



## Attendance Policy

Each technical instructor will set the attendance policy in his or her course and/or program. In most cases, attendance and general participation are utilized in the grading formula. As attendance is required in the workplace, it also is emphasized at Washburn Tech in the development of skilled and reliable workers.

## Entry Requirements

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. If you already have taken other exams, such as CASAS, ACT or COMPASS, find out whether you scored high enough to test out of a WorkKeys exam.

WorkKeys Requirements	Building Technology
Applied Math	Level 4
Reading for Information	Level 4

## Uniforms

The dress code in Building Technology requires students to wear long or short sleeved shirts, work pants or denim jeans, work boots with or without a steel toe, safety glasses, hard hats and gloves (optional). Uniform items may be purchased at the Washburn Tech Warehouse in Building D on the Huntoon campus.