



HVAC Checklist 2022-2023

Be ready for the first day of class:

Payment & Student ID

- Confirm payment. For more information regarding payment arrangements, click [here](#).
- Get your student ID
 - You can get your student ID at the Treasurer's Office after payment is confirmed.

Textbooks & Supplies

- Work boots or heavy shoes - steel toed optional
- Spiral notebook
- Pens/Pencils
- Combination lock or lock with key - for the equipment lockers
- A flash/thumb drive
- Access to a reliable internet connection and PC/Laptop outside of class. Laptops are available to borrow by contacting: student.success@emilygriffith.edu.

Additional Information

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

Daytime classes

- 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

- 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.

Classroom Logistics

On the first day of class policies, procedures, and orientation take place. Classes are completed at a quick pace, without breaks between classes. One class is covered in its entirety before moving to the next class and ranges from two days to six weeks.

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 content than you.