems related to the class, please contact your instructor or call 631-851-6200 (Mon-Fri until 4:30pm).