

TRADE SCHOOL

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# **Student Handbook**

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[www.mgs.edu](http://www.mgs.edu)



## Director's Message

Congratulations on taking the next step towards becoming a gunsmith. You have made a wise decision! Now that you're here, I'd like to take a couple minutes to tell you why I think Modern Gun School has one of the finest at-home gun repair programs.

Why Modern Gun School? Our programs are applicable and up-to-date with regards to today's industry standards. Our time-tested materials have been used to train individuals just like you for over 70 years, serving tens of thousands of students.

At Modern Gun School, we want you to succeed. We begin with the basics and move on to the more advanced techniques. You work on your studies at a pace that suits you, so there is never any pressure. Whether you are an "old hand" at gun repair or a beginner, our unique training materials and access to our remarkable staff will provide the information and support you need to develop your skills as a gunsmith. Our hands on projects are second to none, and will prepare you to work on different aspects of firearms repair and customization.

Are we the best at-home study program available? We've worked hard to say "yes!" Yet we continue to work on upgrading and updating our content so that we stay current in this field. Presently, there are over 100 million gun owners in America with an estimated 320 million guns. The demand for gunsmiths has never been greater. More importantly, consider doing something you enjoy, something that will provide income, security and pleasure for the rest of your life.

It's hard to condense my pride for the program in a couple of paragraphs. Simply stated, at Modern Gun School, your success is our goal.

Sincerely,

Zeke Stout  
Director

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# ABOUT MODERN GUN SCHOOL

## Our History

For more than seventy years, Modern Gun School has successfully educated over 60,000 students using time-tested projects and materials. As one of the oldest, distinguished distance learning gunsmithing schools, Modern Gun School continues to offer quality courses for today's gun enthusiasts. Founded in 1946 in Marshfield, Wisconsin by Mr. Frank Bauer and Mr. Neil Nolt, with the assistance of Ralph T. Walker Arms Co, Selma, AL, Modern Gun School has developed into a nationwide distance learning gunsmith program with proven techniques and a wealth of insider know-how.

Over the past few years, Modern Gun School has undergone some significant changes that reflect the school's commitment to providing quality content about the gun industry, including continuous review and revisions of lesson content. Overseen by a master gunsmith with decades of experience, these revisions, in conjunction with an updated website, monthly Gunsmith's Corner, and supplementary course materials, ensure that study materials remain relevant. Along with being shipped to your home, Modern Gun School courses are available online, supplying all study guide materials in a convenient digital format. Students can study on their own time, at their own pace, and from their own workbench.

Modern Gun School (a division of Blackstone Career Institute) is nationally accredited by the Distance Education Accrediting Commission, Washington, D.C., and regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.

## Mission Statement

*"As one of the oldest and finest at-home gunsmith programs, Modern Gun School has been meeting the needs of adult learners since 1946. The school's mission is to provide high-quality distance education using time tested materials and hands-on projects designed to develop a proficiency in both the technique and business of gunsmithing."*

## Goals

The Goals of Modern Gun School are:

1. to provide quality distance education to students seeking to prepare themselves for a career in gun repair or entry level position in the gun-repair industry.
2. to provide feedback from our Master Gunsmith to guarantee that lesson materials are both applicable and up-to-date with regard to today's industry standards.
3. to assist students in realizing their goals throughout their program by encouraging ongoing professional development and lifelong learning.

## Objectives

The mission and goals of Modern Gun School are accomplished by successfully achieving the following objectives:

- to provide high-quality distance education and training to individuals seeking entry-level training, para-professionals seeking continuing education, and adults seeking to enrich their lives.
- to foster a positive, supportive learning environment that motivates students to learn and accomplish educational goals through providing exceptional student support services.
- to prepare graduates for an entry level position in the gun repair field through a curriculum that incorporates practical application of learned skills.
- to continually revise, update, and/or add new course material when appropriate, offering the most current information and meeting industry standards.
- to evaluate its mission and measure its institutional effectiveness through the continual monitoring of students' academic progress, satisfaction, and graduate outcomes.

## Licensure and Accreditation

Modern Gun School (MGS) is approved by the Delaware Department of Education as a private business and trade school, ensuring the highest quality curriculum and standards of business operations available. MGS is nationally accredited by the Distance Education Accrediting Commission, Washington D.C., and regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.

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

# GETTING STARTED

## Student Information

This handbook contains information you will need, be sure to keep it handy as a reference tool throughout your program. Below you will find a place to record your Username and Password that you will use to log in to the Online Student Center.

**Fill in the information below and keep this book handy.**

### Online Student Center

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## First Things First!

Before you begin your lessons, please read this handbook: it will explain our procedures and policies so that you can easily access your course materials, use the Online Student Center, submit exams, and successfully obtain your diploma.

We also ask you to make sure the contact information (including the shipping address, phone number, e-mail address) shown on your enrollment agreement is correct. If there are any omissions or errors, please contact us immediately so we can correct the information to ensure that all of your materials and our communications continue to reach you.

You must provide an active e-mail address to us since we send important communications to you via e-mail. Please report all e-mail address changes to us promptly as well as changes to your mailing address.

