
GEM CITY COLLEGE

SCHOOL OF HOROLOGY



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QUINCY, IL 62301

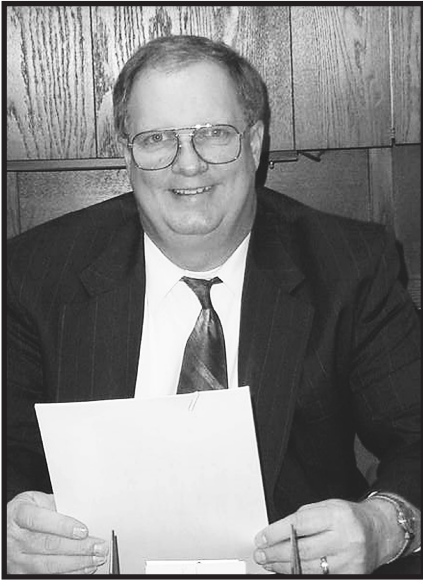
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PRESIDENT'S MESSAGE



For over 140 years Gem City College has been enriched by the individual and cumulative efforts of the countless students and faculty who have been a part of this institution. Perhaps less noticed, but no less important, are the hundreds of individual students who have passed through our building each and every day... the student who has a complexity of issues to deal with while attending classes... the staff member who demonstrates the calm commitment to respond and adapt to changing times... the supportive board who rise to the surface to give us sound leadership and a path to follow.

Our mission and goals are designed to achieve this vision and we offer several programs and options as well as various support services. Today Gem City College is providing a level of education and support services we scarcely could have imagined ten years ago, much less in 1870. We arrived at this point by listening and learning over the years as our students have become successful in their fields of employment. For all the knowledge we have gained and shared in the education field we are but a small piece of the total picture. And yet, without our contribution the lives of so many graduates would be less.

Please read this catalog carefully. It will answer many of your questions about classes, admissions, and financial aid. We invite you to visit us or if you prefer email your questions or comments to our student services department.

Congratulations to your commitment to continuing your education with us.

Russell H. Hagenah
President

MISSION AND PHILOSOPHY OF GEM CITY COLLEGE

The Constitution of the State of Illinois states: “a fundamental goal of the People of the State is the education of all persons to the limits of their capacities.” The College is a part of the system of post-secondary and higher education institutions established to fulfill this mandate. It is the mission of Gem City College to offer its students specialized training leading directly to careers in business, industry, government or self-employment.

Programs are designed to meet the changing needs of business as well as a diverse student population. It is the policy of the College to offer equal educational opportunities to qualified persons regardless of race, religion, age, sex or physical disability.

GOALS

The primary goals of Gem City College are:

1. To provide career-oriented programs leading to employment at graduation in a changing business environment.
2. To offer continuing education opportunities to students wishing to update or expand their job skills on a part-time basis.
3. To assist a student body diverse in age, educational background, financial resources, and ability to achieve their academic and career goals by offering student support services; such as career counseling, financial aid for those who qualify, housing assistance, academic counseling, and placement.
4. To maintain the facilities, equipment, curriculum and faculty conducive to a quality post-secondary business/technical education.

CORPORATE OFFICERS

President and Treasurer
Vice-President
Secretary

Russell H. Hagenah
Ryan R. Hagenah
Janice E. Miller

LEGAL CONTROL

Gem City College is legally owned by its Board of Directors.

BOARD OF DIRECTORS

Russell H. Hagenah
Ryan R. Hagenah

Diana L. Hagenah
Janice E. Miller

ADMINISTRATIVE OFFICERS

Russell H. Hagenah
President
B.S., Quincy College

Ryan R. Hagenah
Vice President
B.S., Culver-Stockton College
M.B.A., Quincy University

Campus Location All Classes
Gem City College
700 State Street
Quincy, Illinois 62301
217-222-0391

Administrative Offices
Gem City College
700 State Street
Quincy, Illinois 62301
217-222-0391

STUDENT SERVICES

Financial Aid Director
Housing
Director of Finance

Lisa Eickelschulte
Diana L. Hagenah
Ryan R. Hagenah

COUNSELING AND GUIDANCE

Russell H. Hagenah
Ryan R. Hagenah
Diana L. Hagenah
Lisa Eickelschulte

FACULTY

Horology Division

Hush, James
Director
Instructor-Watchmaking-Clock Repair
Gem City College
CMW-American Watchmakers Institute

Williams, John
Instructor-Engraving-Jewelry
Gem City College

ACCREDITATION & RECOGNITION

Accredited by the Accrediting Council for Independent Colleges and Schools to award Diplomas.

ACICS
750 First Street NE
Suite 980
Washington, DC 20002-4241
202-336-6780

APPROVED BY

Certificate of Approval to operate issued by the Illinois Board of Higher Education
431 East Adams 2nd Floor, Springfield, IL 62701-1404
Most states for the training of Vocational Rehabilitation Students
State Approving Agency for Veterans' Education

GRIEVANCE AND COMPLAINT POLICY

Should a Student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the President, clearly describing the grievance or complaint. The President will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. At any time a student may also contact the following agencies concerning any grievance or complaint about the institution. Complaints against this school may be registered with ACICS 750 First Street NE, Suite 980 Washington DC 20002 or by phone at 302-336-6780.

