



Workforce Advancement and Value-Added Education Policies and Procedures

*The information contained in this document is correct at the time of posting.
Changes in policy, requirements, and regulations may occur during the year.*

Mission Statement:

The WAVE Department at Johnson College is committed to fostering lifelong learning, skill development, career advancement, and economic mobility, equipping learners to navigate change and achieve long-term success.

Non-Discrimination Policy:

Johnson College does not discriminate with regard to race, color, creed, age, national or ethnic origin, religion, disability, sex, sexual orientation, gender, gender identity and expression, including a transgender identity, genetics, veteran status, or ancestry in the administration of its educational and admission policies, scholarship, loan, athletic and other school-administered programs, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, or any other legally protected category. For information regarding civil rights and grievance procedures, contact the Title IX Coordinator of Johnson College, 3427 North Main Avenue, Scranton, PA 18508; (570) 702-8944.

Attendance Policy:

Regular attendance is essential for success in class. Students are expected to attend all scheduled classes either in person or virtual. Students are allowed to miss no more than 10% of scheduled classes during the duration of the course. This includes both excused and unexcused absences. If a student exceeds the 10% absence limit, they will be removed from the course. For classes scheduled at 36 hours or less, any absence will result in removal from the class. Students can contact the WAVE department to see about enrolling in a future course. In the case of illness, family emergencies or other extenuating circumstances, students must notify the instructor as soon as possible and provide proper documentation if required. Students are responsible for catching up on any missed material. Make-up work or assignments will be handled on a case-by-case basis and must be arranged with the instructor.

Refund Policy:

Johnson College strives to provide flexible and accessible learning opportunities in person and online. We understand that situations may arise that prevent you from attending a course. Our refund policy is designed to accommodate these situations while maintaining the integrity of our programs. If Johnson College cancels an in-person or online program, registrants will receive a full refund. Withdrawal requests must be submitted in writing. The date of receipt in the Continuing Education office is when the refund will be calculated. Non-attendance does not constitute withdrawal.

More than 7 days before the program start date: A full refund will be issued. 7 days or fewer before the program start date: A refund, minus a \$75 administrative fee, will be issued. After the program start date: No refunds will be issued, except in extraordinary circumstances. Self-paced or On-Demand Online Programs: Refunds are only available if the program has not been accessed (e.g., no login or material downloads). If access to the program has been initiated, no refunds will be issued. The Department Director may grant a refund for an extraordinary circumstance (e.g., medical emergencies) at their discretion. Requests for a refund under this exemption must be submitted to the Director in writing. Supporting documentation may be required. Participants may request a transfer to a future session of the same program if available. Requests must be made no later than 7 days before the original program start date. Course materials, software licenses, or access fees associated with the program are non-refundable once distributed or accessed. Refund requests must be submitted in writing to the Director at abechaver@johnson.edu. Approved refunds will be processed within 21 business days. Refunds are made to the payor on record.

Weather / Emergency Cancellation:

When classes are canceled or there is a delayed start time because of inclement weather or other emergencies, information can be obtained from the Johnson College website (www.johnson.edu) or by calling the main office line at 570-342-6404 and following the prompts.

Tobacco Restricted Campus:

Johnson College has adopted a Tobacco Restricted Campus policy. This restriction includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. All faculty, staff, students, guests, and visitors are expected to adhere to the policy guidelines. The use of tobacco and other items listed above will be confined to specific "Designated Tobacco Zones" around campus. The Zones include areas near the Vet Building, Diesel Building, Woolworth Building, Weaver Building, and the Professional Center. Please keep in mind that there is NOT a Designated Tobacco Zone outside each building on campus. In particular, there is NOT a Designated Tobacco Zone outside of the Moffat Student Center. Also, keep in mind that any open area is considered a Tobacco Free Zone. For example, using a tobacco product is prohibited as you walk from your car to a building on campus. This policy also includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. Those found in violation of the Tobacco Restricted Campus policy may be subject to general Policy Violation sanctions on campus, which can include but are not limited to: a written warning, fine, or suspension from campus activities or events.

Student Conduct Policies:

All WAVE students are required to adhere to the Johnson College Student Conduct Policies as listed in the Johnson College Student Handbook. The Student Handbook can be found by [clicking here](#). The Student Handbook is also available to view on the Johnson College website.

Parking Regulations:

All student vehicles must be parked in the areas provided for general / student parking. All parking will be available on a first-come, first-served basis. All students should lock their vehicles and take appropriate precautions to protect their personal belongings. Johnson College accepts no responsibility for damage to or theft from any vehicle parked on its campus. Johnson College reserves the right to inspect any vehicle driven on or parked on its campus at any time and for any reason. Refusal to comply with this requirement will immediately revoke campus parking privileges. Students should refrain from parking in designated red Staff/Faculty spaces, those spaces marked as "Reserved" or "No Parking" and on any non-paved area that was not intended to be a parking area.

Emergency Contact Information:

Members of the Campus Community should use the following numbers to call for assistance in the event of an emergency or any situation where there is concern about safety or security.

- **Lackawanna County Emergency Management Agency** (police, fire, or medical emergency)
Using Campus Phone: **9-1-1**; Using cellular or non-campus phone: **9-1-1**
- **Campus Emergency Contacts (M-F from 8:00am-4:30pm)**
Extension **8989** rings to Emergency Response Team
- **Maintenance Dept. (M-F)**
570-862-9060
- **Johnson College Security (Tri State Security Solutions)**
 - **M-F from 7:30 am – 10:30 pm**
 - Contact guard **570-702-8993** or Dial 9-1-1 (Lackawanna County Emergency Management Agency).