Your welcome package should arrive in 7-10 business days and includes everything you need to get started. You can also access your materials through our online student center. Once you have completed reading your first study unit, and you feel sufficiently prepared, take your exam. Remember, exams are open book, so feel free to refer to all of your study materials as you take your exams.

## Signing into the Online Student Center

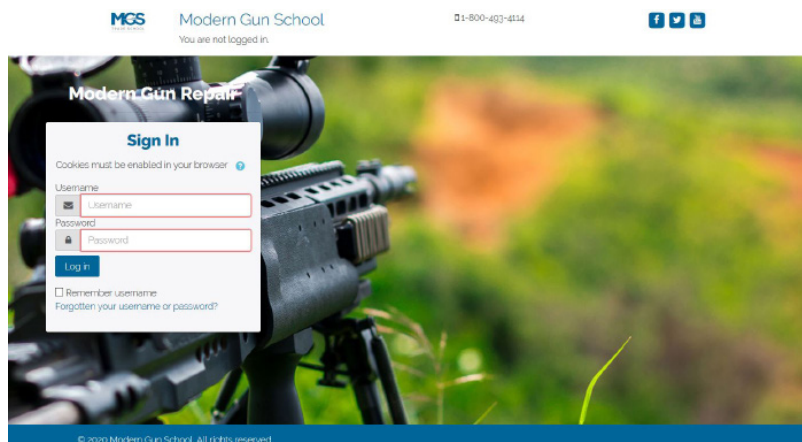
Modern Gun School's Online Student Center makes it easy to access your lessons, exams, grades, payment and shipping history, as well as to join the online community of students. Use the following instructions to begin:

- Go to [www.mgschool.com](http://www.mgschool.com) and click on the “Student Login” button for the Online Student Center on the lower right side of the homepage under the heading “**Student Resources.**”
- To log in, enter your username and password. Your username will be the email address you used to enroll with MGS. A temporary password was sent to you in your New User Account email. Please use this temporary password for your initial log in. You will then be prompted to change your password. (Fig. )

Once you are signed in to the Online Student Center, you may use the navigation menu at the top of the page to access your course, resources, student profile, Make A Payment portal, and to contact MGS. Additionally, on the left side is a collapsible menu to access your dashboard, calendar, courses and grade details.

The blocks on the right-hand side include useful tools such as the My Payments (payment history) and My Shipments (shipment history), a calendar, recent activity log, and a link to enroll in another course.

Fig. 1.



# ADMISSIONS

## Open Enrollment and Academic Calendar

Modern Gun School enrollment model is an open-enrollment track meaning students can enroll in courses at any time with no wait for a start date. The learning model is self-paced within certain maximum time limits per course. Modern Gun School allows students to enroll online anytime or by phone. The school is open Monday-Friday, 8:30am -4:30pm EST throughout the year and is closed on the following holidays:

<https://mgs.edu/>

## Admissions Criteria

Modern Gun School enrolls all students without regard to their gender, color, race, creed, religion or disability, or veteran status. Individuals with significant vision impairment should review our course format closely before enrolling to ensure their compatibility with Modern Gun School's education model. MGS does not permit auditing courses.

To qualify for admission, an applicant must meet the following requirements:

1. Complete our Enrollment Agreement for admission. The agreement outlines the obligations of Modern Gun School and the student. The required down payment must be submitted at time of enrollment.
2. Submit information on high school completion. All students are required to have a High School Diploma or GED Equivalency Certificate to enroll in a Modern Gun School program. All students must be a U.S. citizen or permanent resident and 18 years or older as of the start date to enroll in any Modern Gun School programs. Applicants must also be eligible to obtain a Federal Firearms License (FFL).
3. Once Modern Gun School has received and reviewed the agreement, the accepted applicant will receive a welcome letter with instructions on how to begin their course.
4. New students must complete a Reading Assessment as a first step in their career program. Once the assessment is satisfactorily completed, the student can begin their program lessons.

*The Basic Gun Repair course is not a prerequisite for the Advanced Gunsmithing program as the Basic Gun Repair course material is included within the Advanced Gunsmithing curriculum. The only admissions prerequisite for Modern Gun School students prior to enrollment is to have obtained a high school diploma or equivalent. Students may enroll in either the Basic Gun Repair or Advanced Gunsmithing programs as long as the high school diploma/equivalent requirement is met.*



## Additional Admissions Criteria

Due to FFL regulations, and the requirements of the gunsmithing trade, you must be a US citizen and answer **NO** to the following questions:

- Are you under indictment or information in any court for a **felony**, or any other crime for which the judge could imprison you for more than one year?
- Have you ever been convicted in any court of a **felony**, or any other crime for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?
- Are you a fugitive from justice?
- Have you ever been adjudicated as a mental defective **OR** have you ever been committed to a mental institution?
- Have you been discharged from the Armed Forces under **dishonorable** conditions?
- Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?
- Have you ever been **convicted** in any court of a misdemeanor crime of domestic violence?

## Acceptance of Credits

Tuition reduction will be considered for equivalent college coursework earning a B or better completed within two years preceding entrance into Modern Gun School. Determination of credit will be made by Modern Gun School's Education Department upon receipt and evaluation of an official school transcript and course description prior to enrollment. Once the amount of financial credit is determined it will be applied to the student's account. Students are still required to complete all academic exams and assignments, regardless of approved credits.

