

# PRESIDENT'S MESSAGE



For over 145 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 on 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

Sarah Bauman  
Diana L. Hagenah  
Ryan R. Hagenah

## **COUNSELING AND GUIDANCE**

Russell H. Hagenah  
Ryan R. Hagenah  
Diana L. Hagenah - Cosmetology  
Janice E. Miller - Horology

## **FACULTY**

### **Cosmetology Division**

#### **Full-Time**

Colgrove, Tiffany - Manager/Instructor    Rees, Heather - Instructor

Diploma  
Gem City College  
Cosmetology

Diploma  
Gem City College  
Cosmetology

Diploma  
Gem City College  
Cosmetology Teacher's Training

Diploma  
Gem City College  
Cosmetology Teacher's Training

Instructor's License  
IL Dept of Professional Regulation

Instructor's License  
IL Dept of Professional Regulation

## Part-Time

Rees, Heather - Instructor  
Diploma  
Gem City College  
Cosmetology

Diploma Gem City College  
Cosmetology Teacher's Training

Instructor's License

IL Dept of Professional Regulation

American Watchmakers' Clockmaker Institute  
CMW

Williams, John - Instructor

Diploma  
Gem City College  
Jewelry Diamond-Setting & Design

Diploma  
Gem City College  
Engraving

## Horology Division

### Full-Time

Hush, James - Director/Instructor

Diploma  
Gem City College  
Watchmaking

Certificate

## ACCREDITATION

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

## NON-DISCRIMINATION POLICY

It is the policy of Gem City College to offer equal opportunities to qualified persons regardless of race, sex, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or their status as a protected veteran. The institution will comply with all federal and state non-discrimination and equal opportunity laws, regulations and orders. 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. This policy applies to admissions, employment and access to the treatment in the College programs and activities.

## **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 and Stafford loans are available to any student who qualifies. Students must submit a Free Application for Federal Student Aid (FAFSA) as far in advance of their starting date as possible. The application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Sometimes you can find scholarship programs available in your area as well.

## **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 unless a medical issue exists.

## **Policy on transfer of students and transfer of earned credit**

### **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 a 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 will be 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. In the event a student decides to change programs at Gem City College and has credit earned in their previous program that satisfies the requirement in the new program of study will receive credit for those classes in their current program of study at Gem City College. Current students transferring from one program to another within the institution are admitted into their new program before transfer in students from another institution.

### **Admission Requirements**

The school admits as regular students: (1) high school graduates, (2) holders of high of high school equivalency diplomas (GED), (3) and a citizen of the United States. The college does not admit M-1 or F-1 students.

The following procedutes are used when applying for admission to Gem City College:

Fill out the application for admission found in the catalog and submit it in person or by mail along with the Registration Fee of \$100 to Gem City College, 700 State Street, Quincy, IL 62301.

As soon as possible, submit to Gem City College a copy of your high school transcript or GED certificate and transcripts from any other college attended.

A signed enrollment agreement is required for every student. In the absence of a readily available high school transcript, the institutions accepts an attestation from the student confirming they have graduated from high school.

Gem City College does not offer Avocational programs/courses that are neither accredited by the Council, nor qualify students to receive Title IV financial aid (such as stand-alone ESL programs)

## **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.

## **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.

The College is required to monitor and report any criminal activity that occurs on campus. An updated security report is on file in the College Office and mailed to all students annually.

## **DESCRIPTION OF FACILITIES**

Gem City College located at 700 State Quincy, IL occupies approximately 16,000 square feet in addition to parking. This facility includes one computer laboratory, one student lounge, business offices, Student Services, Accounting, Financial Aid, Student Records and President. It also includes a Horology laboratory of approximately 8000 square feet with a tool and supply room and a resource area as well as the classroom area. There is also a Cosmetology clinic area as well as a beginning lab of about 3800 square feet. The phone number is (217) 222-0391. Business hours are from 7:30 am to 4 pm, Monday through Friday. The email address is [gemcity@adams.net](mailto:gemcity@adams.net).

## **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,**

## 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.

## **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 1/2 times the standard program length as stated in this catalog. All students must attain a cumulative 2.0 GPA to graduate.

Students who fail to maintain satisfactory academic progress are required to sit out a minimum of three months and must meet with a college administrator to discuss their deficiencies and indicate they are ready to complete their program. A student may be readmitted to a program one time.

