



TRADE SCHOOL

Program Catalog 2024

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 MGS Trade School has one of the finest at-home gun repair programs.

Why MGS? 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 MGS, 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 MGS, your success is our goal.

Sincerely,

Zeke Stout
Director

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ABOUT MGS TRADE SCHOOL

Our History

For more than seventy years, MGS has successfully educated over 60,000 students using time-tested projects and materials. As one of the oldest, distinguished distance learning gunsmithing schools, MGS 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, MGS has developed into a nationwide distance learning gunsmith program with proven techniques and a wealth of insider know-how.

Over the past few years, MGS 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, MGS 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.

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

Mission Statement

MGS Trade School's mission is to provide high-quality distance education using time-tested materials and hands-on projects designed to develop proficiency in both the technique and business of gunsmithing.

Goals

The Goals of MGS Trade 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 MGS Trade 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.

Learning Model

MGS aims to provide students with engaging, comprehensive, high-quality curriculum in a flexible and convenient learning environment. The school strives to meet the educational goals of its students while giving them the opportunity to set the pace of their learning on a schedule that is compatible with their lifestyles and personal/professional commitments. MGS's enrollment model is an open-enrollment track wherein students can enroll at any time without having to wait for a class start date. The learning model is self-paced within certain maximum time limits per course and/or certificate. MGS's instructional model is comprised of an instructional team approach. The instructional team includes subject matter experts, adjunct faculty, education team and support staff. MGS's team is available to work with students as needs arise. The team approach allows MGS to customize support to individual student needs. Each course provides information on how to contact the school for support.

Ownership, Governance, and Administration

Direct Learning Systems, INC ("DLS, INC") owns Blackstone Career Institute:

- DLS, INC, is a private corporation which is wholly owned by Kevin J. McCloskey.
- DLS, INC operates three schools: Blackstone Career Institute, MGS Trade School, Institute for Writers, and 123ce.com.
- DLS, INC schools operate as both correspondence and online | institutions.

Board of Directors:

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Christie Mory
Pam Morris
Jill DeGregorio
Yasmine Candis
Edward Aman
Karen Moore

Licensure and Accreditation

MGS Trade 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 accredited by the Distance Education Accrediting Commission, Washington D.C., and 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>.

ADMISSIONS

Open Enrollment and Academic Calendar

MGS Trade School's 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. MGS allows students to enroll online anytime or by phone. The school is open Monday-Thursday, 9:00am -4:00pm EST throughout the year. Holiday closures can be found at the following link: <https://mgs.edu/contact-us/>

Admissions Criteria

MGS Trade School enrolls all students without regard to their age, gender identity, color, race, sexual orientation, creed, religion, disability, veteran status, or citizenship status. Students must have access to a compatible PC with internet access. Individuals with significant vision impairment should review our course format closely before enrolling to ensure their compatibility with MGS's education model. Our online programs and materials cannot be properly utilized if a student is unable to operate a computer. Students must provide their own software accommodations compatible with the school's learning management system (LMS). 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 MGS 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 MGS program. All students must be 18 years or older to enroll in any MGS programs. Applicants must also be eligible to obtain a Federal Firearms License (FFL).
3. Once MGS 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 MGS 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 MGS Trade School. Determination of credit will be made by MGS'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

MGS 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. MGS does not imply or guarantee the transferability of credits from its programs.

Accommodations Policy

The Americans with Disabilities Act (ADA) of 1990, as amended, protects individuals with disabilities from discrimination. MGS Trade School (MGS) complies with the terms and conditions of the Americans with Disabilities Act. Reasonable accommodations are provided to qualified students with disabilities. The ADA does not require institutions to take action that would fundamentally alter the nature of its programs or services, compromise essential requirements of a course or program, or impose an undue financial or administrative burden which is deemed reasonable and customary.

All MGS students enrolled in an online program must have access to a compatible PC with Internet access. Individuals with significant hearing and/or vision impairment should closely review the course format before enrolling to ensure their compatibility with MGS's education model. MGS's programs and materials cannot be properly utilized if a student is physically unable to operate a computer.

MGS accepts all reasonable accommodation requests via email: info@mgs.edu, Attn. Education Department. For a request to be processed, it is the student's responsibility to provide the following documentation:

Name, program/course, phone number, email, medical/healthcare documentation signed by the professional within 5 years of today's date, accommodation requested, reason for accommodation, signature, date.