ALL COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION ILLINOIS BOARD OF HIGHER EDUCATION

Division of Private Business Vocational Schools
431 East Adams, Second Floor
Springfield, IL 62701-1404
www.ibhe.org
Ph: 217-782-2551

NON-DISCRIMINATION POLICY

It is the policy of Gem City College to offer equal educational opportunities to qualified persons regardless of race, national origin, religion, age, sex, or physical disability. This institution complies with the provisions of Title VI and Title VII of the Civil Rights Acts of 1964, as amended; and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

HISTORY

Gem City was founded in 1870 by D.L. Musselman as an institute of penmanship and bookkeeping. It was incorporated under the laws of the State of Illinois in 1892. For over a century it has developed a reputation for excellent training for careers in business, industry and government.

In 1961 the school of horology was added and the name was changed from Gem City Business College. In 1975 the college purchased Quincy Beauty Academy, which had existed in Quincy for thirty years.

The Gem City College facility, located at Seventh and State Streets, was erected in 1964. It is completely handicapped accessible. The most recent high technology equipment is available for student instruction. A faculty of experienced instructors offers students the individual attention necessary for maximum personal and professional development.

FINANCIAL AID

Pell Grants, which are not repaid, and Stafford Loans, are available to qualified students who need financial assistance to attend college. Students must complete a financial aid application as far in advance of their starting date as possible. An Application for Federal Student Aid is available from the college financial aid office or a high school guidance counselor.

METHOD OF STUDENT PAYMENT

1. All tuition payments may be made in full upon enrollment or complete payment must be accounted for in accordance with tuition and terms of the Enrollment Agreement/Retail Installment Contract and the Student Financing Information Sheet. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
2. Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution until the institution receives payment of all such delinquent sums. Arrangements to pay must be accepted by the institution.
3. In the event of withdrawal by the student, tuition refunds will be made according to the terms of Enrollment Agreement. Any unearned tuition, books, fees and other charges will be refunded within 30 days of the withdrawal.
4. If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with in institution, specifying the terms of the repeat.

REQUIREMENTS FOR ADMISSION

A signed application for admission and a \$100 registration fee is required of every student. All students must be a high school graduate or have a GED certificate and be a citizen of the U.S. The college does not admit M-1 or F-1 students. The signed enrollment agreement is required of every student.

In the absence of a readily available high school transcript, the institution accepts an attestation from the student confirming that they have graduated from high school.

VETERANS' EDUCATION AND TRAINING

Veterans who are eligible for education and training benefits are entitled to a monthly allowance while attending Gem City College in an approved program of study. Information in regard to eligibility and subsistence allowance should be secured from your area veterans' office.

According to requirements of Title 38, Section 1775, of the United States Code, Veterans' Benefits, copies of this catalog, certified as correct in content and policy, have been transmitted to the State-approving agency.

VOCATIONAL REHABILITATION TRAINING FOR VETERANS

Veterans who were disabled during wartime and under certain peacetime service may be eligible for educational training.

DEPENDENT EDUCATION ASSISTANCE FOR CHILDREN OF DECEASED VETERANS

Children between the ages of 18 and 23 of veterans who died from disease or injury incurred or aggravated in the line of duty in active service are eligible for educational benefits. Children of veterans also are eligible if the parent has a 100% service-connected disability. A full-time student in school under the Dependent Education Assistance program may receive a monthly allowance. Widows and wives of disabled veterans may also be eligible for this program.

STANDARDS OF PROGRESS FOR VETERANS FOR CERTIFICATION PURPOSES

Fees will be charged only through the student's last day of attendance.

The Veterans' Administration shall be notified within a reasonable period of time—normally within one week of interruption, termination, or change in the Veteran's rate of pursuit. Notification shall be via VA Form 22-1999b.

In order to graduate in a program, the student must have earned a grade average of C or higher and must successfully complete all the requirements.

OTHER STATE AND FEDERAL PROGRAMS

Financial assistance may be available through such government programs as State Vocational Rehabilitation Program (for the handicapped and/or the visually impaired).

PART-TIME EMPLOYMENT

The college will assist students who are in need of part-time employment to secure after-school and weekend jobs. The availability, volume, and nature of the part-time work is dependent upon current business conditions and the time of year; however, jobs usually can be obtained. The only restrictions concerning outside work is that it should not interfere with the student's scholastic progress.

ATTENDANCE STANDARD FOR TITLE 38 STUDENTS VETERANS

Title 38 students (Veterans) enrolled for 25 or more hours of instruction per week will be interrupted if unexcused absences exceed 3 days during any calendar month. Students enrolled for less than 25 hours of instruction per week will be interrupted if unexcused absences exceed 2 days during any calendar month.

When a student is interrupted for unexcused absences, he or she will not be allowed to re-enroll for at least 5 days following date of interruption.

DEFINITION OF UNIT OF CREDIT

The unit of credit in the college is the quarter hour. The minimum requirement for one credit hour is 10 clock hours of classroom lecture, 20 hours of laboratory or 30 hours of internship/externship experience.

To convert semester hours to quarter-hours, semester hours are multiplied by $1\frac{1}{2}$. Quarter hours can be changed to semester hours by multiplying by $\frac{2}{3}$. For example, 60-quarter hours are the equivalent of 40 semester hours. Laboratory classes are given one-half value of lecture classes.

LIVING ACCOMMODATIONS

Gem City College will assist in every way to help incoming students secure adequate housing. The facilities recommended by the college are safe and well maintained. Most housing is located within a few minutes' walk from the college. However, for those who have transportation, a wider range of choices is available.