## Transfer of Credits

Modern Gun School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree courses, final grade, credits per course and age of credits. Courses in MGS' programs may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. Modern Gun School does not imply or guarantee the transferability of credits from its programs.

## **Student Tuition Protection and Refund Policy**

Modern Gun School (MGS) is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 10 days from the signature date on your Enrollment Agreement, all tuition monies will be refunded. If you cancel after 10 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 20% of the tuition or \$200, whichever is less. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, plus a percentage of tuition as follows:

- Up to and including 10% of the lessons, 10% of the tuition.
- After submitting more than 10% up to and including 25% of the lessons, 25% of the tuition.
- After submitting more than 25% up to and including 50% of the lessons, 50% of the tuition.
- After submitting more than 50% of the lessons, you owe the school the full tuition.

Students who wish to cancel their enrollment with MGS and have a balance due will have their terms payment processed through their existing credit card or e-check account. A reinstatement fee of \$75.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the signature date.

## POLICIES AND PROCEDURES

### Program Schedules

Students are permitted up to two years from their official start date to complete their program, but can not complete in less than 6-months time. If additional time is needed a 6-month extension may be granted if requested in writing, or by email. Our distance learning programs allow students to learn gun repair at their own pace, when and where it suits them.

- **Advanced Gunsmithing Program:** offers a comprehensive understanding of the firearms industry—from manufacturing to everyday gun owner operations. Ideal for those interested in pursuing a career in gunsmithing. This diploma course prepares students to troubleshoot, maintain, adjust, diagnose, and repair a wide variety of firearms.
- **Basic Gun Repair Course:** designed to introduce students to the concepts and skills needed for those interested in the maintenance and care of firearms. This program offers easy to follow lessons, hands on projects, and principles that relate to the gunsmithing business.

### Setting a Study Schedule

Here is an easy way to make a study schedule:

1. How many lessons in your course? \_\_\_\_\_

2. Number of weeks to complete a lesson? \_\_\_\_\_

If you can study 1 hour a day - 2 weeks.

If you can study 2 hours a day - 1 week.

$$1. \frac{\text{_____}}{\text{(number of lessons)}} \times 2. \frac{\text{_____}}{\text{(number of weeks to complete a lesson)}} = \frac{\text{_____}}{\text{(completion time)}}$$

### Academic Progress

Modern Gun School's learning model allows students to complete coursework at their own pace without specific deadlines for each individual lesson. However, if a student has not completed a lesson within a 30 day time frame, the student is contacted by MGS in an effort to motivate the student, or identify any issues the student might be experiencing and provide assistance. MGS continually encourages and motivates students throughout their program to achieve their goal of completion. If a student has not completed all coursework within 30 days of the expiration of their enrollment period, MGS will notify the student of options for extending their program.

Upon entering the program, if a student has difficulty with the first lesson and consequently, the first exam, MGS staff will contact the student to assess the reason for difficulty. If it proves to be an issue of the program content or delivery of instruction being too difficult for the student, MGS will offer assistance to the student to see if the issue can be overcome. If it cannot be resolved, MGS will provide a full refund to the student. If students encounter difficulty later in a program, each case is treated individually with academic dismissal used as a last option. GI Bill benefits may be affected if a student is academically dismissed. MGS remains committed to the graduation of its students and willingly works with any student expressing a desire to continue and complete their program. Upon meeting graduation requirements, students will be awarded their diploma or certificate.

## Exams and Grading

Upon conclusion of each lesson or study unit, student complete and submit exams are in the Online Student Center. Grade Reports provide instant feedback and can be viewed in the Online Student Center. Project results are emailed or mailed to the student.

In order to maintain fairness, consistency, and accuracy, MGS relies on the following:

- Grading rubrics are used where applicable, to ensure fairness and accuracy
- The Education Department ensures the course material provided supports the objectives being assessed
- Online examinations are built on a secure platform and graded automatically
- Feedback is provided to the student when assignments are graded
- Students may dispute a grade received by contacting the school

**Exam Results:** The MGS Online Student Center delivers examinations to students. A secure username and password is provided to each student and ensures security for both the student and MGS. Because online examinations are automatically graded, students have access to their score immediately.

**Project Results:** Students are notified of graded project results via mailed or emailed grade reports. Student Services regularly checks student accounts for missing projects and will notify the student via email to encourage project submission.

## Grading System

The individual examinations are scored on a straight numerical basis. Once a student has completed all of the examinations in a course, the final grade is determined by averaging all the lesson grades together. The equivalent letter grade is determined by the following scale:

Letter Grade		Numerical Equivalent
A	Excellent	94-100
B	Good	86-93
C	Satisfactory	78-85
D	Passing	70-77
F	Failing	Below 70
W	Withdrawal	

Projects are graded on a satisfactory vs. unsatisfactory basis. Students are required to resubmit an unsatisfactory project. Project grades are not calculated into your average; however, satisfactory completion of all projects is required for graduation.

## Grade Disputes

A student may contest a grade by contacting the school, preferably via email to [info@moderngunrepair.com](mailto:info@moderngunrepair.com). If the student does not feel the response and explanation resolves his or her question or complaint, the student may request that the Director of Education review the complaint and make a final decision.

