

# **VETERANS INFORMATION BULLETIN**



**2025**

**CALSTONE  
COLLEGE**

**Calstone College**  
**Los Angeles, CA 90019**

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**(Revised: January 3, 2025)**

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Name of Institution: **Calstone College**

Institution Address: 4117 W. Pico Blvd.  
Los Angeles, CA 90019

Administrative Address: 4117 W. Pico Blvd.  
Los Angeles, CA 90019

Telephone: (213) 738-7700  
Emergency Phone: (323) 840-3033

E-mail address: [admissions@calstoneunivesity.com](mailto:admissions@calstoneunivesity.com)  
Website: [www.calstonecollege.com](http://www.calstonecollege.com)

**Services:** Educational Services in Graduate Gemologist, Graduate Jeweler, Jewelry Designer, Jewelry Technology CAD/CAM, Metal Arts, Wax Techniques/Casting/Mold Making.

## Approval

Calstone College received its approval to operate from the Bureau for Private Postsecondary Education (BPPE). The College was also approved by the Student & Exchange Visitor Information System (SEVIS) in the spring of 2005 and is currently authorized under Federal law to enroll nonimmigrant students. Calstone College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to assist students with their educational benefits under their GI Bill®.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Bulletin effective January 3rd, 2025 to December 31, 2025.

Approved to train veterans and other eligible persons.

The information contained in this bulletin is true and correct in content and policy.

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

# COLLEGE GOVERNING BODY

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## BOARD OF DIRECTORS

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### **Gerald Young Park**

The Founder and President of Calstone College. As a third-generation Master Jeweler with over 43 years of experience, he specializes in the integration of Eastern & Western cultures for jewelry arts. He has also owned and operated several successful fine jewelry retail stores, which gave him an in-depth business and creative understanding of the industry. With his passion to educate and cultivate master jewelers for the next generation, he founded this College and provides leadership in all aspects of the College.

### **Nassir Jacobson**

Owner of Coral Diamond's in downtown Los Angeles. He is a well-known diamond distributor for 41 years, a world traveler, and an industry partner to Calstone College. He brings a wealth of expert knowledge from the jewelry industry and advises on career development for students at Calstone College.

### **Jason Chao**

The primary advisor to the Ambassador of the Republic of China (Taiwan) regarding US Congressional affairs and policy. Dr. Chao also is a respected academic professor who is committed to sharing his experiences and teachings in foreign policy, political science, languages, literature, and culture. Additionally, Dr. Chao has experience in teaching public relations and media studies. Dr. Chao is also a lover of art, education, history, language, food, and culture, and is a receiver of multiple awards in the social sciences and humanities. He has a Ph.D. from the College of Maryland, College Park, and two master's degrees from the Monterey Institute of International Studies and the College of Southern California, respectively.

### **Bernard Slede**

The Managing Partner of Breakthrough Venture Partners, a Silicon Valley firm that focuses on helping companies grow to the next stage. Mr. Slede draws from a career as a successful agent of change and positive disruption, as an entrepreneur, a corporate innovation leader, and a former corporate venture capitalist. He was also named one of Startup America's top 5 individual Champions. Mr. Slede is passionate about art and education. He is a graduate of Paris' HEC School of Management and the International Management Program at ESADE (Barcelona) and McGill University. He speaks English, French, Spanish and Portuguese.

### **Joy GY Kim**

Fashion Designer and Manufacturer. As a successful businesswoman and entrepreneur, Ms. Kim has extensive experience in sports marketing, event planning, and management. She has earned a Bachelor of Physical Education from Kwandong University, a Master's degree in Sports Medicine from Kyung Hee University, and a Master's degree in Physical Education from Korea National Sports University. She is also an artist and painter of religious acrylic paintings and has a Doctor degree of Religious Arts.

## ADMINISTRATION

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Lynne Curry	Dean of Academic Affairs
Karen K. Kim	Director of Admission
T.C. Kim	Director of Administration
Albert Young	Director of Student Affairs
Sara Fagan New Bevilaqua	Registrar
Gerald Young Park	President

## DEPARTMENT FACULTY

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### **Gerald Young Park, B.A.**

The Founder and President of Calstone College. He holds a degree in Mineralogy and has over 45 years of experience as a Master Jeweler as well as a Jewelry Designer of fine jewelry for prestigious jewelry stores. He also has owned and operated several successful fine jewelry retail stores, which gave him an in-depth business and creative understanding of the industry. He provides academic leadership in all aspects of the education for the College.

### **James Pellitteri, A.A.**

Teaches Jewelry Arts as an assistant instructor; A.A. in Fine Art from Columbia-Greene Community College in New York, and has completed Graduate Jeweler and Wax Techniques programs from Calstone College.

### **Sanath DeNawaka, A.A.S.**

Mr. DeNawaka holds a Science degree in CAD Technology. He has years of professional experience in CAD/CAM and product design. He is an instructor for the CAD/CAM and Jewelry Design program at our college.

### **Eunjoo April Oh, A.A.**

Teaches Jewelry Arts as an assistant instructor; A.A. in Intensive Garment Creation from Bunka Fashion College in Japan, A.A. in Fashion Design from FIDM, and has completed Graduate Jeweler, Metal Arts, and Wax Techniques programs from Calstone College.

### **Joseph M. Fiorillo, M.S.**

Teaches Jewelry Arts; B.S. from C.W. Post College in New York, and M.S. from Long Island University in New York.

### **Joel Michael Reardon, B.A.**

Teaches Graduate Gemology; B.A. in Visual Art from Antioch College, and has completed all programs from Calstone College.

# **INSTRUCTIONAL FACILITIES**

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## **CAMPUS**

Calstone College is located at 4117 W. Pico Blvd., Los Angeles, CA 90019. The facility occupies over 7,700 square feet at its current location. This space includes eight (8) classrooms divided into lecture, studio, and computer laboratories, a reception area, administrative offices, a gallery, a book store and an extensive resource library.

All classrooms/laboratories feature state-of-the-art equipment utilized in training students for our various programs. Lecture classrooms hold a capacity of 20 students. Lab/Studio classes hold a capacity of 10 students.

The maximum capacity for each course is as follows:

Graduate Gemologist	10
Graduate Jeweler	10
Jewelry Designer	10
Jewelry Technology CAD/CAM	10
Metal Arts	10
Wax Techniques	10

## **LIBRARY**

Calstone College maintains a Library with relevant books, periodicals, software tutorials, and other pertinent publications to enhance the academic journey at Calstone College. Unreserved books may be checked out by students. Reserved and reference books may not be removed from the Library. The library staff works with students on an individual basis, showing them how to take advantage of the library's specialized resources.

## **TECHNOLOGY LAB**

Computer stations support the computer requirements of academic programs. This center is designed for students to take full advantage of the resources Calstone College has to offer. The open-access Computer Center is equipped with the latest Macintosh computers, Windows workstations, and color printers. Calstone College courses merge studio and computer-based techniques of illustration, typography, layout, 3D imaging, interactive design, video editing, and motion graphics. Students produce original work in various forms of output, including large format color prints, DVD's, and rapid prototyping.

## **STUDIO**

Students have available the following machinery: polishing machines, steamer, ultrasonic, electric rolling mill, vacuum casting machine, wax injectors, kiln oven, vulcanize, magnetic tumbler, electric smelter, melting torch, grinder and power shears. Each student has his/her own work bench fully equipped with all hand tools and specialty tools, mini torch and flex-shaft motor, no workplace will be shared with other students. In addition, a TV-Video system provides close up demonstrations in some of our topics that can be easily viewed by each student during the classes. In the metal shop students may cut, form, shape, grind, polish, and finish ferrous and nonferrous metals in sheet, tube, and plate. The shop is outfitted with oxyacetylene, and welding equipment, as well as laser cutting machines.

## **GALLERY**

Our Gallery features the work of vocational students, as well as workpieces created by the president himself. Some of the works displayed in our gallery are professional masterpieces and provide the opportunity for students to experience their work being displayed for sale to interested individuals.

## **PARKING**

The college also has an independent, gated, and secured parking lot adjacent to the facility. Calstone College premises are wheelchair-accessible (i.e., doorways, restrooms). Restrooms are located inside the building.

## **LOCATION**

The institution is conveniently located near all major attractions. Within several miles of Calstone College one can easily venture into downtown LA, local museums, major shopping centers, Beverly Hills and Hollywood to name just a few. Located conveniently near the 10, 110, and 101 Freeways, the College is also easily accessible by bus. The diverse community surrounding Calstone College fosters an enriching learning and living experience for all students.

## **MISSION STATEMENT**

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The mission of Calstone College is to provide students with educational programs in the field of gems and jewels that are practical, relevant, effective and convenient for them at an affordable price. These quality educational programs are delivered by our highly competent and dedicated faculty members, who have excellent educational backgrounds and professional experiences, which are essential to enrich the students' learning experiences and to produce competent graduates at their next level of endeavor in the challenging world of gems and jewels.

Our educational objectives are as follows:

1. To provide a program in Jewelry Design, which will allow students to develop the skills needed to create and illustrate designs for a variety of jewelry;
2. To provide a program in Graduate Gemology, which will allow students to learn how to grade and identify diamonds and colored gems through extensive practices in a lab-like setting;
3. To provide a program in Graduate Jeweler, which will allow students to set stones, assemble, fabricate, modify and repair jewelry professionally. Students will also learn the foundation of knowledge in custom jewelry manufacturing.
4. To provide a program in Metal Arts where students will be able to demonstrate knowledge of advanced jewelry techniques such as sawing, filing, soldering and metalsmithing and apply these advanced techniques along with design fundamentals to create works of personal expression.
5. To offer advancement opportunities to those students who are already in the jewelry field by providing the latest relevant information and training in the development of technology.