All completed requests for accommodation will be reviewed by the Education Department within five business days. A response email that outlines what accommodations (if any) have been approved, and the process for delivering the approved accommodations will be sent to the email supplied.

Tuition and Fees

MGS offers interest-free payment plans. However the school does not participate in federal financial aid. See our website <https://mgs.edu/tuition/> for tuition pricing on all our courses. A schedule of optional fees is found at <https://mgs.edu/tuition-protection-policy/>. Optional fees are non-refundable.

Students utilizing Veterans Educational Benefits will not be penalized while waiting for payment from the Department of Veterans Affairs.

Student Tuition Protection and Refund Policy

MGS Trade 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 lesson, you are obligated to a registration fee of 20% of the tuition or \$200, whichever is less. If you cancel after submitting the first lesson, 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.

For a sample refund calculation, please visit <https://mgs.edu/tuition-protection-policy/>

State Restrictions

Students living in Hawaii or Alaska must contact the school prior to enrollment to determine shipping costs. Tuition must be paid in USD. Students are required to participate in the full payment plan. Contact MGS Trade School at 800-493-4114 or email us info@mgs.edu prior to enrollment. Additional fees for shipping and handling will be calculated on the weight of the course materials being sent and the shipping address location.

Technology Requirements

Students will need to have access to a compatible computer/laptop with the following minimum requirements to complete MGS course offerings.

System Requirements

- 2 core 1.5 GHz processor/CPU
- 4 GB memory/RAM
- 128 GB hard drive/HDD
- Windows 7 32-bit for PC or OSX Catalina 64-bit for Mac
- 1.8 Mbps internet speed

Recommended System Requirements

- 4 core 1.5 GHz processor/CPU
- 8 GB memory/RAM
- 128 GB solid state drive/SSD
- Windows 10 64-bit for PC or OSX Monterey 64-bit for Mac
- 10 Mbps internet speed

Software Requirements

- PDF viewing software such as Adobe Reader or Foxit Reader
- Word processing software such as Microsoft Office or Google Suite
- Updated Internet browser such as Google Chrome, Firefox, Microsoft Edge, or Safari
- Active Email account

California Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

MGS's asynchronous learning model allows students to complete coursework at their own pace without specific deadlines for each lesson submission. In order to maintain satisfactory academic progress, students are expected to meet the following standards:

- Complete their first lesson within 30 days of enrollment
- Monthly check-ins on progress
- Maintain a minimum 70% grade average.
- Complete their program within 150% of the published length of the program.

For example, student enrolled in a program with a length of 12 months is expected to complete the program within 18 months. However, MGS will work with students who need to extend their program beyond the 150% time limit.

If a student has not completed a lesson within a 30-day time frame, the student is contacted by MGS 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

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@mgs.edu. 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. MGS 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.

Course Interruption

If you need a temporary leave of absence from the program, a request should be made in writing to MGS. 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 MGS 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 MGS by telephone, e-mail or mail. A change in name will require proof, such as a marriage license. MGS is not responsible for re-shipment 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 MGS'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 certificate or diploma. In order to earn a diploma, a student must achieve a minimum average of 70% in the program or course, and have satisfied their tuition balance.

A certificate or diploma and an official transcript of record are furnished to the student at the conclusion of their program or 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

MGS Trade School maintains a Student Code of Conduct to protect the rights of students, faculty, staff, and MGS itself. MGS 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 MGS 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. MGS 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 MGS'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 MGS 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 MGS. 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

Our site 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, the 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 the user. This information would include your e-mail address, name, street address, and any contact information provided.

MGS 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.

MGS may be required to collect additional information from students using government or military funding (MyCAA, GI Bill, etc.), including their VA file number and/or social security number.

If you are an international student or using our site from outside the United States, MGS would like to make you aware that you are sending your information to the United States where our servers are located locally. This information may be transferred within the United States, or to other countries outside your country where you reside. It is possible that these countries, which would include the United States, may not have laws for data protection that are as compendious or protective as the laws in your country of residence. However, MGS’ collection of data and the storage of it will be supervised by this Privacy Policy.

Use of Information

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

The people who have access to student and prospective student information are MGS authorized employees.

As a privately licensed school in the state of Delaware, MGS is required through the Delaware Department of Education to retain graduated student information for a minimum of 50 years. All student records are stored based on accepted business practices, educational licensure and accreditation requirements, and applicable state and federal laws.