CAMPUS SECURITY

Students are subject to the laws governing the community of which the college is a part. A student who refuses to cooperate in maintaining a conducive learning environment at the college may be asked to withdraw.

Any student, who possesses, uses or distributes illegal drugs or alcohol while on Gem City College property or while on College business is subject to disciplinary action, up to and including suspension.

STUDENT DRESS

It is the philosophy of Gem City College that enrollment at the college is similar to employment in business and that student conduct, attitude, and dress be the same as those desired by future employers.

GRADUATION

Students completing the requirements listed for diploma courses are presented their diplomas in June. A diploma fee of \$25 is charged each student upon the successful completion of this course work.

An application for diploma must be filed in the college office on the day the student completes the course. Students must have a cumulative grade point average of 2.0 to graduate from any program.

FOR INFORMATION CONCERNING TUITION, REGISTRATION FEES, BOOKS AND COLLEGE CALENDAR, SEE CATALOG SUPPLEMENT A

GRADING SYSTEM

A complete record is kept for each student, showing attendance, test grades, and progress. The grading schedule follows: Grades of A, B, C, D, and F are considered in computing GPA.

GRADE		GRADE POINTS PER QUARTER HOUR
A	Excellent (100-94)	4
B	Good (93-85)	3
C	Average (84-76)	2
D	Poor (75-65)	1
F	Failing (Below 65)	0
WP, I	Withdrew Passing, Incomplete	0

- WP and I grades are counted as hours attempted, but not in the student's GPA. Any I (Incomplete) grades issued must be resolved within one month following their issuance or the grade will become an F.

TRANSCRIPTS

Students may receive one official transcript without charge. Additional copies are \$5.00 each. Requests for transcripts must be made in writing to Student Services. The student must have met all financial responsibilities with the school prior to receiving a transcript.

COLLEGE OFFICE

The college office is open from 7:30 a.m. until 4:00 p.m. Monday through Friday. We extend a cordial invitation for prospective students and parents to visit our college at any time.

The college bookstore is located in the college office. When a student enters school, all their books are issued from the college bookstore. Supplies may also be purchased at the bookstore.

VISITORS

Parents and friends of students are welcome to visit Gem City at any time. High school counselors, administrators, teachers, and students are urged to visit the college when classes are in session so that they can meet with the students and faculty.

STUDENT WITHDRAWAL/REFUND PROCEDURES

Notice of termination of training should be made in writing and delivered to Gem City College, 700 State Street, Quincy IL 62301. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

1. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.
2. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$100.00. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
3. All students refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
4. Deposits or down payments shall become part of the tuition.
5. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

REFUND POLICY

When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$100.00; When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less. Any book and material fees will be refunded when

- a) the books and materials are returned to the school unmarked; and
- b) the student has provided the school with a notice of cancellation.

After 5% of the course of instruction, but within the first 4 weeks of classes, the college shall refund at least 80% of the tuition.

After the first 4 weeks but within the first 60%, a pro rata refund is applied. A pro-rata refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. For a student terminating training after completing more than 60% of the period of enrollment, the college may retain the entire contract price of the period of enrollment.

Refunds for subsequent quarters for non first-time students: The college shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a student attending an institution for second and subsequent quarters. Refunds will be calculated based upon the last day of attendance.

1. A prorated refund of tuition will be computed and unearned funds for tuition, books, supplies, etc. will be included in the refund.
2. Refunds will be made within 30 days after date of withdrawal.
3. In the event the college has a short course (up to 20 clock hours) the refund shall be prorated up to 60% completion of the course.
4. The school will refund all monies paid to it in any of the following circumstances
 - a) The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b) The school cancels or discontinues the course of instruction in which the student has enrolled.
 - c) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

TRANSFER OF CREDIT POLICY

Gem City College will evaluate the student's previous education to determine if any previous training at an accredited post secondary institution may be accepted based on an official transcript from that school. Only grades of C or higher will be eligible for transfer. Transfer credits must be earned in courses that are similar in nature to the subject offered at Gem City College. Credits that were earned more than 5 years ago will not be considered. At a minimum 50% of the credits required must be completed at Gem City College. Transfer credit will appear as TC on the Student transcript. The student will be notified when the evaluation is completed. Decisions concerning the acceptance of credits by an institution are made at the discretion of the receiving school. Any student wishing to transfer credit from Gem City College to another institution should contact that particular institution at the appropriate time, either before enrolling or at the time the transfer is to occur.

LIBRARY

The library has books on subjects related to business plus a section on biography and fiction. Books are available to the students for use in the library during school hours, and some may be borrowed for a two-week period.

Janice Miller, Library Assistant

PLACEMENT SERVICES

The Gem City College graduate is entitled to the help of the Placement Department, one of the most important services to the student.

The graduate is encouraged to cultivate a professional attitude and to develop the personal attributes that are essential to success. No guarantee of employment is possible; however, the Placement Department has been very successful in assisting graduates to find employment in the general location and field of their preference. Placement is handled by each department.