## HISTORY OF COLLEGE

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Calstone College was first established in the spring of 2001. Calstone College was founded in an effort to meet the demands of the public for qualified and competent jewelers, as well as to enhance the training and knowledge of those who have already entered the exciting world of gems and jewels.

Calstone College was approved by the state of California's Bureau for Private Postsecondary Education (BPPE) on March 5, 2001. Calstone College became a member of the California Association of Private Postsecondary Schools (CAPPS) and the Southern California Rehabilitation Exchange (SCRE) since 2003. Calstone College was approved by SEVIS in the spring of 2005 and is currently authorized under Federal law to enroll nonimmigrant students. Also, Calstone College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to assist students with their educational benefits under their GI Bill®.

Our commitment to quality education is shown through the various programs, as well as the personalized instruction, that we offer. Each course has an instructor who is highly skilled and experienced in the field of jewelry. Our faculty was assembled not only to hand down their expertise and wisdom but also to breed creativity and imagination to assist our students in producing beautiful and unique jewelry. We have full confidence in our faculty to produce quality jewelers out of students for the benefit of the jewelry industry.

## ACADEMIC CALENDAR AND INSTRUCTIONAL SCHEDULE

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### HOURS OF OPERATION

Office Hours:	9:00 a.m. – 5:00 p.m., Monday-Friday
College Hours:	9:00 a.m. – 10:00 p.m., Monday-Friday 10:00 a.m. – 4:00 p.m., Saturday

Note: \*These hours are subject to change without notice.

### INSTRUCTIONAL SCHEDULE

Calstone College operates within the Quarter system.

The College office is open during recess, except on College Sanctioned Holidays. Evening and Saturday classes are for make-up and for students with special needs. Since these are intense classes, students must begin their training at the beginning of any quarter with other students, unless there are unusual circumstances.

Detailed instructional schedules per course/program, and course outlines, along with schedule of fees for tuition, books, equipment's, laboratory fees and other costs are found in their respective sections.

1 <sup>st</sup> Period	9:00-9:50	4 <sup>th</sup> Period	1:00-1:50
2 <sup>nd</sup> Period	10:00-10:50	5 <sup>th</sup> Period	2:00-2:50
3 <sup>rd</sup> Period	11:00-11:50	6 <sup>th</sup> Period	3:00-3:50

**Lunch Break: 11:50-1:00**



## ACADEMIC CALENDAR

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2025	Winter 2025	Spring 2025	Summer 2025	Fall 2025
Quarter Begins	January 2	April 3	July 3	October 2
First Day of Classes	January 6	April 7	July 7	October 6
Last Day of Class	March 19	June 19	September 15	December 18
Quarter Ends	March 19	June 19	September 15	December 18

## HOLIDAY CALENDAR

Calstone College is closed for the following holidays and/or vacation time:

**2025:** Jan. 20, 29; Feb. 17; April 24; May. 26; Sept. 1; Oct. 13; Nov. 11, 27-28

Martin Luther King Day  
Presidents' Day  
Columbus Day  
Memorial Day  
Juneteenth

Labor Day  
Lunar New Year's  
Armenian Genocide  
Veterans Day  
Thanksgiving Day (2 days)

## CREDIT HOURS, CLOCK HOURS

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The College uses a Quarter Hour Credit System. The following ratios of clock to credit hours apply:

- 1 Quarter Credit Unit for every 10 lecture hours
- 1 Quarter Credit Unit for every 20 laboratory hours
- 1 Quarter Credit Unit for every 30 clock hours of supervised practicum.

To provide a comparison with other programs in other postsecondary College, the course length is expressed in clock hours and number of weeks. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

## **ENROLLMENT & ADMISSIONS**

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Calstone College operates on a rolling admissions policy. We accept applications into our programs up to the start of the program for that quarter. Please contact the admissions office for current deadlines and more information. Admissions Office: (213) 738-7700, (323) 840-3033.

### **ADMISSION PROCEDURES**

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Potential applicants should contact Calstone College to visit the institution and meet with the Director of Admissions. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing. If the inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the institute.

1. Prospective students should make an appointment with the Director of Admissions of the College.
2. The prospective student should be prepared to:
  - a. Submit a High school diploma, or its equivalent, as specified in the Admissions Requirements section of this catalog
  - b. Complete an Application for Admission form
  - c. Complete an Enrollment Agreement form
3. Credit for previous education, training, or work experience will be considered on a case-by-case basis. Prospective students who wish to avail of this must provide official transcripts for previous education and/or training, or documentation of the work experience related to the program being sought. If credit is warranted from evaluation of prospective student, the course/s must be re-arranged for early completion.
4. The Director of Admissions will assess the prospective student's qualifications and abilities for the program in which the student is interested in pursuing. Alternative program opportunities can also be discussed at this time. A physical tour of the facilities of the campus, including the lecture rooms, laboratories, computer lab, library and other campus facilities can also be conducted.
5. The Director of Admissions will provide the applicant with the following information:

#### **Institutional Consumer Information Disclosure Forms Notice of Student Rights**

6. The student will receive either a Letter of Acceptance or a Letter of Rejection within one week of completion of admission forms and documents. Students must contact the College to verify acceptance within the timeline stated in the Letter of Acceptance.
7. The date of the appropriate Orientation Session will be indicated in the Letter of Acceptance.

## Non-Refundable Application Fees Schedules:

Veteran Students	US Students	International Students
\$10 Application Fee	\$25 Application Fee	\$75 Application Fee
\$200 Registration Fee paid upon acceptance (Refundable)	\$200 Registration Fee paid upon acceptance	\$250 Registration Fee paid upon acceptance

## STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to call for an appointment prior to visiting the College. The institution's facility is handicap-ready.

## ENTRANCE REQUIREMENTS

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### CERTIFICATE & DIPLOMA PROGRAM ENTRANCE REQUIREMENTS:

- Have a high school diploma, or
  - Have a General Education Diploma (GED) certificate, or
  - Be beyond compulsory College age in the State of California, and have taken and passed a standardized test that reliably and validly measures the student's ability to be successfully trained to perform the tasks associated with the job titles to which the course of instruction is represented to lead.
  - Applicants who have graduated from foreign university must submit a notarized, translated diploma or Certificate of Completion.
- Complete an Application for Admission form.
- Pay a refundable Application Fee of \$10(US).
- Complete an oral evaluation with the Admissions Department. Fulfill all financial arrangements to Calstone College prior to admission.
- Complete an Enrollment Agreement.
- Official transcripts from all colleges or universities attended, past and present.
- Must be able to communicate effectively in the English language. *(Non-native speakers must pass an English proficiency requirement or have fulfilled an English course with a "C" or better at an accredited institution. \*International students please see requirements in the International Students section.)*
- Pay Registration Fee of \$200 (Refundable).
- Attend the Orientation Session to complete the admissions process.

# SCHEDULE OF STUDENT TUITION & FEES

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## Tuition: Non Degree Programs

Program	Length	Tuition Fee	Materials & Books	Total
Graduate Gemologist	600 Hours	\$15,900	\$2,480	\$18,380
Graduate Jeweler	600 Hours	\$16,200	\$1,450	\$17,650
Jewelry Designer	300 Hours	\$7,650	\$750	\$8,400
Jewelry Technology CAD/CAM	300 Hours	\$7,650	\$395	\$8,045
Metal Arts	300 Hours	\$8,100	\$975	\$9,075
Wax Techniques	300 Hours	\$8,100	\$595	\$8,695

\*Tuition and fees are subject to change without notice to continuing students.

\*\*This Tuition chart is an estimation of costs. Costs of books and supplies may vary between programs.

\*\*\*Students with transferable coursework completed from other universities may contact the Office of Admissions to discuss transferability and assessment of tuition adjustments.

\*\*\*\*Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate changed from two dollar and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76210)

## POLICIES

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### NON-DISCRIMINATION POLICY

Calstone College does not discriminate in any of its policies or practices on the basis of race, color, age, sex, sexual orientation, religion, or national and ethnic origin. Our College admits students regardless of race, color, age, sex, sexual orientation, religion or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the College.

Calstone College will make reasonable accommodations for qualified students with disabilities. All courses in programs do require students to perform physical and mental tasks to differing extents. Upon request, we will provide a list of examples of these tasks to allow individuals to evaluate their potential for success and their decision to apply. Students who will be requesting special accommodations are asked to do so upon admission to the College and no later than 30 days prior to the start date.

### POLICY FOR EVALUATION OF CREDIT

Credit for previous education, training, or work experience will be considered on a case-by-case basis. Prospective students who wish to avail of this must provide official transcripts for previous education and/or training, or documentation of the work experience related to the program being sought. If credit is warranted after evaluation of prospective student's records, the course/s **must** be re-arranged for early completion and the cost will be reduced proportionately.

Students who wish to receive veteran benefits **MUST** submit a statement of previous training to the College for consideration. If the evaluation determines that credit can be allowed, then, the student and the DVA shall be notified. Any credit granted shall be indicated on the Enrollment Certification (VA Form 22-1999) and the Enrollment Agreement. Students are required to submit an original transcript of records from the institution where they completed the classes or programs. The Institute will evaluate all prior training.

## **ATTENDANCE POLICY**

It is important that the College maintains a record of attendance for each student. Specific hours of attendance are part of the education requirements, especially to fulfill satisfactory academic progress. Instructors will take daily attendance/roll calls anytime during class hours. Each term consists of 10 weeks of instruction. **ATTENDANCE IS VERY CRITICAL.**

## **TARDINESS**

Tardiness is a disruption of the learning environment and is strongly discouraged. A student is considered to be tardy when arriving 10 minutes after the classes have started. An accumulation of THREE tardy occurrences is counted as ONE absence. Students who were not present in class for at least 50% of the time will be considered absent for one day.