## Retesting

Students who receive 69% or lower on any exam will be eligible for one retest. Modern Gun School's policy is that any student who passes a retest may not score higher than 70%, no matter what grade they received on the retest. Students who fail to achieve a minimum passing grade (70%) on a retest will receive the higher grade of the two failed exams and the score will be calculated into the final average. No further retesting is available.

## Policy on Incomplete Exams and Projects

In order to graduate, students must take all exams and associated projects from their course of study. A student may retain a failed exam grade as part of their academic record as long as the student's overall average remains 70% or higher. Failed projects must be resubmitted until the student achieves passing performance. Student accounts are screened on a weekly basis to identify missing grades or projects. Those students missing grades or projects are contacted by mail or email in order to encourage completion of their studies.

## **Program Interruption**

If you need a temporary leave of absence from the program, a request should be made in writing to Modern Gun School. One three-month leave of absence regarding your study will be granted for good cause. A leave of absence does **not** extend the required time for completion.

## **Online Student Center Discussion Board Acceptable Use Policy**

Students can post comments on a variety of topics pertaining to their program, but they are prohibited from sharing exam answers or discussing specific exam material. We also ask students to respect each others' opinions and to refrain from inappropriate language. We reserve the right to delete any comments that we feel are inappropriate for the student community. If we believe that you are not staying within our guidelines, we will remove your posting privileges for 30 days. They can be reinstated after that time period.

## **Re-Registration Policy**

A former MGS student's record/history with the school will be evaluated by the admissions department prior to re-registration. A student enrolling a second time with MGS is responsible for any former unpaid school debts as well as standard course tuition and fees. MGS conforms to the federal guidelines regarding student service members for students returning from military and other applicable service positions.

## **Complaint Resolution**

If a student has a question or problem, please contact the Modern Gun School Student Services staff. If your problem is not resolved, you may direct your complaint in writing to the Director who will respond within 10 business days. Concerns that have not been satisfactorily resolved by the MGS staff may be directed to: Private Business and Trade Schools, Delaware Department of Education, 35 Commerce Way, Suite 1, Dover, DE 19904, Phone: 302-857-3313 or the Distance Education Accrediting Commission, 1101 17th St. NW, Suite 808, Washington D.C., 20036, Phone: 202-234-5100.

## **Change of Contact Information**

In order to receive information essential to your studies, you must promptly report all changes in name, mailing address, or e-mail address to Modern Gun School by telephone, e-mail or mail. A change in name will require proof, such as a marriage license. Modern Gun School is not responsible for reshipment or replacement costs of course materials if an address change has not been received by the school.

## Honors Program

The Honors Program is for recognition of Modern Gun School's highest achieving students in the Advanced Gunsmithing program. Any student who attains a final average of 94–100% at the end of this program will qualify as graduating “with Distinction.” The diploma issued upon graduation will note this honor.

## Graduation and Completion Requirements

Upon successful completion of their program the student is awarded a transcript and a diploma. In order to earn a diploma, a student must achieve a minimum average of 70% in the course, and have satisfied their tuition balance. A diploma and an official transcript of record are furnished to the student at the conclusion of their course. For additional copies, a nominal fee is charged.

## Student Identity Verification

The student identity verification policy enables MGS to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. All students are assigned an individual Student Identification Number (ID) and secure login credential at the time of enrollment. These assigned identifiers are used to access the MGS Online Student Center.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

## Academic Integrity

### Student Code of Conduct

Modern Gun School maintains a Student Code of Conduct to protect the rights of students, faculty, staff, and Modern Gun School itself. Modern Gun School students are required to adhere to the following policies in their academic and personal conduct.

Students must:

- be respectful and courteous to fellow students, faculty, and staff.
- accept responsibility for their own actions.
- adhere to all policies that appear in Modern Gun School catalogs, student handbooks, study materials, website and enrollment agreements.
- never misrepresent the school or its staff in any online social communities.
- follow all rules on submitting work and taking examinations.
- not use others work, or present another individuals ideas as their own.
- not seek, receive, or give unauthorized help on assignments, quizzes, or exams.

## Academic Honesty

Each student doing their own work is the basis of independent study. Since students study at their own pace and schedule their own exams, there should never be any undue pressure when taking an exam. Modern Gun School does encourage students to be fully prepared prior to taking any exam. The use of any notes or program materials is allowed since each exam is open-book. The objective is to learn and understand the materials you are studying. Any student suspected of academic dishonesty will be suspended from the program. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are intended to serve as examples of unacceptable academic conduct.

**Cheating:** Any inappropriate activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student.

**Plagiarism:** Using another person's ideas or finished work as your own without giving credit to the source. It includes copying or paraphrasing something and using it as if you had done the work yourself.

**Fabrication:** Falsifying or inventing information and presenting it as legitimate; misrepresenting oneself or one's status, potentially damaging Modern Gun School's reputation or any of the members of its academic community.

**Facilitating Academic Dishonesty:** Assisting another student in an act that violates the standards of academic honesty; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection in any academic honesty inquiry.

**Online Etiquette (Netiquette):** The current laws to protect the rights and dignity of citizens apply online. Follow the same responsible and respectful behaviors online that you follow in real life. In simple terms this means that the values society has in place against such things as hate speech, copyright violations and other forms of theft, remain intact. As do the values courtesy, kindness, honesty, and treating others with the same respect you wish to receive.