ACADEMIC CALENDAR:

January 1st to March 31st

April 1st to June 30th

July 1st to September 30th

October 1st to December 31st

SATISFACTORY PROGRESS POLICY

All Gem City College students (both full and part time) must make satisfactory progress toward their educational objective. A student's academic achievement is determined by faculty using the grading system outlined in the catalog. Progress will be evaluated at the completion of each payment period prior to the disbursing of

additional financial aid payments. Satisfactory progress affects both a student's academic standing and financial aid eligibility. Each student must complete his or her course of study in 1-½ times the standard program length as stated in this catalog. All students must attain a cumulative 2.0 G.P.A. to graduate.

**SCHOOL OF HOROLOGY
SATISFACTORY PROGRESS TABLE**

All financial aid is awarded on a non-term basis, satisfactory progress is measured prior to disbursements after the initial payment. Students not meeting the required criteria are deemed not eligible and may be eligible for probation.

21 QUARTER HOUR PROGRAM

Maximum Time: 5½ months 25 weeks
 At Hours Earned: 0-12 13-21
 Minimum G.P.A.: 2.00 2.00
 * Min. Time needed to Complete
 Remainder (Weeks): 16.8 6.4

30 QUARTER HOUR PROGRAM

Maximum Time: 9 months 36 weeks
 At Hours Earned: 0-12 13-24 25-30
 Min. G.P.A.: 2.00 2.00 2.00
 * Min. Time Needed to Complete
 Remainder (Weeks) 24 13.6 4

45 QUARTER HOUR PROGRAM

Maximum Time: 13½ months 54 weeks
 At Hours Earned: 0-12 13-24 25-36 37-45
 Min. G.P.A.: 1.75 2.00 2.00 2.00
 * Min. Time Needed to Complete
 Remainder (Weeks) 36 25.6 16 6.4

63 QUARTER HOUR PROGRAM

Maximum Time: 22 ½ months 76 weeks
 At Hours Earned: 0-12 13-24 25-36 37-48 49-63
 Min G.P.A. 1.80 1.80 2.00 2.00 2.00
 * Min. Time Needed to Complete
 Remainder (weeks) 50.4 40 30.4 20.8 11.2

* Minimum amount of calendar time needed to complete the remainder of the program on time.

**HOW TRANSFER CREDITS/CHANGE
OF PROGRAM AFFECT SAP**

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study.

When a student elects to change a program at Gem City College (this does not include moving from a diploma to a higher credential upon completion) the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress, but will be considered as credits attempted and earned in the time frame calculation.

Probation / Suspension

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the aforementioned requirements.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student may be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of the student handbook describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within ten days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee (consisting of President, Instructor, a member from the Board of Directors and Program Director) is final and may not be further appealed.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. The student shall make the request in writing to the College President.

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by contacting the college administration. The request should explain the reasons why the student should be readmitted. The student is required to wait at least one quarter before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 (calendar) days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to Medical (including pregnancy & surgery). Military Obligations, and Jury Duty.

In order for the student to be granted an approval LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the College Administration.

Re-Admission Following a Leave of Absence

Upon return from a leave, the student will resume their training from the point they had attained at the time of the leave.

TO MEET THE CONSTANTLY CHANGING DEMANDS OF MODERN BUSINESS, GEM CITY COLLEGE RESERVES THE RIGHT TO MAKE REASONABLE ALTERATIONS IN COURSE CONTENT OR IN OTHER POLICIES STATED IN THIS CATALOG.

HOROLOGY DIVISION DIPLOMA PROGRAMS

- Clock Repair
- Watchmaking and Repairing
- Engraving
- Jewelry, Diamond Setting, and Designing

GENERAL INFORMATION

REGULAR SESSIONS

Students may begin training on any Monday. See college calendar. Tuition rates and cost of tools and supplies are listed in the Catalog Supplement A.

LENGTH OF COURSES

The length of time required for the average student to complete each course is listed with the course description. However, the policy of the college is to educate the students as individuals, and anyone who wishes to speed up the work is given the opportunity. A student's talent, temperament, previous education, ambition, motivation are the major factors in determining the time required to reach the training objective. It is also possible for a student who must leave the school temporarily to return without losing valuable time in duplicating work that has previously been completed.

CLASS ATTENDANCE

The participation of students in regularly scheduled classes is an essential part of the instructional procedure. It is assumed that college students will fulfill conscientiously the responsibility of being present at classes and of contributing to class activities. Academic success is directly related to regular class attendance.

No absences are excusable except those regarding sickness or unavoidable causes. The college administrative office must approve such absences. Any student missing fifteen (15) consecutive class days of unexcused absences will be dropped for non-attendance.

SCHOOL SESSIONS

The School of Horology is in session Monday through Friday from 8:30 a.m. until 11:30 a.m. and from 12:45 p.m. until 3:30 p.m.

METHOD OF INSTRUCTION

The School of Horology uses a system of individual instruction and a step-by-step method of training. Each course is set up as a series of projects. These projects are arranged so that the knowledge and skill attained in each assignment will be utilized to complete the following assignments. The instructors work with each student individually and assist them to progress as fast as their diligence, aptitude, and ability will permit. However, each project must be completed to the satisfaction of both the teacher and the student before advancement to the next stage of training is undertaken.

Many of the students who enter the School of Horology have had no previous experience with watchmaking or jewelry, and they must begin with the most elementary phases of study.

Those who have had some jewelry store experience may have an advantage in understanding the work and will, therefore, complete the requirements in less time. The students in the School of Horology are trained with respect to their own particular needs.