## **CUTTING CLASSES**

Cutting of classes will be considered as unexcused absences. A student who arrives after the first third of a class session may be regarded as cutting class and counted as absent from that session. A student who, without obtaining permission from instructor, leaves class before its completion may be marked absent by the instructor. A student who does not return to class after a break without the permission of the instructor will also be marked absent from the entire class session.

## **ABSENCES**

The College expects students to attend all scheduled sessions. However, the College realizes that there may be situations beyond the control of the students, in which the student must miss a session. When a student is absent, the student must fill out a Reason for Absence form, which can be obtained from the Registrar. A student who fails to submit the Reason for Absence form, or a student with a pattern of excessive absences for non-emergencies will be put on academic probation. In no case absences of more than 20% of each program will be allowed. Any student who does not meet the minimum attendance requirement of 80% for a program will receive a failing grade for that course of study. Furthermore, the student will be reviewed for possible termination. If a situation arises that is beyond the control of the student and an absence of more than 20% of the program is anticipated, the student is advised to file a Leave of Absence. The College will terminate any student who is with unexcused absence for 30 hours (equivalent to 5 cumulative calendar days) per Quarter. For Veterans, the student will have up to two (2) weeks of probationary period to make up the missing work. After 2 weeks, the benefits will discontinue and the student will be dismissed.

## **LEAVE OF ABSENCE**

A Leave of Absence is granted only if the Administration can reasonably expect that the student will be able to come back to the College at the end of the leave. However, more than one leave of absence, which does not exceed 30 days, may be granted for a limited, well-documented case due to the following unforeseen circumstances: jury duty, military, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA). The total number of leave of absence cannot exceed 2 Quarters in a twelve-month period. The circumstances that are covered under the FMLA, as applied to students, are:

1. Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of birth of the child);
2. Placement of a son or daughter with the student for adoption or foster care (For 12 months beginning on the date of the placement);
3. Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition;
4. A serious health condition that makes the student unable to function as a student.

The Application for Leave of Absence can be obtained at the Registrar's Office. In some circumstances, the student cannot come to the College to apply for the leave of absence. If the College is contacted and the student's wish is conveyed, the College may put the student on the leave of absence without the student's signed application. The student should sign and return the leave of absence application at the earliest opportune time. If a student fails to return from the leave of absence, the student is deemed to be absent from the date of the scheduled return.

## **MAKE-UP WORK**

Each student is responsible for making-up College work missed due to absences. He or she should make arrangements with the instructor before the end of the program to establish the term(s) of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines. However, hours of make-up work cannot be accepted as hours of class attendance. All make-up work arrangements are subject to approval by the Dean of Academic Affairs.

## **MINIMUM GRADE PERCENTAGE**

The minimum grade percentage required for certifying completion of each program is a cumulative passing grade of 75%. Students are encouraged to strive for excellence. Instructors are available to assist students as needed. Classroom facilities are open to students both before and after the scheduled classes. Class study groups are suggested in order to achieve complete understanding of subjects taught in class.

## **EXAMINATIONS**

Students must pass all examinations with a percentage of 75% or better. A student who receives a failing grade on an examination will be put on probation. Such a student should arrange a make-up examination with the instructor within a week of the failed examination. Only one make-up is allowed for each failed examination. In order to discourage students from trying to boost their grade in a class by relying on a make-up examination, the maximum grade that can be attained on a make-up exam is 75%.

## **WITHDRAWAL**

If a student withdraws from a program of instruction after the cancellation period, the College will remit a refund within 30 days following the date of withdrawal. Upon withdrawal from a program, a student will be obligated to pay for the application fee of \$10, educational services rendered, and unreturned equipment. The charge for the educational services rendered is calculated by multiplying the tuition by the fraction obtained by dividing the number of clock hours attended by the program length in clock hours. If a student fails to return any equipment in good condition within 30 days, Calstone College will offset the cost of the equipment against the refund. If the amount a student has paid is more than the amount the student owes, then a refund will be made. If the amount a student has paid is less than the amount that the student owes for services rendered to the date of withdrawal, then arrangements will be made for full payment of the balance. A student can only withdraw once per program.

## **PROGRAM COMPLETION**

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.



## GRADING SYSTEM

The College primarily uses the numeric grade, 4.0 scales, to measure and indicate a student's progress. Occasionally, a letter grade may be used for indication only. The following chart outlines the conversion:

Final Course Grade (in Percentages)		Final Course Grade (in Points)		Final Transcript Grade	Transcript GPA Value of
Over 95%	OR	3.71 to 4.00	=	A	4.0
92% through 95%	OR	3.31 to 3.70	=	A -	3.7
89% through 91%	OR	3.01 to 3.30	=	B +	3.3
85% through 88%	OR	2.71 to 3.00	=	B	3.0
82% through 84%	OR	2.31 to 2.70	=	B-	2.7
79% through 81%	OR	2.15 to 2.30	=	C +	2.3
75% through 78%	OR	2.00 to 2.14	=	C	2.0
72% through 74%	OR	1.70 to 1.99	=	C -	1.7
68% through 71%	OR	1.30 to 1.69	=	D +	1.3
64% through 67%	OR	1.00 to 1.29	=	D	1.0
60% through 63%	OR	0.70 to 0.99	=	D -	0.7
Below 60%	OR	0.00 to 0.69	=	F	0.0
				P (Pass)	
				NP (No Pass)	*
				I (Incomplete)	*
				W (Withdraw)	*

\* Not included in GPA calculation.

\*\*A passing grade is a final grade of "C" (2.0) or higher. A grade of "C-"(1.7) is not a passing grade.

\*\*\*In the case of a course repetition, both the original and the repeated course are counted as the course attempted. However, the higher grade will be used in the computation of the GPA.

\*\*\*\*In addition to the grade, the following notations may also be indicated on the transcript:

Incomplete (I): A Student may file for an Incomplete Grade (I), under the approval of the instructor, one week prior to the final examination. A student may not file for an Incomplete Grade after sitting for the final examination. The request should be completed by the student and signed by the instructor. The incomplete grade should be changed to a letter grade by the end of the following program. Failure to complete the Incomplete Grade will result in a letter grade of "F".

In Progress (IP): Instructors may choose to submit a notation of in Progress (IP) for students who need to make up the final examination, laboratory assignments, quizzes or exams. The in Progress notation should convert to a letter grade no later than the second week after the final examination.

Credit (CR), No Credit (NCR): Certain classes may be taken for Credit (CR) only. Upon completion of the class, the passing student (all examinations, including the final exam, were passed with a score of 75% or better) will receive the notation of CR, without the numeric grade. This mechanism is set up for students to receive credit for a class without the numeric grade. If the student fails a CR class, the student will receive a No Credit (NCR) notation for that particular class. The student must repeat a NCR class.

Credit By Examination (CR/EX): A student may petition to be granted approval to challenge a program. Upon the approval of the Dean of Academic Affairs, the student may sit for an advanced placement examination. Upon satisfactory completion of the examination with a passing score of 80% or better, the student may advance to the next program.

Withdrawal (W): Students who withdraw from an enrolled program after the fifth day of the class" start date will receive a letter grade of "W". Dropped students may file for re-admission. Please see the Admissions Department for re-admission procedures.

Honor Roll (H): Students with an accumulative GPA of 3.0 or above will be placed on the Honor Roll. The Honor Roll notation will be recorded on their transcripts.

Dean's List (DL): Students with a cumulative GPA of 3.5 or higher will be placed on the Dean's List. The Dean's List notation will be recorded on their transcripts.

President's List (PL): Students with a cumulative GPA of 3.75 or higher will be placed on the President's List. The President's List notation will be recorded on their transcripts.

## **SATISFACTORY ACADEMIC PROGRESS**

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Calstone College employs the following procedures for Satisfactory Academic Progress: Students of Calstone College are monitored and evaluated by their instructor at:

1. The completion of each program, or
2. 25% completion mark point, and
3. 50% completion mark point, and
4. 75% completion mark point.

The student must meet the following minimum standards set forth by the Calstone College administration:

1. Attendance - A student may have a maximum of two unexcused absences during an evaluation period. A standard evaluation period is equal to one quarter.
2. Grades - A minimum passing grade of 75% is set for all examinations, laboratory exercises, quizzes, and homework, except for the Gem Identification 20-stone final exam, which requires 100% accuracy.
3. Homework Assignments - Students must complete homework assignments on time. Failure to do so can result in academic probation.
4. Conduct - Students must maintain professional and ethical conduct towards classmates and instructors. Failure to do so will result in probation and/or dismissal.

Student's progress through the program/s is reported regularly to students in writing. Once a student has been placed on probation he/she must demonstrate competency by the second evaluation period. The second evaluation is defined as the assessment taken at the end of the probation period. Two options are possible after the second evaluation period:

1. The probation will be canceled, and the student's status will return to good standing.
2. The student will be subject to further action, including dismissal.

Only the Dean of Academic Affairs has the authority to dismiss a student from the College.

## **STUDENTS RECEIVING VETERAN'S BENEFITS**

Any student receiving veterans' benefits must maintain a 2.0 cumulative GPA. Veterans failing to meet the 2.0 GPA as evaluated at the end of each quarter will be placed on academic probation. Failure to raise the cumulative GPA to 2.0 or higher by the end of two quarter academic probation periods will result in loss of veteran's benefits, loss of Title IV funding and dismissal from the College. The U.S. Department of Veterans Affairs will be notified of the veteran's failure to maintain satisfactory academic progress and any academic dismissal in compliance with C.F.R. 38.

## **ACADEMIC PROBATION**

The College requires students to maintain satisfactory academic progress. However, a student will be subject to academic probation due to the following:

1. If a student's cumulative grade point average falls below 2.0; and/or,
2. If the student fails two exams in a row, or fails greater than 25% of all exams; and/or,
3. The instructor determines the student's number of absences are excessive and endangering the student's chances for a successful completion.