## Student Code of Conduct Violation

The Student Code of Conduct applies to all Modern Gun School students. Failure to comply will automatically be referred to the Education Director for review and recommendations. If any student is found to have engaged in academic dishonesty in any form - including but not limited to cheating, plagiarizing and fabricating - that student will be dismissed from Modern Gun School. There will be no exceptions.



## Online Etiquette (Netiquette)

The current laws to protect the rights and dignity of citizens apply online. Follow the same responsible and respectful behaviors online that you follow in real life. In simple terms this means that the values society has in place against such things as hate speech, copyright violations and other forms of theft, remain intact. As do the values courtesy, kindness, honesty, and treating others with the same respect you wish to receive.

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## **Collection of Information**

The Modern Gun School website (mgs.edu) has the ability to collect two types of information, general and personal. General information contains non-personal data from visitors to our website. This information is used for general purposes only and in ways that do not identify the individual user. This information may include statistical data such as location, time of visit, day the visit was made, and the visit path.

The second type of information collected is specific to the visitor and would include information provided by you. This information would include your e-mail address, name, street address, and any contact information provided.

Modern Gun School uses technology called “cookies” to collect much of the information described above. Our cookies do not access, collect or reveal any personal information stored on your personal computer. Disabling your Internet Browser to prevent cookies will prevent your ability to function on our website.

## **Use of Information**

The collection of information is used primarily for the improvement of services to our students. Information gathered through our online request forms will be used to process those requests. E-mail inquiries will utilize the e-mail address provided for any appropriate correspondence.

## **Privacy Pledge**

On occasion, Modern Gun School will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify Modern Gun School, Student Services Center, P.O. Box 3773, Allentown, PA 18106.

## **Informational Access**

Maintaining our system with complete, current, and accurate information allows Modern Gun School to provide our students with exceptional service. Students are asked to keep in contact with Modern Gun School to ensure your information remains relevant. All personal information provided by you can be viewed upon request, with availability of corrections and/or deletion of incorrect information.

## **Security**

Modern Gun School currently utilizes GoDaddy.com, Inc. and similar technology to provide a secure transmission of all enrollment agreement activities including online payment information. We also use established industry-standard security measures to protect all information services. While we strive to provide 100% security for all

transmissions, we cannot guarantee that all general information submissions will be completely secure. Unauthorized modification or misuse of information stored within our website or operating systems will be investigated and may result in criminal prosecution.

## Google

Google, as a third party vendor, uses cookies to serve ads on our site. Google's use of the DART cookie enables it to serve ads to our users based on their visit to our site and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy.

We have implemented the following:

- Remarketing with Google Analytics/Google AdWords
- Google Display Network Impression Reporting
- Demographics and Interests Reporting

We along with third-party vendors, such as Google use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) or other third-party identifiers together to compile data regarding user interactions with ad impressions, and other ad service functions as they relate to our website.

### **Opting out:**

Users can set preferences for how Google advertises to you using the Google Ad Settings page.

## STUDENT SERVICES

Once enrolled, students receive the following information to begin their studies with Modern Gun School:

- Welcome Kit with binder and first lesson
- Login Instructions with Temporary Password
- Student Handbook
- Guidelines for the Online Student Center
- Program Outline

All lessons, and study guides included in your program are provided in print form as well as online.

### How to Contact Us

Your success is important to us. If you have a question about your account or need help with your studies, our friendly staff is here to help you. We take pride in delivering outstanding service and our staff can be counted on to assist you in your program.

There are two ways to contact us:

1. You may reach us by e-mail at **info@mgs.edu**. Tell us what lesson you are studying, the page number, exam/question number, and how we can help. Please include your Student ID number. You will receive a response within one business day.
2. You may call the school Monday through Friday during the hours of 8:30 AM. – 4:30 PM. (EST). If you call after hours, please leave a message with your name, student ID number, the lesson name, and the page number where you are having trouble or the exam and question number. Also, let us know the best time to call you back. Our phone number is **(800)-493-4114**.

### Payments

Payments are automatically deducted from your credit/debit card on a monthly basis. Additional payments can be made online, by phone or by mail. Student ID numbers must be included on all payments. If mailing a payment please send it to:

**Modern Gun School  
Student Service Center  
P.O. Box 3773  
Allentown, PA 18106**

## Academic Records

Modern Gun School complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A student who believes that an error has been made in assignment of a grade must initiate contact with the school within 30 days from the date the grade was posted. Failure to act within 30 days disqualifies the student from further consideration of the matter.

Students are responsible for reporting any other type of error on their academic record. Modern Gun School is not liable for unreported errors on student records.

## The Modern Gun School Online Community

As a distance education student, you may be wondering how you can communicate with fellow students and keep in touch with your school. MGS has several ways for you to become engaged in our community, including:

- Discussion boards and live chat rooms in our Online Student Center.
- A growing Facebook group that you can use to network with current students and alumni.
- Our website offers useful information and tips for career success, as well as school news.

We welcome you to the MGS Student Community and encourage you to take an active role by participating in all of our online opportunities!