Care is taken that the instruction is thorough and complete. The individual learns not merely by doing the assigned work, but by doing each assignment well. It must be demonstrated to the satisfaction of the instructor that the student has achieved the skill necessary to performance of the course work before being allowed to graduate. Through this individual method of instruction, the student develops a high standard of craftsmanship and is thoroughly prepared to enter the watchmaking and jewelry profession.

WATCHMAKING AND REPAIRING COURSE
5 Quarters—1260 Clock Hours—63 Credits
Diploma Course

This course is designed to give the student an understanding of practical watchwork. The individual acquires the basic skills needed in watch repair and develops the eye and hand coordination, which is essential to this work.

The students begin this course by learning how to make and alter tools. Practice using the watchmaker's lathe teaches the student skills in making replacement parts. Proficiency in repairing mechanical movements is gained before training on quartz and electronic timepieces.

The training program is recognized by the watchmaking industry and by the leading retail jewelry establishments throughout the nation that employ Gem City College graduates. Upon completion of this course, the student may take the examination of the American Watchmakers-Clockmakers Institute to achieve the status of Certified Watchmaker.

SUBJECTS REQUIRED

		CREDITS
TIC 151	Beginning Watchmaking I	4
TIC 155	Beginning Watchmaking II	5
TIC 158	Beginning Watchmaking III	3
TIC 159	Beginning Watchmaking IV	5
TIC 160	Intermediate Watchmaking I	3
TIC 165	Intermediate Watchmaking II	1
TIC 170	Intermediate Watchmaking III	10
TIC 171	Advanced Watchmaking I	4
TIC 175	Advanced Watchmaking II	8
TIC 280	Commercial Watchmaking I	9
TIC 285	Commercial Watchmaking II	11

CLOCK REPAIRING COURSE

1 ½ Quarters—420 Clock Hours—21 Credits
Diploma Course

In the Clock Repairing Course, the student learns to repair several different types of clocks, including chime clocks, cuckoo clocks, striking clocks, alarm clocks & electric clocks.

SUBJECTS REQUIRED

		CREDITS
TIC 151	Beginning Watchmaking I	3
TIC 155	Beginning Watchmaking II	1
TIC 159	Beginning Watchmaking IV	2
TIC 193	Advanced Clockmaking I	6
TIC 195	Advanced Clockmaking II	6
TIC 197	Advanced Clockmaking III	3

ENGRAVING COURSE

2 Quarters—600 Clock Hours—30 Credits
Diploma Course

The Engraving Course is offered to those who wish to study the art of hand engraving. It is suitable both for those who are preparing for jewelry store work and for those who want to develop the skills necessary for the execution of this art. It is not necessary to be a good penman in order to become a skilled engraver. The most important assets are ability in art and design as well as the desire to produce fine workmanship.

Engraving involves two stages of training. First the students learn to design several alphabet styles commonly used in engraving. They are shown how to use the pencil most effectively in designing letters and are taught to maintain a uniform style of lettering. Students are taught to design styles of monograms, scroll work, ciphers, and other details that customarily are used by professional engravers. In addition they learn to combine the letters and ornamental details into completed designs.

In the second stage students have an opportunity to learn more elaborate styles of alphabets and the more intricate classic and modern designs. They also extend engraving skills to more difficult projects such as engraving trays, mugs, and trophies.

Students are encouraged to plan their own designs in the Engraving Course. Instruction focuses on the correct placement of letters and figures so that the student develops the ability to produce original fine engravings.

This course serves a two-fold purpose. First, it equips the student with skills basic to the execution of this art. Second, it prepares the individual for work in the Jewelry-Diamond Setting Department. Skill at engraving is important to gem setting because the graver, the essential tool in engraving, is also the most important used in diamond setting.

SUBJECTS REQUIRED

		CREDITS
EGV 151	Basic Engraving I	8
EGV 155	Basic Engraving II	6
EGV 160	Basic Engraving III	3
EGV 162	Layout and Cutting Procedure	2
EGV 170	Advanced Engraving I	3
EGV 175	Advanced Engraving II	4
EGV 180	Advanced Engraving III	4

JEWELRY, DIAMOND SETTING, AND DESIGNING COURSE

3 Quarters—900 Clock Hours—45 Credits

Diploma Course

The training given in the Jewelry-Diamond Setting Department is designed to give the student a practical knowledge of working with metals and repairing jewelry. The department is completely equipped with all the necessary tools.

The course of training in this department consists of casting jewelry; setting stones; enameling; plating; hard soldering; ring sizing; and repairing jewelry by the most practical and up to date methods.

Instruction on jewelry repair work and manufacturing is presented which takes up ordinary repairing, diamond setting, jewelry designing, enameling, model making and electroplating.

It is recommended that the student take the engraving course before entering the Jewelry-Diamond Setting Department. Competence in engraving will greatly facilitate the learning of jewelry repair and stone setting.

Special emphasis is given to designing jewelry, centrifugal casting, and converting designs to finished pieces of jewelry. The student is also instructed in the creation and repairing of enameled jewelry. This course also includes a study of making and repairing pierced jewelry, and instruction is given in carving as an aid to jewelry design. The student also develops skill in producing Florentine and other finishes.

The student is encouraged to apply imagination to the creation of new pieces of jewelry.

