

How to Apply

Please read these instructions and the degree and diploma requirements on pages 4-5 of this application guide before completing the appropriate application(s).

This guide includes a general application on pages 11-12 that all students must fill out. In addition, you must fill out the application and/or registration page(s) that relate to the program(s) you are applying and/or registering for:

- Bachelor of Business Administration Application/Registration form (page 15)
- On-campus Registration form (page 13)
- Distance Education Course and Lab Class Registration form (page 14)

All students must declare a degree or diploma program of study on the application. This is similar to declaring a major. Simply select the school (Gemology, Business, or Jewelry Manufacturing Arts) and the degree or diploma you intend to pursue. You can declare for multiple programs by choosing all that you intend to pursue. If you plan to take courses without completing a degree or diploma, choose "non-declare" as your program of study.

All students pursuing the BBA degree must apply for acceptance into the BBA program before registering for classes. To do so, use the form on page 15 of this guide. We must receive all required transcripts and documents before you can be accepted into the program.

All applications must be accompanied by all required fees and documents. Applications and/or registrations without all required fees and documents cannot be processed. You won't be able to reserve space in any on-campus class, lab class, or online class until GIA has received all documents and fees required for enrollment.

Students wishing to apply for attendance at an international GIA campus should contact the appropriate international campus directly.

Dates and Deadlines

On-campus students: GIA holds classes year-round, and on-campus Gemology and Jewelry Manufacturing Arts programs typically start each month. There are no application deadlines for on-campus classes, but classes typically reach capacity months in advance. On-campus School of Business courses start four times a year. If you're applying for an on-campus program or class, we encourage you to apply at least five to six months before your preferred start date. If you apply for a class that has reached capacity, you will be placed on a wait-list and notified if a change occurs and an open seat becomes available.

Distance education students: There are no application deadlines for distance education courses. Generally, you can apply, receive your materials, and start your coursework within five to seven business days.

Lab class students: There are no application deadlines for Lab classes. Lab classes are scheduled in Carlsbad, New York, and Los Angeles year-round and periodically throughout the year in additional cities within the United States as well as at GIA international campuses. Lab classes typically reach capacity 30 to 60 days in advance, so we encourage you to apply for Lab classes two to three months in advance. If you apply for a Lab class that has reached capacity, you will be placed on a wait-list and notified if a change occurs and an open seat becomes available.

Online students: There are no application deadlines for online classes. School of Business online classes have four start dates per year, and typically reach capacity one month in advance. If you apply for a class that has reached capacity, you will be placed on a wait-list and notified if a change occurs and an opening becomes available. If demand requires it, the GIA School of Business might add classes to accommodate additional students. In these cases, wait-list students have first priority.

Registration

After filling out the general application on pages 11-12 of this guide, refer to pages 13-16 for instructions for all School of Business, School of Gemology, and School of Jewelry Manufacturing Arts registrations.

Review pages 4-5 of this application guide for all degree and diploma requirements.

Review pages 6-9 of this guide for the schedules of student charges, payment plans for distance education courses, and cancellation and refund policies.

School of Business students: BBA students should use page 15 of this guide to register for on-campus or online courses, only upon acceptance into the program. JBM students should use page 16 of this guide to register for on-campus or online courses.

On-campus Gemology or JMA students: Use page 13 of this guide to register for the program or course you've selected.

Distance Education and Lab class students: Use page 14 of this guide to register for courses or classes.

Submitting Your Application

Mail: All distance education students should mail their applications to the Carlsbad campus. All on-campus students should mail their applications and documents directly to the campus they wish to attend. Lab class students should mail their applications directly to the campus they wish to attend. Applications for any Lab class taking place outside of a GIA campus should be mailed to the Carlsbad campus.

GIA Carlsbad
Robert Mouawad
Campus
Mailstop #3
5345 Armada Drive
Carlsbad, CA 92008

GIA New York
Mailstop #70
270 Madison Ave,
2nd Floor
New York, NY
10016-0601

GIA Los Angeles
600 Corporate Pointe
Suite #100
Culver City, CA
90230-7616

Fax: All distance education students should fax their applications to the Carlsbad campus. All on-campus students should fax their applications and documents directly to the campus they wish to attend. Required documents must also be mailed. Fax numbers:

Carlsbad (760) 603-4003

New York (212) 719-9563

Los Angeles (310) 410-4452

Online: Students can also apply online at www.gia.edu/education. Receipt of required documents is required for admission.