How to Report Non-Emergency Crimes or Incidents:

All students, employees, and campus visitors should promptly report non-emergency criminal incidents or accidents to the Johnson College Emergency Response number (570) 702-8989 or Stephenie Vergnetti, Vice President of Human Resources, 570-702-8944. The Vice President of Human Resources is located in President's Hall. All crimes involving violence, major property loss, or any felony are reported by the Associate Director of Student Success to the Scranton Police Department.

Incidents may also be reported to:

- Faculty/Staff - Human Resources: (570) 702-8906
- WAVE: (570) 702-8979
- Facilities: (570) 702-8933

Fire:

In case of fire, it is of utmost importance that the area involved be evacuated as quickly and safely as possible. Building evacuation instructions, indicating the nearest exits, etc., are posted in each classroom and all exits are clearly marked. Faculty members will instruct students in their classes, at the beginning of each semester, in proper fire procedures and evacuation routes. All students are expected to be familiar with these procedures. At no time should a fire alarm be presumed to be a false alarm or drill. For maximum safety, all persons should leave the building in the event of the sounding of a fire alarm. No one should return to the building until campus Safety and Security personnel, faculty, and/or administrative staff gives an "all clear".

NOTE: Because of fire and safety codes, no two-wheel, gasoline powered vehicles (moped, motorcycle), may be brought into any building interior or parked under any building overhang. Bicycles should be left securely affixed to bicycle racks and not brought into buildings where they could block exit ways or hallways.

Procedure:

- Evacuate the building at the nearest exit immediately.
- Take your personal belongings only if you can do so without jeopardizing safety.
- While exiting building, close doors behind you, notify occupants, and activate nearest fire alarm pull station.
- **Call 9-1-1** or Johnson College Security after you evacuate the building.

Medical Emergency:

- **Call • 9-1-1 first** and then Johnson College Security at 570-702-8989
- Provide your name, Johnson College building location, a description of the medical emergency and the number of people injured.
- Stay on the phone until emergency responders arrive or until relieved.

Severe Weather:

- Immediately seek shelter in the lowest level of this building.
- Put as many walls between you and the outdoors as possible.
- Stay away from outside windows.
- If outside, go inside the nearest building to Shelter-in-Place.

Gas Leak:

- Call 1-800-228-1110 and the Maintenance Department

Suspicious or Threatening Behavior:

- **Call 9-1-1** or a Johnson College Security contact from a safe location with information.
- Do not physically confront the person exhibiting suspicious or threatening behavior.
- Do not attempt to block a person's access to an exit.

Active Shooter or Threatening Situation/“Shelter-In-Place”:

You may be notified to evacuate your location or establish a Shelter-in-Place. If that happens, use this information as a reference:

Lockdown/Shelter-in-Place:

- Lock and barricade doors, close blinds, block windows, turn off lights.
- Turn off radios, computer screens or anything that would indicate people are in your location
- Silence cell phones when not communicating with authorities.
- Stay calm, quiet and out of sight.
- Take cover behind sturdy fixtures (e.g. concrete walls, desks, filing cabinets).
- If outside, seek shelter behind wall, building, tree, etc.

What to Report:

- Your specific location: building name, floor and room number or classroom name.
- Estimated number of people at your specific location.
- Any injuries-number of injured, types of injuries
- Description of threatening individual(s). (number, physical features, clothing, any known weapons).

Un-Securing an Area:

- **Do not leave your area until authorized by emergency personnel.**
- If you are unsure about your safety beyond the room, keep your area secured.
- Remember a shooter will not stop until they are engaged by an outside force.
- A rescue attempt should only be tried if it can be accomplished without further endangering those in a secured area.

Safety and Security

The cooperation of every person on campus, whether staff, student or visitor, in assisting with safety and security on-campus in the following ways, is greatly appreciated:

- * LOCK ALL VEHICLES AND OFFICE DOORS
- * KEEP PERSONAL VALUABLES UNDER CLOSE SUPERVISION
- * REPORT ALL SUSPICIOUS PERSONS OR INCIDENTS IMMEDIATELY
- * REPORT ALL ACCIDENTS AND MEDICAL EMERGENCIES IMMEDIATELY
- * COMPLY WITH PARKING AND TRAFFIC REGULATIONS

All students, staff, and faculty are asked to cooperate in following the direction of the Maintenance and Security personnel as well as observing campus parking rules and regulations. Security and safety awareness and responsibility for personal and College property will greatly aid those responsible for maintaining a safe and crime-free environment. All lost or stolen property, vandalism or other security-related issues should be reported immediately to the Continuing Education department.

NOTE: The College does not assume liability for loss due to theft of personal property.

Health Care on Campus

In order to assist students and College personnel in health/emergency situations on campus, first aid supply boxes are available in several locations in each building. Laboratories and workshops are equipped with first aid supplies.

I ACKNOWLEDGE THAT I HAVE REVIEWED ALL OF THE INFORMATION LISTED ABOVE AND AGREE TO ADHERE TO THE POLICIES AND PROCEDURES LISTED.

NAME

DATE