SUBJECTS REQUIRED

		CREDITS
JRY 151	Basic Jewelry I	3
JRY 153	Basic Jewelry II	3
JRY 155	Basic Jewelry III	3
JRY 160	Jewelry Process & Design	11
JRY 163	Jewelry Design I	3
JRY 170	Jewelry Design II	11
JRY 180	Jewelry Design III	11

DESCRIPTION OF SUBJECTS

Horology Division

EGV 151	BASIC ENGRAVING I	8 Credits 160 cl hrs
	In this course students draw the slant script alphabet and numerals and learn how to engrave them. They learn how to prepare the graver properly.	Prereq. – NONE

EGV 155	BASIC ENGRAVING II The students are taught the Old English alphabet and how to prepare gravers for this alphabet. Also taught are the fundamental block letters and how to cut the slant and vertical letters.	6 Credits 120 cl hrs Prereq. – EGV 151
EGV 160	BASIC ENGRAVING III In this course students learn how to cut and design various mono-grams. They are taught to engrave curved and concave surfaces and the insides of rings.	3 Credits 60 cl hrs Prereq. – EGV 155
EGV 162	LAYOUT AND CUTTING PROCEDURE In this course the students show what they have learned in the previous engraving courses by cutting a test plate using three of the alphabets learned.	2 Credits 40 cl hrs Prereq. – EGV 160
EGV 170	ADVANCED ENGRAVING I In this course students are taught more about the Old English alphabet as well as how to design and engrave three other alphabets.	3 Credits 60 cl hrs Prereq. – EGV 162
EGV 175	ADVANCED ENGRAVING II In this course students learn how to cut other letters and alphabets as well as engraving of borders and designs and scrolls.	4 Credits 80 cl hrs Prereq. – EGV 170
EGV 180	ADVANCED ENGRAVING III Students are introduced to several power gravers and produce a final Test Plate featuring their lay-out skills and the engraving styles they have learned.	4 Credits 80 cl hrs Prereq. – EGV 175
JRY 151	BASIC JEWELRY I In this course the students learn how to make several tools that will be used in future courses. They are also taught how to harden, polish, and temper these tools to exact measurements supplied by the instructor.	3 Credits 60 cl hrs Prereq. – NONE
JRY 153	BASIC JEWELRY II In this course the students learn the processes of sawing, filing, piercing, soldering and sizing by fabricating simple pins and heads and making assorted bands.	3 Credits 60 cl hrs Prereq. – JRY 151

JRY 155	BASIC JEWELRY III Students learn about casting and fabricating rings and other jewelry pieces by making and assembling jewelry that will be used for stone setting later.	3 Credits 60 cl hrs Prereq. – JRY 153
JRY 160	JEWELRY PROCESSING & DESIGNING Students begin learning basic stone setting techniques such as bezel setting, bead setting and prong setting as well as related repairs of re-tipping, re-pronging and re-beading.	11 Credits 220 cl hrs Prereq. – JRY 155
JRY 163	JEWELRY DESIGN I In this course the students are given instruction in Jewelry Design. The students are also taught eight basic design patterns to be used throughout the course.	3 Credits 60 cl hrs Prereq. – JRY 160
JRY 170	JEWELRY DESIGN II In this course students learn to work with different types of waxes to create jewelry of their own design. They will design 6 different items.	11 Credits 220 cl hrs Prereq. – JRY 163
JRY 180	JEWELRY DESIGN III In this course the students learn advanced techniques in setting stones in channel, pave' and other settings and learn advanced fabricating techniques as well as the use of the power graver for cutting beads and bright cutting.	11 Credits 220 cl hrs Prereq. – JRY 170
TIC 151	BEGINNING WATCHMAKING I In this course students learn how to make several tools that will be used in the future. They are taught how to harden, polish, and temper these tools. Beginning operations on the watchmakers' lathe are included.	4 Credits 80 cl hrs Prereq. – NONE
TIC 155	BEGINNING WATCHMAKING II This course is designed to give the students more practice on lathe projects using exact measurements to cut a staff. They will also learn how to set jewels and their placement and purpose in a watch.	5 Credits 100 cl hrs Prereq. – TIC 151
TIC 158	BEGINNING WATCHMAKING III This course will teach students how to make and set a staff for a watch. It also gives instruction in setting roller jewels. The students learn to oil the jewels and to take measurement from a watch so they can replace or make the parts, which need to be changed.	3 Credits 60 cl hrs Prereq. – TIC 155
TIC 159	BEGINNING WATCHMAKING IV	5 Credits 100 cl hrs

In this course students are given preliminary instruction in colletting, vibrating and overcoiling hairsprings. They study watch cases and how to properly open and close them and the fitting and adjusting of watch bands. Prereq. – TIC 158

- TIC 160 INTERMEDIATE WATCHMAKING I 3 Credits 60 cl hrs
 In this course students learn how to fit a factory staff, true and poise the balance wheel, clean and oil a watch. They are introduced to the timing machines. Prereq. – TIC 159
- TIC 165 INTERMEDIATE WATCHMAKING II 1 Credits 20 cl hrs
 Students are introduced to the staking tool by learning roller table and cannon pinion tightening. Prereq. – TIC 159
- TIC 170 INTERMEDIATE WATCHMAKING III 10 Credits 200 cl hrs
 Students learn how to fit and adjust hands and roller jewels. They also learn how to use a pallet warmer and how to repair jeweled watches. Near the end of this course, the students are taught to order watch parts also. Prereq. – TIC 159
- TIC 171 ADVANCED WATCHMAKING I 4 Credits 80 cl hrs
 In this course students learn about escapements and escapement theory. They are given a review of staffs cut to the same measurements as the models. The students also repeat this process on stems. Prereq. – TIC 170
- TIC 175 ADVANCED WATCHMAKING II 8 Credits 160 cl hrs
 In this course students learn more advanced hairspring work and time watches to the nearest second. They learn about overcoils, and repair or remake the overcoils for two watches. They are taught about hairspring distortions and learn how to fix a distorted hairspring. Prereq. – TIC 170
- TIC 280 COMMERCIAL WATCHMAKING I 9 Credits 180 cl hrs
 Students learn how to disassemble, assemble, clean and oil automatic watches. They review escapements and learn about stationary pin escapements. Prereq. – TIC 170