## Questions?

***E-mail:*** [info@mgs.edu](mailto:info@mgs.edu)

***Fax:*** 855-530-3652

***Phone:*** 800-493-4114, Monday–Friday 8:30 AM–4:30PM EST

## FACULTY AND STAFF

Modern Gun School's faculty and staff includes members from expansive educational and professional backgrounds with years of experience in distance education programs. Master Gunsmith Skip Walters offers MGS students industry specific information along with unique insights in the gunsmithing trade.

Name	Title
Kevin McCloskey	President
Zeke Stout	Director /Chief Marketing Officer
Valerie Behrle McCloskey	Director of Education
Donnita Fisher	Accounting and Finance Manager
Stacy Feifel	Director of Academic Programs
Casey McCloskey	Manager of Business Operations
Maggie McCloskey	Marketing Manager
Michele Long	Director of Regulatory and Compliance
Jacque Irizarry	Graphic & Web Design / Project Manager
Tammy Kromer	Student Services / Mail Room Manager
Jamie Klaum	Student Services / Content Writer/Editor
Anthony Germani	Student Services / Sales Development
Matthew Schoch	Student Services /Content Writer/Editor
Shannon Jacobs	Student Services / Social Media Coordinator
Christine Molnar	Student Services Representative
Lori Ritch	Operations and Marketing
James McCloskey	Admissions Advisory / Student Services
Antonio Smith	IT Systems Technician
Denise Di Bernard	Digital Production & Print Specialist
Richard Scutt	Firearms / Student Services / Shipping Associate
Cameron Kilpatrick	Student Services / Shipping Associate
Harry "Skip" Walters III	Master Gunsmith / Instructor

# PROGRAM CATALOG

## Basic Gun Repair Course Overview

The Basic Gun Repair Course is an introduction to the firearms industry. It's designed for anyone with an interest in gun repair, gun maintenance, and gun design. It includes 31 lessons and 4 hands-on bench projects. You will learn how to properly clean, adjust, and fine-tune a variety of firearms.

## Course Outline

### Introduction

- Course introduction
- Glossary of Gunsmithing Terms

### Unit 1

- Gunology

#### LESSON 1

- Where and How to Begin
- .38 Smith & Wesson Chief Special

#### LESSON 2

- Safety- First, Last and Always
- .45 Colt M-1911

#### LESSON 3

- Beginning Your First Project
- .38 Smith & Wesson Military & Police
- Gun Laws & Gun Repairmen

### Unit 2

#### LESSON 4

- Completing Your First Project
- Ruger Bearcat
- Sources of Supply

#### LESSON 5

- Basics of Stock Finishing & Refinishing
- Ruger Automatic
- Your Workshop

#### LESSON 6

- How to Get Professional  
Stock Finishing Results
- Charter Revolver
- Bookkeeping-Legal and Financial

### Unit 3

#### LESSON 7

- Fitting Custom Recoil Pads
- Colt Single Action Revolver
- Buying & Selling Firearms

#### LESSON 8

- Butt Plates, Swivels and Pads
- Hi-Standard Sentinel Revolver
- Gun Laws & Legislation

#### LESSON 9

- Checkering Fundamentals
- Daisy Air Rifle
- Your Federal Firearms Records

### Unit 4

#### LESSON 10

- Checkering Extras and Carving
- Crosman 760
- Public Relations and Advertising

#### LESSON 11

- Setting Up Your Own Shop
- Remington M-550
- Firearm Service Records

#### LESSON 12

- Setting Up Your Workbench
- Remington M-572
- Gunpowder and Ballistics

### Project 1 - Stock finishing

### Unit 5

#### LESSON 13

- Your Guide to Hand Tools
- Remington Nylon 66
- History and Development

#### **LESSON 14**

- Your Guide to Measuring Tools
- Remington M-514
- National Rifle Association

#### **LESSON 15**

- How to Choose the Right Power Tools
- Marlin M-39A
- Beretta M-92F

#### **LESSON 16**

- More About Power Tools and Their Use
- Remington M-580-581-582
- Building Your Library

#### **Project 2 - Precision filing**

### **Unit 6**

#### **LESSON 17**

- How to Choose Your Lathe
- Savage M-88
- How to Read Precision Instruments

#### **LESSON 18**

- How to Use (Adjust) Your Lathe
- Savage M-24 Combination
- Sights: Repair and Installation

#### **LESSON 19**

- Step-by-Step Soldering
- Winchester M-290/200 Series
- Telescope Sight Mounting

#### **Project 3 - Silver soldering**

### **Unit 7**

#### **LESSON 20**

- Step-by-Step Welding
- Marlin M-49 and 99 Series
- Butt Stock Alterations, Recoil Pads and Refinishing Stocks

#### **LESSON 21**

- All About Sights
- Winchester M-94
- Bluing Equipment, Tools, Polishing, Cleaning and Failures

#### **LESSON 22**

- Sights and Scopes
- Savage M-99
- Advising Your Customers on Selecting Shotguns, Rifles & Handguns

#### **LESSON 23**

- Keep It Clean - A Most Important Lesson
- Remington M-700
- Introduction to Hand Loading

### **Unit 8**

#### **LESSON 24**

- Cleaning Supplies, Equipment and Lubricants
- Remington M-740-742
- Pricing Your Service Work