All time a student is enrolled in a program counts towards the maximum time frame whether the student receives title IV aid or not.

Students who enroll in a second program will have their satisfactory academic progress computed on the second program criteria from the beginning. There are no special summer terms. The college is in session 12 months a year except holidays and stated vacations.

## **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. Satisfactory Academic Progress (quantitative portion) is measured at the end of each payment or at the end of each calendar quarter for each student.

WP WF 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 the issuance or the grade will become an F. A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade for the course in order to graduate. A course for which an "F" is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

If a grade is changed at any time the CGPA is re-calculated at that time. The grade must be changed by the instructor in writing. All departments (Fin Aid, Academic) are notified of the change and make any adjustments that are required.

Grades of "F" count towards the maximum hours attempted total for a student. Students are not allowed to attempt more than 150% of the number of credits in their program. These hours are included in the hours attempted for a program, but not in the hours earned for the student. These hours are included in the 67% completion rate calculation that is required of students.

A student is not allowed to attend more than 1.5 times, or 150% of the number of weeks listed in the program. The requirements for rate of progress are listed in the policy to ensure that students are progressing at a rate at which they will complete their program within the maximum time frame. The maximum number of weeks is listed in the table. Each student is expected to maintain a minimum rate of progress of at least 67%.

## 21 QUARTER HOUR PROGRAM

Maximum Time: 6 months 25 weeks

At Hours Earned: 0-12 13-21

Minimum G.P.A.: 2.0 2.0

\* Min. Time needed to Complete

Remainder (Weeks): 16.8 6.4

## 45 QUARTER HOUR PROGRAM

Maximum Time: 12.5 months 54 weeks

At Hours Earned: 0-12 13-24 25-36 37-45

Min. G.P.A.: 1.75 2.0 2.0 2.0

\* Min. Time Needed to Complete

Remainder (Weeks) 36 25.6 16 6.4

## 63 QUARTER HOUR PROGRAM

Maximum Time: 18 months 76 weeks

At Hours Earned: 0-12 13-24 25-36 37-48 49-63

Min G.P.A.: 1.8 1.8 2.0 2.0 2.0

\* Min. Time Needed to Complete

Remainder (weeks) 50.4 40 30.4 20.8 11.2

## 75 QTR. HOUR PROGRAM

Maximum Time: 13 1/2 months 56 weeks

At Hours Earned: 0-12 13-24 25-36 37-48 49-60 61-75

Min G.P.A.: 1.5 1.75 2.0 2.0 2.0 2.0

\* Min. Time Needed to Complete

Remainder (weeks) 37 31 25 19 13 7

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

40 hours per week

## **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 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, not withstanding these published standards.

Notification of academic 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.

As a dismissed student, 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.

Should a student have a successful appeal, they shall be placed on probation. These students are able to receive Financial Aid during that time.

The students responsibilities include making satisfactory academic progress while on probation. They may also appeal to the Academic Review Committee regarding the mitigating circumstances that may lead to dismissal. Mitigating circumstances are things such as deaths, marital issues, and financial hardships, but are not limited to those items only. Both the student and the committee shall agree upon a course of action to get the student back in good standing.

Students will have a specified time frame to get CGPA back above a 2.0 and at which time they will be removed from probation. Should they not meet the specified time frame they will be dismissed from training.

### **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.



**COSMETOLOGY DIVISION  
DIPLOMA PROGRAM**

# **COSMETOLOGY**

## CLASS SCHEDULES AND ATTENDANCE

New classes start the second Tuesday of each month. A student is scheduled for three 13-week sessions. Orientation for a new class is held the week before classes start.

Classes meet Tuesday through Saturday from 7:30 a.m. to 4:00 p.m. with a 30-minute lunch hour for a total of 40 hours per week – a total of 1500 hours.