- TIC 285 COMMERCIAL WATCHMAKING II 11 Credits 220 cl hrs
 Students in this course do a test watch in three different stages. They are given a final review of watch theory and a written test. The final part of this course is on electric watches, and each student is required to bring in ten outside watches and repair them properly.
 Prereq. – TIC 170
- TIC 193 ADVANCED CLOCKMAKING I 6 Credits 120 cl hrs
 In this course students receive the beginning instruction in clock repairing, learning about re-pivoting, bushing, replacing teeth in a wheel, etc.
 Prereq. – None
- TIC 195 ADVANCED CLOCKMAKING II 6 Credits 120 cl hrs
 This course is designed to give students instruction in the following clocks: mantle, chime, alarm, electric, and 400-day.
 Prereq. – TIC 193
- TIC 197 ADVANCED CLOCKMAKING III 6 Credits 60 cl hrs
 In this course students are given instruction in the repairing of cuckoo clocks, grandfather clocks and other cable-driven clocks and how to calculate train wheels.
 Prereq. – TIC 193

GEM CITY COLLEGE
APPLICATION FOR ADMISSIONS
(This form must be used for all admissions)

Date _____ 20_____

TO: DIRECTOR OF ADMISSIONS

I wish to enter as a student in the Gem City College, subject to the conditions of the catalog and the Regulations of the college. My health and physical condition are suitable for performance of the school duties outlined in the catalog. My signature on this application for admissions also indicates that I am a Citizen of the United States, and High School Graduate or I have been awarded a GED Certificate. The Registration Fee of \$100 is enclosed. This application is not a contract. The college does not admit M-1 or F-1 students.

(Last Name) (First) (Middle) (Maiden Name)

Street Address _____ Area Code _____ Home Phone _____

City _____ State _____ Zip _____

Area Code _____ Cell Phone _____

Born _____
(City) (State) (Month) (Day) (Year)

Parents or Spouse's Names _____

Address of Parents or Spouse _____

Name and address of High School _____

Year of Graduation _____ GED Certificate _____

College or Institution of Higher Learning Attended _____

Address _____

Course Desired _____

Date of Entering _____ Social Security Number _____

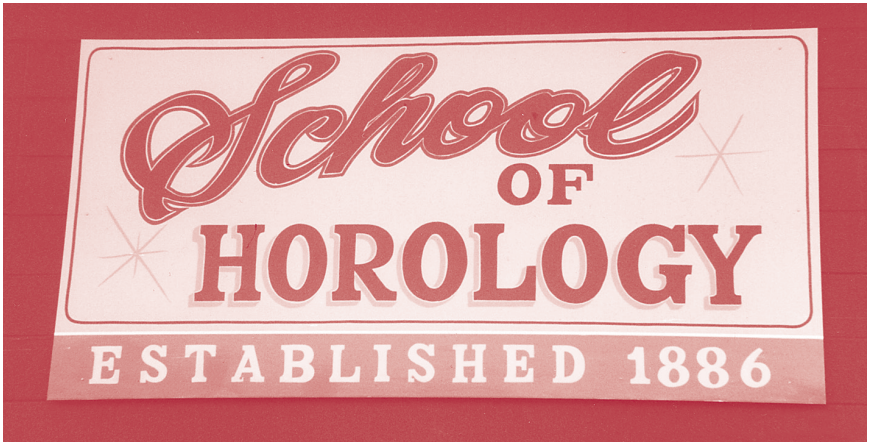
Signed _____
(Applicant)

Consent is hereby given for the student to attend and participate in field trips and other activities under auspices of the college.

Signed _____
(Parent or Guardian)

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Cost of Attending

Program	Watchmaking	Clock Repair	Engraving	Jewelry Diamond Setting and Design
Degree	Diploma	Diploma	Diploma	Diploma
Quarters	5	1.5	2	3
Tuition	\$19,500	\$5,850	\$7,800	\$11,700
Reg Fee	\$100	\$100	\$100	\$100
Lab Fee	\$350	\$150	\$150	\$350
Diploma	\$25	\$25	\$25	\$25
Tools	\$3,434.15	\$1,396.65	\$652.6	\$4,075.15
Total	\$23,409.15	\$7,521.65	\$8,727.6	\$16,250.15

The cost of tools and supplies listed for each course is an approximate cost for someone who has not received training in any of the other departments. If previous training has been completed, the cost of tools for the training program will be reduced as some of the tools will already have been received in the previous work.

Tools and supplies are billed at the end of each month for those items issued during that period. These payments are due within ten days from the date of billing.