Privacy Pledge

On occasion, MGS 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 MGS Student Services at info@mgs.edu.

Informational Access

Maintaining our system with complete, current, and accurate information allows MGS to provide our students with exceptional service. Students are asked to keep in contact with MGS to ensure their information remains relevant. All personal information provided by you can be viewed upon request, with the availability of corrections and/or deletion of incorrect information. Individuals who provide their information to MGS who are not enrolled with the school can request to have their information deleted from the database.

Security

MGS currently utilizes GoDaddy.com, Inc. to provide 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. MGS utilizes Authnet's CIM system to secure credit card data and no customer financial data is stored online or in our internal servers.

MGS ensures the instructional technology is up-to-date, reliable, and is properly maintained through the constant monitoring of delivery software and hardware and by using an Amazon web server and WP Engine to host its web properties. These companies use the latest technology and provide consistent updates to ensure security and reliability. MGS continually reviews new and emerging technologies for possible implementation.

The MGS student database has several features to ensure the accuracy of student record-keeping. All staff members are assigned unique individual login codes which help management track which staff members have made changes in the database. Individual staff members' ability to perform certain functions is limited by their authorization status, with management having ultimate control over all functions. Management has the ability to review student electronic records to ensure that their accuracy is being maintained. Electronic records are backed up digitally and are encrypted using the latest encryption technology. A copy of the backup is stored off-site.

MGS uses the following procedures for ensuring security, maintenance, and protection of student records:

- Applicants for employment are interviewed and screened not only for their qualifications and ability to perform the functions of the position but also for character and personality traits that indicate the applicant is honest and ethical.
- Staff are required to adhere to all policies, including FERPA requirements.
- Student Service staff are required to verify the student's identity prior to releasing personal or sensitive information.
- All physical documents are kept in locked file cabinets, under fire suppression, or shredded if necessary.

STUDENT SERVICES

Once enrolled, students receive the following information to begin their studies with MGS:

- 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-Thursday, 9:00am -4:00pm 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:

**MGS Trade School
Student Service Center
P.O. Box 3773
Allentown, PA 18106**

Academic Records

MGS 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. MGS is not liable for unreported errors on student records.

The MGS 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

Fax: 855-530-3652

Phone: 800-493-4114, Monday-Thursday, 9:00am -4:00pm EST

FACULTY AND STAFF

MGS Trade 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.

Staff

Name	Title
Kevin McCloskey, B.A.	President
Zeke Stout, B.S.	Director /Chief Marketing Officer
Valerie Behrle McCloskey, B.S., M.Ed.	Director of Education
Donnita Fisher, A.A.S., B.A.	Accounting and Finance Manager
Stacy Feifel, B.S., M.Ed.	Director of Academic Programs
Jacque Irizzary, B.S.	Manager of Business Operations & Growth (COO)
Michele Long, B.S. M.Ed.	Director of Regulatory and Compliance
Maggie McCloskey, B.A.	Director of Marketing & Development
Tammy Kromer	Student Services / Mail Room Manager
Morgan Laney	Student Services / Jr. Graphic & Web Designer
Anthony Germani	Student Services / Sales Development
Syd Vincent	Student Services /Content Writer / Editor
Madeline Erk	Student Services / Content Writer/ Editor
Shannon Jacobs	Student Services / Social Media /Advertising Manager
Yolanda Brooks	Student Services / Bookkeeper / Admin
Cameron Kilpatrick	Student Services / Shipping Associate
Richard Scutt	Firearms / Student Services / Shipping Associate
Christine Molnar	Student Services Representative
James McCloskey	Student Service Representative
Denise DiBernard	Digital Production / Print Specialist

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 and offers 2 tracks. Advanced Gunsmithing I, consists of 17 Units, comprised of 65 lessons and 7 hands-on projects. Advanced Gunsmithing II also includes a Build Project. *Advanced Gunsmithing II is only available to students in the United States. Some builds are prohibited by state law. Please visit <https://mgs.edu/advanced-2/> for updated state information prior to enrolling.*

Program Outline

Introduction

- Program 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

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

- Headspacing

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

7 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 – Stock 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 to obtain this build kit. Some builds are prohibited by state law. Please visit <https://mgs.edu/advanced-2/> for updated state information prior to enrolling.*



Licensure, Accreditation and Memberships

MGS Trade 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. MGS Trade School is:

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

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