### TYPICAL CLASS SCHEDULE

Monday - CLOSED

Tuesday through Saturday

7:30 - 9:00	Freshman class and testing
7:30 - 12:00	Juniors and Seniors have practical applications on patrons & mannequins
9:00 - 12:00	Freshmen have practical applications on mannequins
12:00 - 12:30	Lunch
12:30 - 3:30	Freshmen have practical applications on mannequins
12:30 - 3:30	Juniors and Seniors have practical applications on patrons & mannequins
3:30 - 4:00	All students do sanitation

Freshmen	--	0 to 500 Hours	25 Quarter Hours
Juniors	--	501 to 1000 Hours	50 Quarter Hours
Seniors	--	1001 to 1500 Hours	75 Quarter Hours

### TUITION AND FEES

Gem City College students will be charged tuition for three quarters. At the end of the nine-month period, a one-month grace period will be given for the student to complete the program. If, at the end of ten months from the starting date of the student's training, all the requirements have not been completed an additional tuition charge will be made.

Please see catalog addendum A for the current prices.

### COSMETOLOGY LICENSING

All states require the cosmetologist to be licensed. Applicants must pass an examination in the theory and practice of cosmetology to obtain a license. Successful completion of a state-licensed, nationally accredited cosmetology course is recognized as adequate preparation for these examinations in all states.

### CONCERNING ILLINOIS STATE LICENSE...

Examinations for Illinois State License are held each month at a location specified by the examining authority.

### APPROVED BY

- A license to operate issued by Illinois Department of Financial and Professional Regulation 320 West Washington Street, 3rd floor  
Springfield, IL 62786  
217-785-0877
- Most states for the training of Vocational Rehabilitation Students
- State Approving Agency for Veterans' Education Illinois

# STUDENT GRIEVANCE POLICY AND PROCEDURES

## **Policy statement:**

Gem City College students have the right to pursue timely, legitimate grievances against employees of the college. Therefore, the college shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged.

## **Procedure:**

**Step 1:** If a student feels that he/she has been discriminated against, the student must first bring the problem to the attention of the College Vice-President within five (5) days of the knowledge or alleged cause for grievance occurs. The College Vice-President will conduct a preliminary investigation of the alleged complaint.

**Step 2:** The student, College Vice-President, and other involved parties will work informally to negotiate a solution within five (5) school days (or total of ten (10) days from filing a grievance).

**Step 3:** If the grievance cannot be satisfactorily resolved by working informally, the student may file a formal written grievance with five (5) school days. (A total of fifteen (15) days from filing a grievance).

A formal written grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the Grievance Form which is available from the College Vice-President. Within fifteen (15) school days of the alleged discrimination or denial of service, a student will file written notice to the College Vice-President. The student's written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance. The College Vice President's response will be given to the complainant within five (5) school days from the date of initiation of the formal grievance process. The proposed solution to resolving the alleged grievance will have to be approved by all parties involved. (Within total of twenty (20) school days from the initiation of the grievance process).

In the event that the student is not satisfied with the action taken at any point in the grievance process, the student may file a complaint with ACICS 750 First Street NE, Suite 980 Washington DC 20002 or at 302-336-6780. In Addition the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA 30350 at 770-396-3898, [www.council.org](http://www.council.org). Grievances must be in writing, signed, and dated and include any information collected or used in attempt to resolve the complaint at the local level.

## **Complaints Against School**

Department of Professional Regulation  
320 West Washington, 3rd Floor, Springfield, IL 62786  
(217) 785-0877

## **RULES AND REGULATIONS**

Students furnish their own uniforms. Dresses or slacks may be worn. Professional shoes are required. Meticulous personal grooming is essential for a cosmetologist. A student who reports for a class and is less than immaculately groomed will be sent home so that the problem may be corrected.

Smoking and gum chewing are confined to break times.

Students must sign in when they arrive and sign out whenever they leave. The student is credited for the actual time in school. Each tardiness, early departure, and absence prolongs the length of the course, as each student must complete 1500 clock hours. Make-up work is done on an individual basis.

## **EQUIPMENT ISSUED EACH STUDENT**

A complete kit of equipment with carrying bag is issued to students the day they enter school. The kit contains a rack of conventional rollers, coneshaped rollers, permanent wave rods, assorted combs, brushes, and clips, haircutting razor and shears, capes, nets, manicure equipment, blow dryer, electric clipper, and mannequins with clamp (new for each student) that becomes the permanent property of the student.

Students will receive the standard textbook, workbook, the standard skills journal, and the standard skills workbook.

Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for lost, stolen, or items left in the student lockers.