A student who does not remove him/herself from the academic probation by the next review or within 30 days, whichever comes first, will be subject to dismissal. Any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended will be subject to termination. No more than two terms on probation is permitted. The VA will be promptly notified.

## **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress (SAP) must submit a written request to the SAP Review Committee. The SAP Review Committee is composed of the Vice President and the Dean of Academic Affairs. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The SAP Review Committee shall evaluate the appeal within a reasonable time frame and notify the student of the decision in writing. The decision of the SAP Review Committee shall be final.

## **DROP BACK PROCEDURE**

A student who may need to interrupt class attendance may choose to take drop back status. Upon completion of the appropriate forms, the student will be scheduled for the next convenient class schedule. The student will re-enter the program at the time based upon the previous hours completed. A student may take only one drop back status in any program.

## **DISCIPLINARY ACTION**

The College reserves the right to require either probation or permanent dismissal of a student when the student is charged with and guilty of a violation of the Student Code of Conduct.

## **APPEALING PROCESS**

In all disciplinary matters, the College will provide the students the right to appeal according to the following procedures:

### ***Classroom Related Problems (Non-academic):***

1. Speak with the instructor. Many problems can be dealt with successfully by communicating with the instructor involved.
2. If the student is not satisfied with the resolution, make a complaint in writing and submit it to the Vice President. Allow one week after the submission of the complaint before you make an appointment to meet with the Vice President. This will give him/her enough time to review the problem.
3. If the matter is still not resolved satisfactorily, the student may appeal to the Grievance Committee, which is composed of one faculty member, one student representative and the Vice President. This Committee will hear the testimony of both sides. Afterwards, they will submit a recommendation to the President of the College, who shall decide on the case. All decisions made by the President are final.

### **Administrative Related Problems:**

1. Speak with the Calstone College staff ~~involved~~
2. If the problem is not solved, submit grievances in writing to the Vice President. Make an appointment to speak with the Vice President after one week to allow him/her time to review the problem.
3. If the matter still cannot be resolved, it may be brought to the President. All decisions made by the President are final.

### **COURSE REPETITION**

Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the grades of the two classes will be calculated separately. The College also offers non-credit remedial courses, based on availability. Both the repeated attempt of classes and the non-credit remedial courses require additional financial obligations. Please inquire further with Admissions office.

### **RE-ADMISSION**

The student who has withdrawn or has been terminated by the College may submit a petition for re-admission. The College will consider re-admission only if the student can document that the conditions that led to withdrawal or termination have been resolved, and if the College can reasonably expect that the student will make satisfactory progress. If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

### **CHANGE OF PROGRAM**

Calstone College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

### **BUYER'S RIGHT TO CANCEL**

A student may cancel his/her enrollment agreement with the College at any time. Cancellation occurs when the student gives a written Notice of Cancellation to the Registrar of the College at the address specified in the Enrollment Agreement, either by mail, hand delivery or telegram. If the Notice of Cancellation is made on or prior to the first day of instruction, the student is entitled to 100% of institutional charges, less a \$25 application fee. The maximum non-refundable registration fee

allowed by Veterans Administration under the provision of Title 38 is \$10.00 per eligible person. Generally, the date of cancellation will be the date Calstone College receives your notice.

If the College has given the student any equipment, the student shall return the equipment to the College in good condition within 30 days following the receipt of the Notice of Cancellation. If a student fails to return any equipment within this 30-day period, the College will retain that portion of the consideration paid by student equal to the price of the equipment. Upon return of all equipment, books and supplies, the student will have no financial liability. The College will refund any consideration paid within 30 days of receipt of the Notice of Cancellation.

## **FINANCIAL ASSISTANCE**

If you are a U.S. Citizen, U.S. Permanent Resident, or hold a non-temporary U.S. Visa, you may apply for a limited number of College-administered scholarships. The scholarships are awarded on the basis of need and academic merits. Other financial assistance may be available. Please inquire with the Admissions Department for details.

## **REFUND POLICY**

Calstone College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the student for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. If a non-veteran student drops or withdraws from the College and has completed less than 60% of the course instruction, the student is entitled to a refund, minus any fees that are non-refundable. We will mail your refund to you within 45 days after receiving your cancellation notice.

## **REFUND POLICY FOR VETERANS ONLY**

Calstone College has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion and provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course should bear to its total length.

## **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll number at 1-888-442-4551.

## **STUDENTS RIGHTS UNDER THE STUDENT TUITION RECOVERY FUND (STRF)**

Student Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment.

To be eligible for STRF, a student must be a California resident and reside in California at the time the enrollment agreement is signed or when he/she receive lessons at a California mailing address from an approved institution offering correspondence instruction.

Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF.

To qualify for STRF reimbursement, a student must file a STRF application within one [1] year of receiving notice from the Bureau that the school is closed. If the student does not receive notice from the Bureau, he/she has four [4] years from the date of closure to file a STRF application. If a judgment is obtained, he/she must file a STRF application within two [2] years of the final judgment.

It is important that the student keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

**Questions regarding the STRF may be directed to:**

Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818  
Phone: (916) 574-8900, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov), E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **STUDENT CONDUCT POLICY**

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Calstone College and its staff of faculty and administration rely on students to conduct themselves in a manner that upholds the Calstone College Student Code of Conduct. The following are types of student conduct that will not be tolerated on campus:

1. Possession or usage of illegal drugs, alcohol and other drug-related materials. Students found with such materials will be dismissed from the Calstone College. Students attending the College while under the influence of illegal drugs, alcohol and other drug-related materials will also be dismissed;
2. Students who are found to be academically dishonest, in any examination or tests will automatically receive an "F" in that particular course and are subject to disciplinary action for that quarter. Furthermore, any student who has committed an act of academic dishonesty will be automatically disqualified from receiving any current or future scholarship awards from the College.
3. Students are expected to conduct themselves in a manner that is not injurious to the well-being of other individuals or to Calstone College property. The integrity of the College and its program depends on all students upholding their code of conduct. Any act or behavior that disrupts or prevents the administrative staff or the faculty from performing their duties in the academic environment will be grounds for immediate disciplinary action for violation of rules and regulations including, but not limited to, the following:
  - a) Willful disobedience to directions of Calstone College staff acting in their duties;
  - b) Furnishing false and misleading information to the College;
  - c) Unauthorized entry to, or use of, the College facilities;
  - d) Forgery, alteration or misuse of CC documents, records or identification;
  - e) Obstruction or disruption of classes, administration, disciplinary proceedings;
  - f) Theft or damage to the properties belonging to Calstone College. Disorderly, rude, obscene, offensive conduct or expression which interferes with the College's primary education responsibilities; and
  - g) Assault or battery, abuse, or threat of force or violence directed to any member of Calstone College, including any form of sexual assault, harassment, and unwanted sexual advances.

## **MISCONDUCT PROBATION**

In the event that a student is put on probation for misconduct, the student will receive a written notice showing the date of action, the type of probation, the action needed for reinstatement, the deadline for reinstatement and the consequences, if not reinstated. If the student feels that the probation was given unfairly or is in error, the student should submit a petition, before the stated deadline for reinstatement. The petition form can be obtained from the Registrar.

## **SUSPENSION & DISMISSAL/TERMINATION**

A student who does not meet the requirements as explained in the Satisfactory Academic Progress section of this catalog, or who violates provisions listed under Student Code of Conduct, or who fails to pay the tuition, will be placed on probation. If during the next 30 days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation, or maintains a cumulative attendance of 80% or better if under attendance probation, or removes the probationary violation the student will be removed from probationary status. However, students who will be on probation for more than two terms will result in suspension or dismissal/termination. The DVA will be promptly notified, no more than two terms of probation is permitted.

Calstone College reserves the right to dismiss any students on the grounds of the violations outlines in SAP. In the event of termination, the student will receive a written notice from the College showing the date of action, the cause and the deadline for a petition. If the student feels that the termination was unfair or in error, the student should submit a petition, which can be obtained from the Registrar, before the stated deadline. *See Student Grievance Policy.*

## **STUDENT GRIEVANCE POLICY**

Should any student have a grievance (unresolved complaint) about their status or grades, the normal recourse is for the student to consult with the instructor involved. If the student disputes the decision rendered, the case may be considered by the Vice President for further judgment. The normal recourse for records, faculty, or other concerns, is for the student to finally consult the President. In the event a satisfactory resolution is not achieved at this level, the student may contact:

Department of Consumer Affairs Consumer Information Division 1747 North Market Blvd., Suite 225  
Sacramento, CA 95834, (916) 574-8900

## **STUDENT RECORDS/RIGHT TO PRIVACY**

The Federal Right to Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. State law requires that the College maintain these records for five (5) years. Transcript of Records will be kept for 50 years. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party.

# **LIBRARY AND MEDIA CENTER**

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## **LIBRARY MISSION STATEMENT**

The Calstone College Library is committed to providing quality service and an excellent collection of materials to support the mission, goals, educational, and research needs of students, staff, faculty, administration, in support of the College's diverse curriculum. The mission of the Calstone College Library is to achieve excellence in the provision and promotion of information services to meet the teaching and learning needs of the College and continue to invest in the improvement of the library facilities.

The Calstone College library, available to currently enrolled students and faculty, is located within the College's campus. The library's main mission is to provide the resources that are necessary for students and faculty to obtain the best education possible. The library provides resources that students and faculty may need for reference and assistance for the curricula offered at Calstone College. Students have check-out privileges within the circulating collection and are also able to further their research by using the online resources that are available to them.

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone College's programs. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues.

In addition to the library, the Media center contains the computers, online library resources, and software necessary for completing projects and assignments. Students are encouraged to use the Media center for academic purposes including research, writing, and reading. The library and Media center are available for use during regular College hours. Calstone College is continuously improving its library resources in order to better serve the needs of our students.