Payment Methods

Credit card: You can charge application fees, confirmation deposits, and tuition to your VISA, MasterCard, Discover, or American Express account.

Check or money order: You can pay by cashier's check or personal check. Make checks payable to GIA. Payment must be in US dollars and drawn on a US bank.

Wire transfer: Call toll free 800-421-7250 ext. 4001 or 760-603-4001, or email admissions@gia.edu for details. Wire fees must be paid by the applicant.

Questions and Answers

General Questions

How do I apply for admission?

You can complete this application and mail or fax it to GIA, or apply online at www.gia.edu/education. Addresses and fax numbers are on page 3 of this guide.

Why do I declare a degree or diploma program of study?

Declaring a program of study is similar to declaring a major. It helps GIA better understand your educational goals and serve you in a way that best suits your needs. Admissions representatives, financial assistance advisors, distance education instructors, student services representatives, and career services representatives are all part of the GIA team that's here to help you reach your educational goals.

What is a program or course code?

Program and course codes are used in the registration sections of the application to identify programs or courses that you wish to apply for. Program codes are used only for on-campus programs, which are taught as six-month continuous programs rather than course-by-course.

What is the difference between an application fee, a confirmation deposit, and a refundable deposit?

In most cases (see refund policies on pages 28-33 of the Education Catalog for details), an application fee is a non-refundable fee that is required along with your application. For Lab classes, an application fee reserves you a seat in a Lab class, with the balance due 30 days before the start of class. Application fees for Lab classes vary for New York classes (see schedule of charges on page 8 for details).

A confirmation deposit is a refundable \$2,000 deposit that is submitted when you apply for an on-campus program or Jewelry Design course. A \$2,000 confirmation deposit for each on-campus program or course you're applying for is due with your application for admission.

A refundable deposit is a \$75 deposit required for each School of Business course you apply for. The balance for each on-campus business class is due by the first day of class. The balance for each online business course is due 30 days before the start of class.

Application fees, confirmation deposits, and refundable deposits are part of the total cost, not in addition to it.

Are payment plans available?

Payment plans are available for distance education Gemology courses only.

Where do I find prices for programs or courses?

Prices for each course or program can be found in the schedule of student charges on pages 6-9 of this guide as well as in the course description area of the Education Catalog (pages 7-22) and online at www.gia.edu/education.

On-campus Questions

When will I receive confirmation of enrollment?

After GIA has received all required fees—a \$75 application fee and a \$2,000 confirmation deposit for each program you're applying for—and all required documents, GIA will send you a letter confirming your enrollment. The letter includes the program or course, start and end dates, and class times, as well as orientation information. You will also receive a welcome packet with information about housing, banking, transportation, and other pertinent information that will help you prepare for your time at GIA.

When will I receive my I-20 (international students)?

GIA can issue you an I-20 only after you have been accepted into an on-campus program. Your I-20 will be mailed to you within 10 business days from confirmation of your enrollment. By law, GIA cannot mail an I-20 to students who are not enrolled. These include standby and wait-list students.

GIA strongly advises you to apply for a visa immediately after receiving your I-20, as the process can take at least 60 days in many instances. Carlsbad students should contact the GIA International Student Advisor at 800-421-7250 or 760-603-4000 ext. 7302, or email intladvisor@gia.edu if you have any questions. Students applying to all other campuses should contact the appropriate campus directly at the phone numbers listed on page 3 of this guide.

When should I apply for financial aid or scholarships?

Students wishing to apply for financial aid should do so no later than two to three months before their preferred start dates. Students wishing to apply for scholarships for the 2009 school year can do so starting June 15, 2008. October 15, 2008 is the deadline to apply for scholarships for 2009.

Does GIA offer housing?

GIA does not offer housing, but there is staff on hand at each campus to help you explore housing options in the area.

What is student orientation?

Student orientation is required for all new and returning students before the start of each program. (Returning students can be excused from the morning session with proper pre-authorization from the Dean of Students.) Student orientation takes place on the Thursday before your start date in Carlsbad and New York, and on the Friday before your start date at the Los Angeles campus.