## **CLINIC PATRONS**

Clinic patrons play an important role in student education. Without them, a student would be unable to put the theory of cosmetology into practice. Since the patrons pay for the services they receive, the tuition a student pays is less than would otherwise have to be charged. Students are permitted to accept any gratuities given them by patrons who receive clinic services.

## **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.

## **TUITION REFUND POLICY**

<b>A SCHEDULED COURSE COMPLETED</b>	<b>AMOUNT OF TUITION OWED TO THE SCHOOL</b>
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

1. Refunds will be made within 45 days after date of withdrawal.
2. 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.
3. 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.

# COSMETOLOGY CURRICULUM

1500 HOURS 75 Quarter Hours 39 Weeks

You are about to begin an exciting new adventure that can change your life and impact the lives of others in a very positive way. You have elected to set out to become a stylist who will be in demand by salons and clients, for you will have learned the skills that both are looking for.

You'll learn that the word "skills" means much more than haircutting abilities or hair color applications. Those are your technical skills, and they are important - a good part of this program is devoted to learning them. You'll also need to have the skills to help you communicate - with your clients, co-workers, and employer.

This program is designed to teach you the technical skills you need to know from several approaches, to make it easy.

Today, the cosmetology industry holds many opportunities for those who are willing to put into practice all the skills we've included in this program, both technical and personal. The demand for stylists far exceeds the number available. As you begin this extensive program, keep in mind that we believe that students like you can achieve great heights in this environment, if you're willing to learn and to practice all that you're about to be taught. We believe that you can succeed, and we will be there to provide you with the education and encouragement you'll need to get there.

## Objectives

To coordinate classroom theory and clinical practice so the student will be able to understand and execute all beauty salon services.

To prepare graduates for employment.

To prepare students to meet the criteria established by the Illinois State Board of Cosmetologists and Illinois Department of Professional Regulation.

To give graduates a vision of the ongoing nature of the cosmetology field.

SUBJECTS	QUARTER CREDITS	CLOCK HOURS
COS 150 Cosmetology I	25	500
COS 162 Cosmetology II - Milady	6.25	125
COS 170 Cosmetology II - Lab	18.75	375
COS 262 Cosmetology III	6.25	125
COS 270 Cosmetology III - Lab	18.75	375
Total number of Credits	75	
Total number of Clock Hours		1500

## CATALOG COURSE DESCRIPTIONS

- COS 150**            **COSMETOLOGY I**                            **25 QTR Hour**    **500 hrs**  
Cosmetology I provides the student the opportunity to acquire fundamental skills in shampooing, techniques of facials, electrical devices, scalp and hair conditioning, hair coloring, permanent waving, hairshaping, sanitation and antisepticism, manicuring and salesmanship. This course combines classroom demonstration and practical hands-on work on mannequins and other students.  
Prereq. - NONE
- COS 162**            **COSMETOLOGY II**                            **6.25 QTR Hour**    **125 hrs**  
This course includes a practical application of Illinois law, hair cutting and permanent waving.  
Prereq. - COS 150
- COS 170**            **COSMETOLOGY II - Lab**                            **18.75 QTR Hour**    **375 hrs**  
Practical application of what was learned in Cosmetology I by means of projects done on mannequins and customers.  
Prereq. - COS 150
- COS 262**            **COSMETOLOGY III**                            **6.25 QTR Hour**    **125 hrs**  
A fundamental course in the basics of Cosmetology. The course is a textbook training of the “how and why” of the field that is necessary to take the written portion of the State Licensing Test. All phases of Cosmetology are covered.  
Prereq. - COS 150
- COS 270**            **COSMETOLOGY III - Lab**                            **18.75 QTR Hour**    **375 hrs**  
Practical application of what was learned in Cosmetology I by means of projects done on mannequins and customers.  
Prereq. - COS 150



**HOROLOGY DIVISION  
DIPLOMA PROGRAMS**

**CLOCK REPAIR  
WATCHMAKING AND REPAIRING  
JEWELRY DIAMOND SETTING  
& DESIGN**

## **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.

## **SCHOOL SESSIONS**

The School of Horology is in session Monday through Friday from 8:30 a.m. until 11:30 a.m. and from 1:00 p.m. until 3:30 p.m.

## **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.

## 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' 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 10% of the course of instruction, the 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 10% of the period 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 45 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.

