



EMILY GRIFFITH

TECHNICAL COLLEGE

2021-2022 HVAC Checklist

On the first day of class, you should have:

- Work boots or heavy shoes - steel toed optional
- Spiral notebook
- Pens
- Pencils
- Combination lock or lock with key - for the equipment lockers

Additional Information

- Toolkit and access to digital textbook and other virtual media is included in program fees and will be provided in class.

Hybrid Program

Daytime classes

- Classes are offered as a hybrid model of online/offline coursework. In class on Mondays, Tuesdays, and Thursdays, students participate in lecture, class activities, and labs. On Wednesdays, students are expected to complete assigned readings and homework.
- Full time day students will attend class in person on Monday/Tuesday/Thursday and will participate in coursework off site on Wednesday. These students must be prepared to commit to a minimum of 8-10 hours/week of study-time in addition to the 24 hours of weekly in-person class time.
- Part time morning students will attend class in person on Monday/Tuesday/Thursday and will participate in coursework off site on Wednesday. These students must be prepared to commit to a minimum of 4-5 hours/week of study-time in addition to the 12 hours of weekly class time.

Evening classes

- Classes are offered as a hybrid model of online/offline coursework. In class on Mondays, and Wednesdays, students participate in lecture, class activities, and labs. On Tuesdays and Thursdays, students are expected to complete assigned readings and homework.



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- Part time students must be prepared to commit a minimum of 8-10 hours/week of study-time in addition to the 8 hours of weekly class time.

Accelerated Program

- On the first day of class for a program crucial policy, procedure, and orientation take place. It is expected that all registered students attend on the first day. If a student does not attend on the first day of a program without prior approval from the Instructional Dean or Associate Dean, they will be dropped from the program and encouraged to register at another date.
- Classes are completed at a quick pace, without breaks between classes. One class is covered in its entirety before moving to the next class. Classes range from two days to six weeks.
- Students are expected to complete reading and homework outside of class hours.
- Due to the fast pace of the program, attendance is required for student success.
- In order to access course content online, students must make payment arrangements with the Treasurer's Office prior to the first class. If a student has not made these arrangements, they will not have access to course content and may find themselves behind in class from day one.

Internet and Computer Access

- Access to a reliable internet connection outside of class is required in order to complete assignments in the Learning Management System and other online tools.
- Access to a reliable PC/Laptop outside of class is required.
 - Should you need to borrow a laptop from the school, before your program start date please contact the College of Trades, Industry, and Professional Studies Student Success Coordinator, Ciara Martinez at student.help@emilygriffith.edu.
- Students must have a flash/thumb drive to store course assignments. No files should be stored on classroom laptops or computers.
- Please discuss technology access needs with your Career Navigator and instructor prior to starting class.

Classroom Logistics

- In the College of Trades, Industry, and Professional Studies our programs welcome new students multiple times throughout the year. As a student, you will likely experience being in the classroom with another cohort that may be learning different



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content than you. We believe this structure enriches the learning experience for all students, as the peer to peer learning that takes place is invaluable.