## **BOOKS AND MORE**

### **Books**

The library contains a collection of thousands of textbooks, periodicals, e-books, articles, and other related materials that provide assistance to the students and faculty. The library's collection is building up its resources in order to support Calstone College's programs. Certain resources including magazines, special collection books, and other rare collections cannot be checked out. However, students are free to browse through any of the resources while they are at the library and are able to photocopy any material as long as they do not conflict with copyright issues.

### **E-books and Internet Library**

In addition to our vast collection of textbooks and articles, we also have e-book service available for Students.

1. <http://www.pdfgeni.com/>
2. <http://www.scribd.com/>
3. <http://www.free-ebooks.net/register.php>
4. <http://www.asiaing.com/index.php>
5. <http://www.ebooklobby.com/>



## **What are E-Books?**

E-Books are electronic versions of printed books. While E-books are NOT intended to replace our print collection, in many cases, they allow us to offer access to material we would not otherwise be able to include in our collection. Since the library has limited funds, we are not always able to maintain the most up-to-date collection of print materials. However, with E-books, we are able to provide and maintain an up-to-date collection in a wide range of subjects such as technology and computer jewelry, fashion, design, business, literature and much more.

## **Advantages of E-Books**

E-Books can be viewed online from any PC connected to the Internet. E-Books are available at your convenience – anywhere, anytime. When you “check out” an e-book, it is available to you only for the period of time you are actively reading online, and when you log off the computer, the e-book is “returned,” available for another user.

## **Links to other library websites**

1. <http://www.pdfgeni.com/>
2. <http://www.scribd.com/>
3. <http://www.ipl.org/index.html>

## **ABOUT THE LIBRARY**

### **Hours**

The library is open from 9:00 am to 5:00 pm Monday through Friday. Hours vary during breaks, holidays, and summer. Please observe the notice on the door for changes.

### **Policies and Regulations**

We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others. To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone notifications and conversations at a low level and brief. Replacement costs, including a non-refundable billing fee, may be charged for materials lost, damaged, or not returned. Unless specifically indicated, periodicals may not be checked out or removed from the library. The library is not responsible for notices the borrower does not receive due to absences or change of address or personal name. The library retains the right to revoke borrowing privileges if rules are abused or library bills are not paid. The Calstone College library has the right to recall materials when necessary.

## **INTERNET**

### **Searching the Internet**

[www.ask.com](http://www.ask.com)

One of the top two search engines

<http://www.lii.org/search/file/searchtools>

Links to the top search tools, all on one page.

[www.bing.com](http://www.bing.com)

Microsoft's web search tool (formerly Live Search).

[www.blinkx.com](http://www.blinkx.com)

Search millions of hours of video at once.

[www.clusty.com](http://www.clusty.com)

Clustering search engine -- includes blogs, Wikipedia, and jobs.

[www.dogpile.com](http://www.dogpile.com)

This meta search engine searches multiple databases simultaneously.

[www.google.com](http://www.google.com)

Considered by many as the best general search engine, its results are based on page popularity.

[www.hotbot.com](http://www.hotbot.com)

This meta search engine searches multiple databases simultaneously.

[www.ixquick.com](http://www.ixquick.com)

This meta search engine searches multiple databases simultaneously.

[www.mamma.com](http://www.mamma.com)

This meta search engine searches multiple databases simultaneously.

[www.yahoo.com](http://www.yahoo.com)

Web portal, directory, etc.

## **SERVICES**

### **Request Materials**

Reference assistance is available most hours the library is open. Orientations and one-on-one instruction can be scheduled by any user.

## **TECHNOLOGY CENTER**

### **Academic Computer Services**

Computer services support the computer requirements of academic programs. This center is designed for students to take full advantage of the resources the Calstone College has to offer. The open-access Computer Center is equipped with the latest Macintosh computers, Windows workstations, and color printers. Our College courses merge studio and computer-based techniques of illustration, typography, layout, 3D imaging, interactive design, video editing, and motion graphics. Students produce original work in various forms of output, including large format color prints, DVD"s, and rapid prototyping.

## **POLICIES AND REGULATIONS**

### **Cell phone Policy**

To provide an environment that is welcoming and conducive to study, we ask you to keep your cell phone notifications and conversations brief and at a low level. Cell phone usage is allowed only on the main floor of the Library. We continue to reserve the right to ask anyone to leave the library if they are disturbing to others. Cell phone conversations must be at a minimal disturbance to others.

## **Computer Use Policy**

In accordance with the [Internet/Network Use Policy](#) issued by the [Calstone College President](#), all users are required to abide by the rules of the policy and use the system in an ethical and lawful manner. Any abuse of these policies can result in the loss of computer and library privileges and may be subject to applicable criminal and civil penalties. When using the computers in the Calstone College, all users (students, staff, and faculty) are required to abide by the rules of this policy. Library computers are available to support and enhance the instructional goals of the library and institution. These goals include, but are not limited to, the following: Calstone College class assignments; scholarly research; teaching; lifelong learning; all other informational needs.

Computers are not to be used for games, chat rooms, or email if they do not support the instructional goals of the College. No loading of any personal software is allowed. Only CC's equipment may be connected to campus networks. Computer use time will be limited to accommodate all users.

Information may be saved to a disk or printed. Application software is available but the primary use of these computers is for research. Computer use in the classroom is reserved for library classes & instruction, workshops, or meetings with the approval of the librarian(s). If a complaint of a violation of this policy is lodged against an individual, the individual by agreeing to this policy, grants permission for Calstone College administrators to access a log of the individual computer activities in order to evaluate the merit of the complaints for possible actions. Calstone College retains the right to revoke any computer use privileges if these policies are abused.

## **STUDENT SERVICES**

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Calstone College maintains a Student Services Department to assist students by providing them with access to programs and assistance outside the classroom. Locations of nearby restaurants, libraries and hospitals along with service agencies in the area are available. Additional community resources are available upon request.

### **HOUSING**

Calstone College has no on-campus housing. However, Calstone College staff is available to assist students with finding housing, often just as the students arrive. The College offers this service to students, regardless of whether or not they live in the area or are traveling from other parts of the country.

### **JOB PLACEMENT**

Calstone College maintains a policy of offering job placement assistance to all graduates and/or active students. Our main purpose is to help students find jobs and to provide continuous support services to enable them to keep their jobs and continue their overall professional development. To that end, we will provide this assistance through a job referral service. This is maintained by our constant updating of job banks for our students. This support service for our graduates and active students who are seeking employment opportunities is augmented by our systematic and attentive interaction with potential employers in our local communities.

Although job placement cannot be guaranteed, Calstone College will attempt to place graduates and/or active students by assisting them in getting in touch with employers offering employment opportunities within the gem and jewelry industry. The College also offers assistance in resume writing, interview techniques, job search methods, and in making important career decisions. We meet our overall Calstone College educational mission by first providing students the training, and then providing the tools, to effectively use the training in the real-world work environment.

## **ACADEMIC GUIDANCE**

At Calstone College, we have professional counselors who are highly trained and competent in guiding and advising students. They are extremely sensitive to the problems the students may face in their pursuit of learning these vocational skills. We also have certified, experienced, and highly qualified instructors who are genuinely interested in the students' work and are particularly receptive to their needs and concerns. They are also willing and able to assist the students in matters extraneous to the classroom.

## **STUDENT ACTIVITIES**

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The jewelry design industry wants people who have more than just technical skills. At Calstone College, learning doesn't just take place in the classroom. We set up a variety of activities for our students so that they can experience the whole world of jewelry design. This is a partial list of activities arranged by the Student Services Department.

### **COMPANY TOURS**

As a Job Placement activity, we have tours to a variety of companies to see the design process firsthand. Often, these tours include the opportunity to meet with the companies' Human Resources Department and to discuss possible employment opportunities.

### **CAREER PLANNING RESOURCES**

In order to prepare you for the „real world“, we offer a variety of seminars to aid in the job placement process. Strategic interviewing skills and resume development seminars, as well as motivational alumni and industry guest speakers are a few examples of the resources available to all students.

### **ALUMNI VISITS**

Calstone College values the networking of Alumni and current students of our College. Calstone College will maintain contact with graduates and ask them to visit current students to give their past experiences of their studies and how they are applying themselves in the real world.

### **SKILLS DEVELOPMENT CENTER**

The Student Success Center, under the authority of the Chief Academic Officer has a set mission to facilitate the academic experience and learning outcomes of the student body by offering and organizing different academic and counseling services and activities.

### **FREE TUTORING SERVICE**

Calstone College believes that by peer teaching/tutoring, (outside of regularly scheduled class time) the students profit the most from the program. Teaching/tutoring one another gives the opportunity for students to review their knowledge and structure of their own skills. Therefore, students are encouraged to tutor one another.

Through the Skills Development Center, senior students willing to engage in free tutoring activities, are available to meet with students in need, to help them prepare for tests and midterms, give input and feedback on projects, and aid them on their overall comprehension of the course material.

It is strictly for Calstone College students to teach active or former students.

Free Tutors contacts are posted on the Calstone College ePortfolio website ([www.pandoraportfolio.com](http://www.pandoraportfolio.com)) in the group Calstone College Free Tutors.

## **PRIVATE TUTORS**

Students in need of Academic help can also hire a private tutor. Private tutors are professors of Calstone College. The exact amount charged is determined by the tutor and is paid directly to the tutor by the student. Private tutoring sessions are not paid for by Calstone College.

Private Tutor's contacts are posted on the Calstone College ePortfolio website ([www.pandoraportfolio.com](http://www.pandoraportfolio.com)) in the group Calstone College Private Tutors.

## **STUDY GROUPS**

Calstone College encourages students to form study groups in order to share knowledge and achieve Academic success. Students may contact the Skills Development Center for help in organizing a study group.

## **ACADEMIC ADVISING**

All Calstone College students have access to academic advisors. Students should plan to meet with their advisor at least once a quarter, which ensures proper Academic planning over their course of study at Calstone College. Calstone College invites students to seek academic advice from faculty members, Division Chairs and Department Chairs.