#### **LESSON 25**

- Basic Repair Methods Part 1
- Remington M-760
- Actions

#### **LESSON 26**

- Basic Repair Methods Part 2
- Remington M-788
- Blowups and Cartridge Nomenclature

#### **LESSON 27**

- Basic Barrel Repair
- Browning Hi-power
- SAAMI; Unsafe Arms and Ammo Combinations

### **Unit 9**

#### **LESSON 28**

- Barrel Rebuilding
- Winchester M-88
- Glock 17

#### **LESSON 29**

- Learn Antique Restoration
- Marlin M-336
- Public Relations

#### **LESSON 30**

- Antique Restoration in Depth
- Mauser M-98
- Table of Measurements

#### **LESSON 31**

- The Fine Art of Polishing and Jeweling Part 1
- Ithica M-37
- Luger Pistol

#### **Project 4 - Hand tool fabrication**



## Advanced Gunsmithing Program Overview

The Advanced Gunsmithing Program is our diploma program. It covers everything from the basics of gun repair to the business of professional gunsmithing. The Advanced Gunsmithing program offers 2 tracks. Advanced Gunsmithing I, consists of 17 units, comprised of 65 Lessons, and 7 hands-on projects, offering a comprehensive education on the entire firearm's industry. Advanced Gunsmithing II also includes a Build Project.

### Program Outline

#### Introduction

- Course introduction
- Glossary of Gunsmithing Terms

#### Unit 1

- Gunology

##### LESSON 1

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- .38 Smith & Wesson Chief Special

##### LESSON 2

- Safety- First, Last and Always
- .45 Colt M-1911

##### LESSON 3

- Beginning Your First Project
- .38 Smith & Wesson Military & Police
- Gun Laws & Gun Repairmen

#### Unit 2

##### LESSON 4

- Completing Your First Project
- Ruger Bearcat
- Sources of Supply

##### LESSON 5

- Basics of Stock Finishing & Refinishing
- Ruger Automatic
- Your Workshop

##### LESSON 6

- How to Get Professional  
Stock Finishing Results
- Charter Revolver
- Bookkeeping-Legal and Financial

#### Unit 3

##### LESSON 7

- Fitting Custom Recoil Pads
- Colt Single Action Revolver
- Buying & Selling Firearms

##### LESSON 8

- Butt Plates, Swivels and Pads
- Hi-Standard Sentinel Revolver
- Gun Laws & Legislation

##### LESSON 9

- Checkering Fundamentals
- Daisy Air Rifle
- Your Federal Firearms Records

#### Unit 4

##### LESSON 10

- Checkering Extras and Carving
- Crosman 760
- Public Relations and Advertising

##### LESSON 11

- Setting Up Your Own Shop
- Remington M-550
- Firearm Service Records

##### LESSON 12

- Setting Up Your Workbench
- Remington M-572
- Gunpowder and Ballistics

#### Project 1 - Stock finishing

#### Unit 5

##### LESSON 13

- Your Guide to Hand Tools
- Remington Nylon 66
- History and Development

**LESSON 14**

- Your Guide to Measuring Tools
- Remington M-514
- National Rifle Association

**LESSON 15**

- How to Choose the Right Power Tools
- Marlin M-39A
- Beretta M-92F

**LESSON 16**

- More About Power Tools and Their Use
- Remington M-580-581-582
- Building Your Library

**Project 2 - Precision filing****Unit 6****LESSON 17**

- How to Choose Your Lathe
- Savage M-88
- How to Read Precision Instruments

**LESSON 18**

- How to Use (Adjust) Your Lathe
- Savage M-24 Combination
- Sights: Repair and Installation

**LESSON 19**

- Step-by-Step Soldering
- Winchester M-290/200 Series
- Telescope Sight Mounting

**Project 3 - Silver soldering****Unit 7****LESSON 20**

- Step-by-Step Welding
- Marlin M-49 and 99 Series
- Butt Stock Alterations, Recoil Pads and Refinishing Stocks

**LESSON 21**

- All About Sights
- Winchester M-94
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**LESSON 22**

- Sights and Scopes
- Savage M-99
- Advising Your Customers on Selecting Shotguns, Rifles & Handguns

**LESSON 23**

- Keep It Clean - A Most Important Lesson
- Remington M-700
- Introduction to Hand Loading

**Unit 8****LESSON 24**

- Cleaning Supplies, Equipment and Lubricants
- Remington M-740-742
- Pricing Your Service Work

**LESSON 25**

- Basic Repair Methods Part 1
- Remington M-760
- Actions

**LESSON 26**

- Basic Repair Methods Part 2
- Remington M-788
- Blowups and Cartridge Nomenclature

**LESSON 27**

- Basic Barrel Repair
- Browning Hi-power
- SAAMI; Unsafe Arms and Ammo Combinations

**Unit 9****LESSON 28**

- Barrel Rebuilding
- Winchester M-88
- Glock 17

**LESSON 29**

- Learn Antique Restoration
- Marlin M-336
- Public Relations

**LESSON 30**

- Antique Restoration in Depth
- Mauser M-98
- Table of Measurements

**LESSON 31**

- The Fine Art of Polishing and Jeweling Part 1
- Ithica M-37
- Luger Pistol

**Project 4 - Hand tool fabrication**

## **Unit 10**

### **LESSON 32**

- The Fine Art of Polishing and Jeweling Part 2
- Remington M-11
- Winchester M-61