During orientation, you will meet school administrators as well as your instructors. You will complete required documentation such as your internet user agreement, release forms for classes, and policy and procedure acceptance forms. You will have your photo taken for your student ID and be issued a student parking pass. You'll also meet with GIA staff regarding alumni groups and talk with the Career Services Manager.

Security staff will brief you on on-campus health and safety policies and procedures. You will have an opportunity to meet current on-campus students and you will be given a tour of the facilities. International students will meet with the International Student Advisor to review their documents and have questions answered.

An afternoon session is required for some classes, and takes place in your assigned classroom. You will be issued text materials and equipment to prepare you for your first day of class. If your class requires an afternoon session, you cannot be excused from this session.

Orientation is mandatory, so any student missing orientation without pre-authorization from the Dean of Students will receive an absence on their attendance record.

What does "standby" and "wait-list" status mean?

Students who wish to enroll in only a portion of a program (Graduate Diamonds, for example) are placed on standby for their desired start date. If, 30 days prior to the start date, a space is available in your class, Admissions will contact you and offer you a spot in the class. Students applying for classes that are at capacity are placed on wait-lists and notified if a change in capacity occurs. Students cannot be placed on wait-list or standby status without submitting an application with all necessary fees and documents.

Distance Education Questions

When can I start my distance education course?

There are no set start dates. In most cases, you can receive your materials and get started within five to seven business days from the date you submit your application.

Do I need to submit documents?

Other than the enrollment application, no documentation is required for admission to distance education courses unless you are under 18 or have committed a felony. Please see page 23 of the Education Catalog for details.

Can I enroll in a program through distance education?

Diploma and degree programs taken by distance education or online are completed course-by-course. For gemology programs, students can take all three of the courses that make up the AJP program at the same time. GIA doesn't recommend taking multiple courses at the same time, other than for the AJP program. Doing so requires approval from the Admissions Committee. Diploma and degree requirements are posted on pages 4-5 of the Application Guide or at www.gia.edu/education.

What are the payment plans, and how much do I have to pay to get started?

GIA offers two payment options for each Gemology distance education course—payment in full and a monthly payment plan. To get started, you can submit full payment for the course or the first month's payment under the payment plan option.

Payment plans vary by course, from as low as about \$42 per month to no more than \$175 per month for longer courses. After making your initial payment, remaining payments are due 30 days from the day you receive your materials and monthly after that. Please see the schedule of charges on page 7 of this guide for tuition and payment plan options for each course.

Do I have to pay shipping and handling charges?

Shipping and handling charges are due only for students who live outside the US or Canada. Students who live inside the US or Canada do not pay shipping and handling charges. Shipping and handling charges must be submitted with your initial payment, and vary by course. Please see the schedule of charges on page 7 of this guide for details. Students are responsible for any duty or customs fees.

Is there a deposit for the Gem Identification course?

Students applying for the Gem Identification course who live outside the US or Canada must submit a refundable \$800 deposit along with their initial payment for the course. Once you return to GIA all of the stone sets that were sent to you, GIA will refund the \$800. Students are responsible for any duty or customs fees.

School of Business Questions

When should I apply for acceptance into the BBA program?

GIA encourages you to apply at least 45 to 60 days before the start date of the quarter in which you would like to begin taking classes.

When will I learn if I am accepted into the BBA program?

After we receive your application and all required documents and official transcripts, you should expect to receive notice of admission status within 30 days. Upon acceptance, BBA students can register for classes at any time.

Can similar classes I've taken at another school allow me to waive required courses?

If you've taken a similar course at another school and you earned a grade of "C" or higher, you might be able to waive a required JBM course. Submit your transcripts along with your request to waive the course. If a waiver is granted, this does not reduce the total number of courses required. You must still take a total of eight courses.

I've already completed several JBM courses—can they apply toward my BBA degree?

Yes, up to 4 JBM courses can be used as credit toward your BBA degree. See page 4 of this guide for BBA requirements.

Am I required to purchase textbooks for School of Business courses?

School of Business students must purchase their own textbooks for each course. After you've registered, you'll receive the upcoming quarter's book list for each course. You are responsible for making sure you have a copy of the required texts before the course start date.

Lab Class Questions

When should I register for Lab classes?