Some instances may require mandatory meetings with an advisor to review academic situations and formulate or review and revise as needed plans of study (please check the academic Probation Policy).

## **ADDITIONAL SUPPORT**

Additional academic assistance, including information about Time Management, Study Skills, Test Anxiety, Note Taking Skills, and other areas that have a bearing on academic success, can be obtained by contacting the Skills Development Center.

## **PEER MENTOR PROJECT**

Peer mentoring is a voluntary program run by the Chief Academic Officer in which Professors and Senior Students provide guidance and support to incoming students who are new to the Calstone College community. A mentor can provide answers to questions about the College, particular programs, classes, and more. If you would like to either request a mentor or become one, contact the Chief Academic Officer.

## **GRADUATION REQUIREMENTS**

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To graduate from their program of study, the student must fulfill the following:

1. Satisfy all financial obligations to Calstone College.
2. Students must successfully receive a passing grade or credit for all required courses for the program and achieve a grade point average of no less than 2.0.
3. Satisfactory attendance as outlined in the College policy must be met.
4. A student must fulfill all the credits required for the major in their program of study.

# **COURSE REQUIREMENTS AND FEES**

## **CERTIFICATE AND DIPLOMA PROGRAMS**

*Here at Calstone College we offer six non-degree programs. The objective of the Certificate and Diploma Programs at Calstone College aims to instruct students in studies that practically equip graduates with necessary skills to apply in their vocational field and obtain employment in a jewelry related industry. Our programs range from select disciplines in the jewelry arts such as Wax Techniques, Graduate Gemologist, Graduate Jeweler, Metal Arts, Jewelry Designer and Jewelry Technology CAD/CAM.*

Wax Techniques  
Graduate Gemologist  
Graduate Jeweler  
Metal Arts  
Jewelry Designer  
Jewelry Technology CAD/CAM

## **SCHEDULE OF PROGRAMS OF STUDY**

<b>Program</b>	<b>Length of Program in Quarters</b>	<b>Total Clock Hours</b>	<b>Total Quarter Credit Units</b>
Graduate Gemologist	2	600	36
Graduate Jeweler	2	600	33
Jewelry Designer	1	300	18
Jewelry Technology CAD/CAM	1	300	18
Metal Arts	1	300	18
Wax Techniques	1	300	18

### **Estimated Cost of Living (Optional)**

To better prepare for your expenses while studying at Calstone College, we estimated the following:

<b>Expenditure</b>	<b>Estimated Cost</b>	<b>Basis</b>
Housing	\$18,000 / year	1 Bedroom alone
Other	\$12,000 / year	Food, transportation, etc.
Utilities	\$1,800 / year	
Total	\$31,800	

# GRADUATE GEMOLOGIST

Diploma Program

600 Clock Hours, 36 Quarter Credit

## Units Program Schedule:

Schedule	Days of the Week	Clock Hours
Day Schedule	Monday-Friday	600

## Graduate Gemologist Diploma Program:

Students will take fundamental courses in gemology studying the full spectrum of gems from colored stones, diamonds, pearls, to their synthetic counterparts where students are trained to distinguish the cuts, weight, treatment, value, and effects of popular demand and supply. Students will learn to evaluate gems efficiently and accurately utilizing up-to-date testing procedures and equipment during hands on lab testing. A framework of gems in their history, use, and designs, is outlined in courses and seminars, where students can grow in appreciation and understanding to the various factors that affect the demand for jewelry. From the physical and chemical properties of stones to the skills needed to trade and buy will be thoroughly examined within the program, fully equipping our graduates to work in the field. Graduates can enter into entry-level positions as: Assistant buyer, assistant store manager, diamond grader, gemologist, diamond sales representative, wholesale sales representative, retail sales associate, quality control professional, and stone setter.

## Graduate Gemologist Diploma Program Requirements:

The Graduate Gemologist Diploma program is 600 clock hours. The program can be completed in approximately two quarters.

## Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours	Quarter Credit Units
JEA 150	Gemology	10	40	50	3
JEA 190	Diamonds	10	40	50	3
JEA 260	Diamonds & Diamond Grading	10	40	50	3
JEA 265	Diamond Grading Lab	0	60	60	3
JEA 280	Colored Stone Essentials	10	40	50	3
JEA 300	Colored Stone I	15	30	45	3
JEA 350	Colored Stones II	15	30	45	3
JEA 380	Colored Stones Lab	0	60	60	3
JEA 430	Gem Identification I	10	40	50	3
JEA 470	Gem Identification II	10	40	50	3
JEA 475	Gem Identification Lab	0	60	60	3
JEA 530	The Jewelry Profession	30	0	30	3
	<b>Total</b>	<b>120</b>	<b>480</b>	<b>600</b>	<b>36</b>

**GRADUATE GEMOLOGIST COURSE FEES**

Tuition	\$15,900.00
Registration	(\$200.00)
Materials and books	\$2,480.00
Total charges	\$18,580.00



## GRADUATE JEWELER

Diploma Program

600 Clock Hours, 33 Quarter Credit Units

### Program Schedule:

Schedule	Days of the Week	Clock Hours
Day Schedule	Monday-Friday	600

### Graduate Jeweler Diploma Program:

Students engage in comprehensive hands-on course of studies where their skills are forged within a real shop setting. Students are instructed in metal manipulation using saw and torch techniques, soldering, setting stones in various styles, jewelry repair, treating stones, testing metals as well as knowing the physical and chemical properties of metals that they handle. Graduates will be guided in their technical skills under the instruction of experienced professionals in challenging studio settings. This course is highly recommended to individuals who plan to pursue careers as entry-level stone setters, bench jewelers and jewelry business owners, and jewelry repair.

### Graduate Jeweler Diploma Program Requirements:

The Graduate Jeweler Diploma program is 600 clock hours, completed in approximately 2 quarters.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours	Quarter Credit Units
JEA 120	Jewelry and Metal Essentials	10	40	50	3
JEA 210	Metal Arts I	10	40	50	3
JEA 240	Metal Arts IIA	10	40	50	3
JEA 245	Bench Jeweler Studio	10	40	50	3
JEA 310	Metal Arts III	20	80	100	6
JEA 340	Junior Studio	0	60	60	3
JEA 450	Senior Studio	0	60	60	3
JEA 500	Graduate Jeweler I	0	120	120	6
JEA 510	Graduate Studio I	0	60	60	3
	<b>Total</b>	<b>60</b>	<b>540</b>	<b>600</b>	<b>33</b>

### GRADUATE JEWELER COURSE FEES

Tuition	\$16,200.00
Registration	(\$200.00)
Materials and Books	\$1,450.00
Total charges	\$17,850.00

## **JEWELRY DESIGNER**

**Certificate Program**

**300 Clock Hours, 18 Quarter Credit Units**

### **Program Schedule:**

<b>Schedule</b>	<b>Days of the Week</b>	<b>Clock Hours</b>
Day Schedule	Monday-Friday	300

### **Jewelry Designer Certificate Program:**

The aim of the program is to technically train artists to render jewelry designs in various mediums of watercolor, pencil, and colored pencils consistent to professional standards of the jewelry industry. Students learn to capture illuminations and facets of gemstones and precious metals in five-point perspective representations. An examination of the emergence, value, purpose, and trends of jewelry from historic periods to modern times is incorporated into our curriculum to establish the jewelry designer in the vast creative resources and inspirations which to draw from. Jewelry design courses also aim to develop the designer in the skill of designing, drafting, and revising for demanding clients, so as to be technically and conceptually versatile for the marketplace. Graduates of this program can enter into entry-level positions as jewelry designers.

### **Jewelry Designer Certificate Program Requirements:**

The Jewelry Designer Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

### **Program Outline:**

<b>Course Code</b>	<b>Course</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clock Hours</b>	<b>Quarter Credit Units</b>
JEA 110	Rendering I	10	40	50	3
JEA 130	Jewelry Design I	10	40	50	3
JEA 140	Rendering II	10	40	50	3
JEA 160	Facets of Jewelry	10	40	50	3
JEA 170	Jewelry Design II	10	40	50	3
JEA 360	Counter Sketch	10	40	50	3
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>	<b>18</b>

## **JEWELRY DESIGNER COURSE FEES**

Tuition	\$7,650.00
Registration	(\$200)
Materials and Books	\$750.00
Total Charges	\$8,600.00

## **JEWELRY TECHNOLOGY CAD/CAM**

**Certificate Program**

**300 Clock Hours, 18 Quarter Credit Units**

### **Program Schedule:**

<b>Schedule</b>	<b>Days of the Week</b>	<b>Clock Hours</b>
Day Schedule	Monday-Friday	300

### **Jewelry Technology CAD/CAM Certificate Program:**

This program is essential to understand how to integrate technology into manufacturing by learning how to engineer digital 3D models. The course consists of understanding principles of design, scale, specifications, proportions, and overall jewelry manufacturing concepts using Rhino, Rhino Gold, and Matrix software tools. Developing these skills is essential to fulfill the demands of this emerging market as a computer-aided designer. By the end of the course, the student should be able to present a full portfolio with all 30 projects that ranges from rings, bracelets, bangles, earrings, pendants, cufflinks, to belt buckles etc.

### **Jewelry Technology CAD/CAM Certificate Program Requirements:**

The Jewelry Technology CAD/CAM Certificate program lasts 10 weeks long and contains 300 clock hours. The program can be completed in approximately one quarter. There are projects to complete, instead of any examinations.