# STUDENT GRIEVANCE POLICY AND PROCEDURES

## **Policy statement:**

Gem City College students have the right to pursue timely, legitimate grievances against employees of the college. Therefore, the college shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged.

## **Procedure:**

**Step 1:** If a student feels that he/she has been discriminated against, the student must first bring the problem to the attention of the College Vice-President within five (5) days of the knowledge or alleged cause for grievance occurs. The College Vice-President will conduct a preliminary investigation of the alleged complaint.

**Step 2:** The student, College Vice-President, and other involved parties will work informally to negotiate a solution within five (5) school days (or total of ten (10) days from filing a grievance).

**Step 3:** If the grievance cannot be satisfactorily resolved by working informally, the student may file a formal written grievance with five (5) school days. (A total of fifteen (15) days from filing a grievance).

A formal written grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the Grievance Form which is available from the College Vice-President. Within fifteen (15) school days of the alleged discrimination or denial of service, a student will file written notice to the College Vice-President. The student's written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance. The College Vice President's response will be given to the complainant within five (5) school days from the date of initiation of the formal grievance process. The proposed solution to resolving the alleged grievance will have to be approved by all parties involved. (Within total of twenty (20) school days from the initiation of the grievance process).

In the event that the student is not satisfied with the action taken at any point in the grievance process, the student may file a complaint with ACICS 750 First Street NE, Suite 980 Washington DC 20002 or at 302-336-6780. In Addition the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA 30350 at 770-396-3898, [www.council.org](http://www.council.org). Grievances must be in writing, signed, and dated and include any information collected or used in attempt to resolve the complaint at the local level.

## **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

1 N Old State Capitol Plaza, Suite 333

Springfield, IL 62701-1404

[www.ibhe.org](http://www.ibhe.org)

Ph: 217-782-2551

## 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, clock repairing, 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, clock repairing, and jewelry profession.

### **Approved by**

- Certificate of Approval to operate issued by the Illinois Board of Higher Education  
1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1404
- Most states for the training of Vocational Rehabilitation Students
- State Approving Agency for Veterans' Education Illinois

**WATCHMAKING AND REPAIRING COURSE**  
**4 ½ Quarters (51 weeks)—1260 Clock Hours—63 Quarter Hours**  
**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.

**COURSE OBJECTIVES**

Occupational objectives are to be able to repair several types of watches. Practically all work is done at a bench setting and includes all types of watch repair including mainsprings, stems, crystals and timing. Employment opportunities include bench work, sales, buying and managing a store. All classes are on campus, laboratory and self-paced within the academic progress guidelines.

**SUBJECTS REQUIRED**

		Quarter Hours
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 (17 weeks)—420 Clock Hours—21 Quarter Hours  
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.

### COURSE OBJECTIVES

The Occupational objective is to be able to repair several types of clocks in a repair shop setting or as a self-employed repairperson. The training is all hands-on in laboratory classes. All instruction is on campus, laboratory, and self-paced within the academic progress guidelines.

### SUBJECTS REQUIRED

		Quarter Hours
TIC 151	Beginning Watchmaking I	3
TIC 155	Beginning Watchmaking II	1
TIC 193	Advanced Clockmaking I	8
TIC 195	Advanced Clockmaking II	6
TIC 197	Advanced Clockmaking III	3

## **JEWELRY, DIAMOND SETTING, AND DESIGNING COURSE**

**3 Quarters (36 weeks)—900 Clock Hours—45 Quarter Hours**

### **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.

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.

### **COURSE OBJECTIVES**

Occupational objectives include work as a bench jeweler, repair work, new creations and diamond setting. The graduate might work on rings, necklaces, or other items of jewelry. All work is laboratory, self-paced within the academic progress guideline, and taught on campus.

### **SUBJECTS REQUIRED**

		Quarter Hours
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

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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 80 cl hrs Prereq. – NONE

- TIC 155      BEGINNING WATCHMAKING II      5 QTR Hours 100 cl hrs  
 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.  
 Prereq. – TIC 151
- TIC 158      BEGINNING WATCHMAKING III      3 QTR Hours 60 cl hrs  
 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.  
 Prereq. – TIC 155
- TIC 159      BEGINNING WATCHMAKING IV      5 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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 QTR Hours 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**      8 QTR Hours 160 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 QTR Hours 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 QTR Hours 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 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

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)

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