



## 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	Technical Drafting
Applied Math	Level 5
Reading for Information	Level 4

## Uniforms

The dress code in Technical Drafting requires students to dress professionally. You should appear neat, clean and appropriate for the classroom just as will be expected of you in the workplace. A student wearing inappropriate clothing may be sent home to change and be counted absent.