### **Program Outline:**

<b>Course Code</b>	<b>Course</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clock Hours</b>	<b>Quarter Credit Units</b>
JEA 250	Computer Aided Jewelry Design I	10	40	50	3
JEA 270	Computer Aided Jewelry Design II	10	40	50	3
JEA 320	Creative Digital Design I	10	40	50	3
JEA 390	Creative Digital Design II	10	40	50	3
JEA 460	Creative Digital Design III: Jewelry	10	40	50	3
JEA 465	Jewelry Design Show Case Portfolio	10	40	50	3
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>	<b>18</b>

## **JEWELRY TECHNOLOGY CAD/CAM COURSE FEES**

Tuition	\$7,650.00
Registration	(\$200)
Materials and Books	\$395
Total Charges	\$8,045.00

## METAL ARTS

Certificate Program

300 Clock Hours, 18 Quarter Credit Units

### Program Schedule:

Schedule	Days of the Week	Clock Hours
Day Schedule	Monday - Friday	300

### Metal Arts Certificate Program:

The Metal Arts Program aims to equip the designer with the fundamental and advanced techniques needed to execute metal manipulation and crafting. Metal art courses range from history lessons in metal arts from historic periods to contemporary trends to intensive studio courses that push designers to take their conceptual ideas and execute them into metal form. Students will be challenged to develop their creative endeavors and to explore various techniques in enameling, surface design, chasing, repousses, etching, mokume gane, and more. The Metal Arts program is recommended for those who seek entry level positions as an advanced-level jewelry designer, jewelry display professional, or jewelry business owner.

### Metal Arts Certificate Program Requirements:

The Metal Arts Certificate program is 300 clock hours. The program can be completed in approximately one quarter.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours	Quarter Credit Units
JEA 290	Metal Arts IIB	10	80	90	5
JEA 295	Sample Case Portfolio	10	0	10	1
JEA 370	History of Metal Arts	20	80	100	6
JEA 440	Color on Metal	10	40	50	3
JEA 445	Metal Arts Studio	0	50	50	3
	<b>Total</b>	<b>50</b>	<b>250</b>	<b>300</b>	<b>18</b>

### METAL ARTS COURSE FEES

Tuition	\$8,100.00
Registration	(\$200)
Materials and books	\$975.00
Total Charges	\$9,275.00

## WAX TECHNIQUES

Certificate Program

300 Clock Hours, 18 Quarter Credit Units

### Program Schedule:

Schedule	Days of the Week	Clock Hours
Day Schedule	Monday-Friday	300

### Wax Techniques Certificate Program:

The program offers comprehensive instruction and hands-on practice in the form of wax modeling and casting. Students are instructed in the wax carving processes of creating articles of jewelry such as rings and brooches in wax and then reproducing them in casting. Students will become familiar with casting in precious and non-precious metals. Techniques in rubber molds, wax spruing, centrifugal casting, wax injection, vacuum casting, and more are introduced within the program. Students will be able to distinguish the types of waxes and applications needed for the execution of certain projects. This program is recommended for those who seek to careers in entry-level positions as a caster, jewelry model maker, manufacturing assistant or wax carver.

### Wax Techniques Certificate Program Requirements:

The Wax Techniques Certificate program is 300 clock hours. The program can be completed in approximately one quarter.

### Program Outline:

Course Code	Course	Lecture Hours	Lab Hours	Clock Hours	Quarter Credit Units
JEA 180	Wax Carving I	10	40	50	3
JEA 220	Casting	10	40	50	3
JEA 330	Wax Carving II	10	40	50	3
JEA 520	Wax Techniques Studio	20	80	100	6
JEA 525	Wax Showcase Portfolio	10	40	50	3
	<b>Total</b>	<b>60</b>	<b>240</b>	<b>300</b>	<b>18</b>

## WAX TECHNIQUES COURSE FEES

Tuition	\$8,100.00
Registration	(\$200.00)
Materials and Books	\$595.00
<b>Total Charges</b>	<b>\$8,895.00</b>

\*The Registration Fee is a onetime fee for all classes.

## Course Descriptions

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### JEA 110

#### Rendering I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course will introduce the creative and technical skills to render jewelry design in drawing. Students learn to properly illustrate the form and texture of metal and also incorporate different perspectives into their sketches.

### JEA 120

#### Jewelry and Metal Essentials

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This introductory course will overview the general chemical and physical properties of metal and stones for the beginning jeweler. This class will set the jeweler in knowledge of the different components of materials involved in the jewelry making process. The different means of production and factors that affect the price, aesthetics, and value of jewelry will be overviewed. The class will also explore the standardized tools and terminology involved in the jewelry industry.

### JEA 130

#### Jewelry Design I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course emphasizes the production of jewelry pieces executed from original student designs. Fundamental techniques and skills are further performed and mastered in class projects.

### JEA 140

#### Rendering II

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 110

Students further their rendering techniques and skills emphasizing accurate expression of detail in jewelry design. Students will incorporate the use of color in the medium of marker and color pencils.

### JEA 150

#### Gemology

3 Units; 1 Lecture and 4 Lab

hours Prerequisite: None

This foundational course in gemology will

survey the different aesthetic and physical properties of major gems and precious stones. Students are introduced to the various processes of commercial production, price setting, and the identification of stones that are used in the jewelry industry. This course serves as a broad overview and introduction to the various classifications within gemology.

### JEA 160

#### Facets of jewelry

3 Units; 1.5 Lecture and 3 Studio hours

Prerequisite: None

This course will overview the distinctive of jewelry collections ranging from costume, bridge, and fine jewelry collections. Students will examine the different functions in wear-ability and design of specific markets and learn to adapt their designs to meet the demands of a specific consumer market.

### JEA 170

#### Jewelry Design II

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 130

This class will challenge the student to expand their creative boundaries in designing by understanding jewelry as a tool in aesthetic fashion. Students will analyze existing and established fashion trends whereby students will be challenged to design to complement and enhance an existing collection of jewelry or fashion collection. The perception of jewelry as an artistic aesthetic in the fashion world will be emphasized.

### JEA 180

#### Wax Carving I

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

Designing students will learn the basic skills to properly execute their designs into a wax mold. The classes will overview the wide range of wax carving techniques available as well as have the student produce various ring styles in wax to prepare for casting. The proper understanding and handling of wax tools will be stressed.

### **JEA 190**

#### **Diamonds**

3 Units; 1 Lectures and 4 Lab hours

Prerequisite: None

An examination of the diamond is undertaken from its physical and chemical properties, to its relevance in cut, design, rarity, and high demand in commercial markets today. The history and emergence of diamonds, how they are produced, and treated will also be analyzed. The surrounding socio-economic factors and ethical issues regarding diamonds and their use will be covered. A knowledgeable base is established to familiarize students with the 4 C's of diamond grading in cut, carat, color, and clarity.

### **JEA 210**

#### **Metal Arts I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

The art of creative metal crafting is the objective of this course. Students are instructed to manipulate metal with basic techniques in filing, sawing, piercing, soldering and forming. Effective tool and equipment use and safety requirements are outlined. Students begin to develop sketches and models for production in class led projects.

### **JEA 220**

#### **Casting**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course outlines the basic techniques required to cast metalworking from original designs and wax molds. Techniques such as spruing, treeing, and investing will be introduced. Class projects will direct the practice of casting by centrifugal, vacuum, and chamber methods.

### **JEA 230**

#### **Alternative Materials for Jewelry**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 100 & JEA 120

This course is an introduction into the alternative materials available for the jewelry-designing student. Experimental methodology as well as the proper use of non-traditional materials will be explored.

### **JEA 240**

#### **Metal Arts IIA**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This intermediate course in metalwork will continual to stress the skills and techniques acquired in former classes. Techniques in riveting, fusing, and soldering for jewelry repair, as well as ring resizing are overviewed. Students will also learn how to use various stones and cuts and how to use different settings such as bezel, prong, and gypsy settings. Students will create jewelry pieces that apply the processes learned in class.

### **JEA 245**

#### **Bench Jeweler Studio**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course will allow students to practice their skills acquired in former courses. Students will learn the skills necessary to further their works with metal in order to manufacture jewelry. Students will be able to work with a variety of mounting styles and stone settings.

### **JEA 250**

#### **Computer Aided Jewelry Design I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: None

This course equips the designing student with the current multimedia tools needed to produce their sketches in professional presentation. Students will create and execute technical sketches as well as manipulate color stories and material concepts into their projects.

### **JEA 260**

#### **Diamonds & Diamond Grading I**

3 Units; 1 Lecture and 4 Lab hours

Prerequisite: JEA 190

The 4 C's: Cut, carat, color, and clarity of diamonds are covered in-depth. Students learn how to plot and estimate the different angles in diamonds using standard gemological equipment. The effective use of equipment in lab will help students to identify properties of diamonds and the natural stones from their synthetic counterparts. The commercialized trends and fashion of diamond cuts and their demand is overviewed. Knowledge attained in this course can be effectively applied in the marketplace to buy and sell at the retail level.

### **JEA 265**

#### **Diamond Grading Lab 3**

Units; 6 Lab hours

Prerequisite: JEA 260

This lab will teach students how to grade diamonds at an advanced level so that they would be able to discern the grade clarity, color, and cut quality factors of diamonds. Students will learn how to grade diamonds in an efficient and effective manner through the use of modern microscopes. Various methods on how to effectively verify common grading factors will also be taught in the lab.

### **JEA 270**

#### **Computer Aided Jewelry Design II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 250

This course utilizes computer technology instructing students to convert original designs into files ready for prototyping. Class led projects will stress the standards and processes required to take an original concept and consider the costs and weights that effect production.

### **JEA 280**

#### **Colored Stones Essentials**

3 Units; 1 Lecture and 4 Lab hours

Prerequisite: None

This course gives you the basic fundamentals of the colored stones with an emphasis on "The Big Three": Ruby, sapphire, and emerald. While enabling you to understand the essential language concerning colored stones, this course is also designed to help you acquire practical knowledge concerning today's most popular gemstones and the factors that determine their value. The importance of color in determining value along with clarity, cut, and carat weight will be thoroughly covered to enable you in an up-to-date, effective sales presentation.