### **LESSON 33**

- Learn Custom Finishing and Plating
- Winchester M-12
- Winchester 62A

### **LESSON 34**

- All About Bluing
- Remington M-1100
- J.C. Higgins M-30

### **LESSON 35**

- Choosing Inletted Stock
- Remington M-870
- Remington M-141

### **Project 5 - Stone polishing**

### **Project 6 - Bluing preparation**

## **Unit 11**

### **LESSON 36**

- Fitting and Shaping the Inletted Stock
- Winchester M-1400
- Remington M-8 and 81

### **LESSON 37**

- Customizing
- Winchester M-1200
- Winchester M-05-07 and 10

### **LESSON 38**

- Customizing and Sporterizing
- Stevens M-311
- Remington M-721-722

### **LESSON 39**

- Accessorizing
- Mossberg M-500
- Remington M-31

## **Unit 12**

### **LESSON 40**

- Full or Part Time
- Stevens M-94
- Winchester M-97

### **LESSON 41**

- Business Administration

### **LESSON 42**

- Headspaceing

### **LESSON 43**

- Shotgun Chambers

### **Project 7 - Micromasurement**

## **Unit 13**

### **LESSON 44**

- Shotgun Bores, Chokes and Ribs

### **LESSON 45**

- Parker Double-Barrel Shotgun

### **LESSON 46**

- Savage Model 24 Combination

### **LESSON 47**

- Installing Rifle Barrels

## **Unit 14**

### **LESSON 48**

- Installing Shotgun, Handgun and Rifle Barrels

### **LESSON 49**

- Ruger #1 Single Shot Rifle
- Ruger .44 Magnum Carbine

### **LESSON 50**

- Ruger #3 Single Shot Carbine
- Winchester Model 55

### **LESSON 51**

- Private Brand Names and Serial Numbers

## **Unit 15**

### **LESSON 52**

- Tricks of the Trade

### **LESSON 53**

- Servicing and Building Muzzle Loaders

### **LESSON 54**

- Accurizing the Colt .45 Automatic

### **LESSON 55**

- U.S. M-1 Carbine
- Ruger M-10/22 Carbine
- Winchester M-100

### **LESSON 56**

- Noble Shotguns

## Unit 16

### LESSON 57

- Crosman M-130 Pistol
- Crosman M-140 Rifle

### LESSON 58

- Remington Pocket Pistol Model 51
- Browning Model 1922 Pistol

### LESSON 59

- Savage M-110 Rifle (CF)

### LESSON 60

- Remington M-11/48

### LESSON 61

- Browning .22 LR Semi-Auto Rifle (RF)

## Unit 17

### LESSON 62

- Remington M-552 Semi-Auto Rifle (RF)

### LESSON 63

- Beretta Semi-Auto Shotgun

### LESSON 64

- Springfield M-1903 Rifle

### LESSON 65

- Colt Frame Models “E” and “I” Revolvers
- Colt Double Action Revolver
- Colt Official Police Revolver
- Colt Double Action New Army  
and New Navy Revolvers

### **Build Project - Advanced Gunsmithing II only**

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## Hands-On Projects

This course includes valuable hands-on projects using several different techniques relative to gun repair. All projects, once completed are to be returned with your mail back answer sheet to MGS for evaluation. All project requirements must be met in order to receive your diploma.

**Project 1 – Gunstock finishing** — The objective of this project is to acquaint the student with the basic materials, tools, and procedures required to achieve production quality finish on a hardwood gunstock.

**Project 2 – Precision filing** — The objective of this project is to acquaint the student with the metal removal characteristics of common hand files. Promote awareness of the requirements for precision in the repair or alteration of metal gun parts.

**Project 3 – Silver soldering** — The objective of this project is to develop the skills necessary to produce effective, serviceable solder joints as a means to repair damaged parts or as a technique used in pattern making.

**Project 4 – Hand-tool fabrication** — The objective of this project is to fabricate a disassembly tool for a Ruger Security Six Revolver or a Ruger GP 100 Revolver.

**Project 5 – Stone polishing** — The objective of this project is to acquaint the student with the metal removal characteristics of polishing stones.

**Project 6 – Bluing preparation** — The objective of this project is to acquaint the student with the level of surface cleanliness and polish preparation necessary to produce a production-quality bluing job.

**Project 7 – Micromasurement** — The objective of this project is to provide the student with the hands-on training in micro-measurement using a digital caliper measuring various gun parts to a tolerance of three decimal places.

**Build Project (Advanced Gunsmithing II only)** — Students choose to build a firearm to learn its parts, features, and how to troubleshoot issues. *Students will be required to pass an FFL background check obtain this kit from an FFL dealer. G17 and 1911 Pistol builds require students to be 21 or older. The AR-15 build is not available to students in CT, HI, MA, MD, NJ, NY, or DC.*



## Licensure, Accreditation and Memberships

Modern Gun School's credentials are your assurance that MGS meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Modern Gun School is:

- Approved by the Delaware Department of Education as a private business and trade school.
- Nationally Accredited by the Distance Education Accrediting Commission, Washington D.C.
- Regionally Accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA

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