COLLEGE CALENDAR 2013 - 2014

Fall Break	August 24, 2013 through September 2, 2013
Thanksgiving	November 28 & 29, 2013
Christmas	December 21, 2013 Thru January 1, 2014
Good Friday	April 18, 2014
Spring Break	May 17 through May 26, 2014
July 4 th Holiday	July 4 th 2014

**GEM CITY COLLEGE RESERVES THE RIGHT TO MAKE
ALTERATIONS IN ANY OF THE POLICIES
AND FEES LISTED IN THIS CATALOG**

Any forcible closing of this institution due to a major crisis or to an Act of God will not warrant a tuition refund. Make-up sessions will be arranged by the institution if deemed necessary.

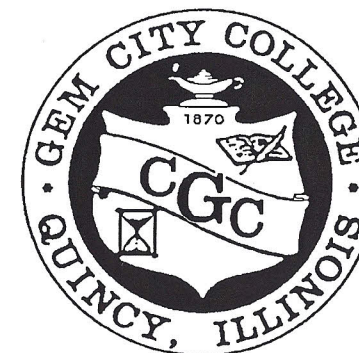
Gem City College

SCHOOL OF HOROLOGY

700 State Street
Quincy, Illinois 62301

CATALOG SUPPLEMENT A

EFFECTIVE JUNE 28, 2013



Student Achievement
Cost of Attending
Gainful Employment
College Calendar

GEM CITY COLLEGE
SCHOOL OF HOROLOGY
700 STATE STREET, QUINCY, ILLINOIS 62301

REPORTING PERIOD DISCLOSURES

July 1, 2011 thru June 30, 2012

	Watchmaking	Clock Repair	Jewelry Diamond Setting & Design	Engraving
1. Students Enrolled as of July 1	4	3	1	1
2. New Students during Period:				
A. New Starts	7	8	6	0
B. Re Enrollments	0	0	0	0
C. Trans into from other programs at the school	0	0	0	0
3. TOTAL ENROLLMENT	11	11	7	1
4. Students Enrolled who:				
A. Transferred out to another program at school				
B. Completed/Graduated	4	8	4	1
C. Withdrew	1	0	2	0
D. Are still enrolled	6	3	1	0
5. Number of students enrolled who were:				
A. Placed in field of study	1	7	4	1
B. Placed in related field				
C. Placed out of field				
D. Not Available Due to Personal Reasons	*3	*1	0	0
E. Not Employed	0	0	0	0
a) There are no licensing exams for these professions				
b) All students were assisted by the college placement assistance				
c) Average Starting Salary	\$22,500	\$22,500	\$22,500	\$25,000
* After Completing a course they enrolled in another program at Gem City College				

ALL COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED
WITH THE BOARD OF HIGHER EDUCATION

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
431 East Adams, Second Floor
Springfield, Illinois 60701-1404

www.ibhe.org

Ph: 217-782-2551

Gem City College
 Quincy, IL 62301
 Gainful Employment Disclosures
 October 1, 2012
 2011-2012

Watchmaking and Repairing

SOC# 49-9064

SOC Description: Repair, clean, and adjust mechanisms of timing instruments, such as watches and clocks. Includes watchmakers, watch technicians, and mechanical timepiece repairers.

Illustrative examples: Clock Repair Technician, Antique Clock Repairer, Horologist

On time Completions	*
Job Placement	100%
Median Loan Debt	
Title IV Loan Debt	*
Private Loan Debt	*
Institutional Finance Plans	*
Program Costs	\$ 23,125.65

Clock Repairing

SOC # 49-9064

SOC Description: Repair, clean, and adjust mechanisms of timing instruments, such as watches and clocks. Includes watchmakers, watch technicians, and mechanical timepiece repairers.

Illustrative examples: Clock Repair Technician, Antique Clock Repairer, Horologist

On time Completions	*
Job Placement	100%
Median Loan Debt	
Title IV Loan Debt	*
Private Loan Debt	*
Institutional Finance Plans	*
Program Costs	\$ 7,521.65

*Program with fewer than 10 completers are not required to report completion and median loan debt data.

Gem City College
 Quincy, IL 62301
 Gainful Employment Disclosures
 October 1, 2012
 2011-2012

Jewelry, Diamond Setting and Designing

SOC# 51-9071

SOC Description: Design, fabricate, adjust, repair, or appraise jewelry, gold, silver, other precious metals, or gems. Includes diamond polishers and gem cutters, and persons who perform precision casting and modeling of molds, casting metal in molds, or setting precious and semi-precious stones for jewelry and related products.

Illustrative examples: Diamond Setter, Goldsmith, Gemologist

On time Completions	*
Job Placement	71%
Median Loan Debt	
Title IV Loan Debt	*
Private Loan Debt	*
Institutional Finance Plans	*
Program Costs	\$ 16,250.15

Engraving

SOC# 51-9194

SOC Description: Engrave or etch metal, wood, rubber, or other materials. Includes such workers as etcher-circuit processors, pantograph engravers, and silk screen etchers. Photoengravers are included in "Prepress Technicians and Workers" (51-5111)

Illustrative examples: Metal Engraver, Glass Etcher

On time Completions	*
Job Placement	100%
Median Loan Debt	
Title IV Loan Debt	*
Private Loan Debt	*
Institutional Finance Plans	*
Program Costs	\$ 8,062.75

*Program with fewer than 10 completers are not required to report completion and median loan debt data.