### **JEA 290**

#### **Metal Arts IIB**

5 Units; 1 Lecture and 8 Studio hours

Prerequisite: None

The objective of this course is to perfect the student in the fundamental techniques and skills required in metalsmithing. Skills in the surface treatment of metals in etching, mixed metals and coloration are also explored. An overview of advanced surface techniques in *mokume gane*, reticulation, & enameling are introduced.

### **JEA 295**

#### **Sample Case Portfolio**

1 Units; 1 Lecture

Prerequisite: None

The objective of this class is for students to display their creative works of art in a small-scale jewelry exhibition. Students examine the importance of presentation and organize their work to be critiqued by peer and designing professionals.

### **JEA 300**

#### **Colored Stones I**

3 Units; 1.5 Lecture and 3 Lab

hours Prerequisite: None

This colored stones course takes an in depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular gems today and the shifting trends of supply and value will be discussed. The commercial importance of particular trends and their correlating value in the market is reviewed. Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

### **JEA 310**

#### **Metal Arts III**

6 Units; 2 Lecture and 8 Studio

hours Prerequisite: None

This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftsmanship will be highly stressed and evaluated.

### **JEA 315**

#### **Metal Arts III (B)**

3Units; 1 Lecture and 4 Studio Hours

Prerequisite: JEA 290

This advanced course in metal arts stresses the mastery of skills and techniques required in proper metal manipulation. Students will further explore the creative solutions needed to bring conceptual designs into finished pieces. Creative innovation as well as perfect craftsmanship will be highly stressed and evaluated.



### **JEA 320**

#### **Creative Digital Design I**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 250

This intermediate course emphasizes proficiency in jewelry design utilizing multimedia tools. Students execute their creative ideas right on the screen and learn to modify and perfect designs with the finesse of technology. The skills to automate the process of resizing, making design adjustments and color manipulations with the aid of technology are emphasized.

### **JEA 330**

#### **Wax Carving II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 180

This advanced course in wax carving will provide instruction in comprehensive techniques for making wax molds. Students learn to manipulate wax into rubber molds to successfully modifying designs as mastering the procedures of spruing and casting. Wax mold making, modification, and wax finishing are stressed in the successful translating of design to mold. Various projects utilizing the soft and hard wax carving method will be demonstrated and applied in creating the ring, earring, brooch, and bracelet link in class led projects.

### **JEA 340**

#### **Junior Studio**

3 Units; 6 Studio hours

Prerequisite: None

This course is for junior jewelers to progress their creativity and technical skills in focused class projects. Students will demonstrate their advanced skills in metal work and have the freedom to exercise their creativity. Guided instruction in developing projects will be given.

### **JEA 350**

#### **Colored Stones II**

3 Units; Lecture

Prerequisite: JEA 300

A continuation course from Colored Stones I. This colored stones course takes an in-depth study into the different characteristics of gems in their physical, chemical, and optical properties. Discussions of popular and value will be discusses. The commercially importance of particular trends and their correlating value in the market is reviewed.

Students will train themselves in the colored stone lab to distinguish the treatment of gems, whether they are natural or synthetic. Students will have a foundational framework of gem stones to effectively sell and buy at the retail level.

### **JEA 360**

#### **Counter Sketch**

3 Units; 1 Lecture 4 Studio hours

Prerequisite: None

The objective of this class is to prepare the designing student in exercising their creative concepts and technical skills to meet the satisfaction of a demanding client. Class projects will be oriented toward designing with adaptability, precision and on demand. Techniques of how to assess a client's design and other professional practices will be overviewed and applied.

### **JEA 370**

#### **History of Metal Arts & Studio**

6 Units; 2 Lecture & 8 Studio

hours Prerequisite: None

An appreciation of the emergence and changes of metal arts over the histories is explored in this course. Inspiration from historic trends and creative developments are drawn on for contemporary design. This advanced level course in metalsmithing will consider the function, non-functional, and creative pieces of hollowware and other metal constructions. Students will be encouraged to produce creative expressions drawn from the inspiration of discussed class ideas and self-exploration.

### **JEA 380**

#### **Colored Stone Grading Lab**

3 units; 6 Lab hours

Prerequisite: JEA 350

This course will allow students to develop the skills necessary for accurately grading colored stones through hours of hands-on practice. Students will learn the skills and methods in grading the cut, clarity, and color quality factors of various colored stones. Students will become confident in grading a colored stone's quality factors through various techniques.

### **JEA 390**

#### **Creative Digital Design II**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 320

This intermediate course enhances understanding and proficiency in jewelry design utilizing multimedia tools. This course refines digital execution of a student's creative ideas, perfecting into designs with the finesse of technology. Digital skills are keys to automate the process of designing and making design adjustments with the aid of technology.

### **JEA 430**

#### **Gem Identification I**

3 Units; 1 Lecture and 4 Studio hours  
Prerequisite: None

This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

### **JEA 440**

#### **Color on Metal**

3 Units; 1 Lecture and 4 Studio hours  
Prerequisite: None

The objective of this course further explores the multi-color palette of metal through the medium of enameling. Student designers will acquire skills to incorporate color, glass, metal, drawing and painting onto their two and three dimensional designs. Enameling techniques on etched surfaces, engraved surfaces, and enameling with wire will be demonstrated and applied. Students design projects in this course demonstrating an understanding of the color, light illusions and properties unique to enameling.

### **JEA 445**

#### **Metal Arts Studio**

2.5 Units; 5 Studio hours  
Prerequisite: None

The objective of this course is for students to display their creative works of art in a professional manner. This course is to be taken at the end of the program and the skills taught will be at a much more advanced level than skills previously learned through the Sample Case Portfolio course. Students will learn the appropriate skills necessary to professionally present their works to both the public and professionals of the jewelry industry.

### **JEA 450**

#### **Senior Studio**

3 Units; 6 Studio hours  
Prerequisite: None

This course is for senior students to develop a final body of work that expresses their creative ingenuity and technical demonstration of skills acquired. Students will work to finish a balanced collection integrating a coherent theme and the display of their conceptual maturity. Student's extensive work will be exhibited along with a submittal of a thesis and documented progress at that time. Work from this course will also be a part of the student's final showcase.

### **JEA 460**

#### **Creative Digital Design I: Jewelry**

3 Units; 1.5 Lecture and 3 Studio hours  
Prerequisite: JEA 250

This intermediate course emphasizes proficiency in jewelry design utilizing multimedia tools. Students execute their creative ideas right on the screen and learn to modify and perfect designs with the finesse of technology. The skills to automate the process of resizing, making design adjustments and color manipulations with the aid of technology are emphasized.

### **JEA 465**

#### **Jewelry Design Showcase Portfolio**

2.5 Units; 5 Studio hours  
Prerequisite: JEA 140

The objective of this course is for students to personally design and present their works. The course will encourage students to produce individual creative expressions within their designs. Students will learn the preparation and presentation skills necessary to properly present their works in a final showcase.

### **JEA 470**

#### **Gem Identification II**

3 Units; 1.5 Lecture and 4 Lab hours

Prerequisite: JEA 430

A continuation course from Gem Identification I. This gem identification course trains students to recognize and distinguish the major gems in the marketplace. Students will identify stones from different species, separating natural gems from their synthetics. The utilization of effective gemological tools used in testing is covered and practiced. The latest gem treatments used to identify properties is also introduced. Students are trained in identifying gems in labs where they gain confidence using the microscope, spectroscope, refractometer, polariscope, dichroscope, and loupe.

### **JEA 475**

#### **Gem Identification Lab**

3 units; 6 Lab hours

Prerequisite: None

Students will learn the methods and skills necessary to accurately identify natural, synthetic, and imitation gemstones. Various tools such as a microscope, spectroscope and dichroscope will be used to analyze and properly identify various gemstones. Students will become adept at identifying hundreds of gemstones through both the guidance of an instructor and hands-on experience.

### **JEA 500**

#### **Graduate Jeweler I**

6 Units; 12 Studio hours

Prerequisite: None

This graduate jeweler course will direct students to find and explore their personal areas of interest. Class projects will give guidance and challenges to their conceptual and technical processes. Students are encouraged to do in-depth research as well as consider the critique of instructors and peers in their creative pursuits. Practical refinement in the technical mastery of metal manipulation and crafting is stressed. Students are expected to execute projects to professional quality.

### **JEA 510**

#### **Graduate Studio I**

3 Units; 6 Studio hours

Prerequisite: JEA 460

This graduate studio course will focus on presenting various projects and challenges that will help designers rethink their current positions and styles. Students are required to keep current sketchbooks and expand their current subjects of interest and techniques.

### **JEA 520**

#### **Wax Techniques Studio**

6 Units; 2 Lecture and 8 Studio hours

Prerequisite: JEA 330

The graduate student will continue their technical mastery in the practice of wax carving as they execute class assignments in challenging forms and designs. Students will further explore the practices they learned in former classes and utilize wax molds and techniques to accomplish their creative endeavors.

### **JEA 525**

#### **Wax Showcase Portfolio**

3 Units; 1 Lecture and 4 Studio hours

Prerequisite: JEA 520

This course will allow students to utilize the wax techniques and skills they have acquired to make and present their own works. Students will have the freedom to exercise their creativity in their works under the guidance of instructors. Students will prepare and present their works in the final showcase.

### **JEA 530**

#### **The Jewelry Profession**

3 Units; 3 Lecture hours

Prerequisite: None

This course is geared so that students learn various aspects of the jewelry business world including business practices, trends, laws, and current events. Students will be able to personally learn from visiting lecturers and gain insight into business practices and secrets that will help them once they enter the jewelry industry.

**PROOF OF ISSUE**

CALSTONE COLLEGE  
4117 W. PICO BOULEVARD  
LOS ANGELES, CA 90019

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security or C-Number: \_\_\_\_\_

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_