Lab classes typically reach capacity 30 to 60 days in advance. GIA recommends that you register at least two months in advance to ensure a spot in class. This also gives you time to make any necessary travel arrangements.

Do I need to bring any materials or equipment with me?

GIA provides microscopes and all other equipment necessary to complete your Lab class. You should bring a loupe if you have one you prefer using, although this is not required. GIA recommends that you bring a highlighter to help you with your studies.

What is the classroom environment for Lab classes?

In Carlsbad, New York, and Los Angeles, Lab classes take place in traditional classroom settings. In other cities throughout the United States, Lab classes are typically held in hotel conference rooms. GIA recommends dressing in layers, as temperatures can vary significantly.

Do the hotels that host GIA Lab classes offer discounts on accommodations to GIA students?

GIA typically reserves a block of rooms at the host hotel in each city. This block has a special negotiated GIA rate that you must refer to when making a reservation. Just ask for "the GIA rate" or "the Gemological Institute of America rate" when booking. Once all rooms in the block are reserved, students will be subject to current rates charged by the hotel. Students can use internet booking sites or the hotel reservation system to try to secure a room, but these rates may vary from the GIA negotiated rate and there may or may not be rooms available. It is in your best interest to reserve a room as early as possible.

Questions?

Contact the Admissions Department directly at the campus you wish to attend. Distance Education and School of Business students should contact Carlsbad Admissions. This is the contact information for each campus:

GIA Carlsbad (main school)
Robert Mouawad Campus
5345 Armada Drive – MS #3
Carlsbad, CA 92008
800-421-7250 ext. 4001
760-603-4001
760-603-4003 (Fax)
eduinfo@gia.edu

GIA New York (branch school)
270 Madison Ave., 2nd Floor – MS #70
New York, NY 10016-0601
800-366-8519 ext. 3529
212-944-5900 ext. 3529
212-719-9563 (Fax)
nyedu@gia.edu

GIA Los Angeles (branch school)
600 Corporate Pointe, Suite 100
Culver City, CA 90230-7616
866-702-2088
310-670-2100
310-410-4452 (Fax)
laedu@gia.edu

Apply online at: www.gia.edu/education

Degree and Diploma Requirements

See page 37 of the Education Catalog for graduation requirements for each course or program.

SCHOOL OF GEMOLOGY

Accredited Jewelry Professional Diploma

Instruction method: distance education only

Requirements:

1. GEM 110 Jewelry Essentials
2. GEM 120 Colored Stone Essentials
3. GEM 130 Diamond Essentials

Graduate Gemologist Diploma

Instruction method: on campus and distance education

On-campus requirements:

Graduate Gemologist Program (6-month program)

Diploma can also be attained by completing the Diamonds Program and the Colored Stones Program individually.

Distance Education requirements:

1. GEM 130 Diamond Essentials
2. GEM 230 Diamonds & Diamond Grading
3. GEM 230L Diamond Grading Lab
4. GEM 120 Colored Stone Essentials
5. GEM 220 Colored Stones
6. GEM 220L Colored Stone Grading Lab
7. GEM 240 Gem Identification
8. GEM 240L Gem Identification Lab

Graduate Diamonds Diploma

Instruction method: on campus and distance education

On-campus requirements:

Graduate Diamonds Program (7-week continuous program)

Distance Education requirements:

1. GEM 130 Diamond Essentials
2. GEM 230 Diamonds & Diamond Grading
3. GEM 230L Diamond Grading Lab

Graduate Colored Stones Diploma

Instruction method: on campus and distance education

On-campus requirements:

Graduate Colored Stones Program (18-week program)

Distance Education requirements:

1. GEM 120 Colored Stone Essentials
2. GEM 220 Colored Stones
3. GEM 220L Colored Stone Grading Lab
4. GEM 240 Gem Identification
5. GEM 240L Gem Identification Lab

Graduate Pearls Diploma

Instruction method: distance education only

Requirements:

1. GEM 149 Pearls
2. GEM 149L Pearl Grading Lab

SCHOOL OF JEWELRY MANUFACTURING ARTS

Applied Jewelry Arts Diploma

Instruction method: on campus only—Carlsbad

Requirement:

Applied Jewelry Arts Program (6-month program)

Graduate Jeweler Diploma

Instruction method: on campus only—Carlsbad

Requirement:

Graduate Jeweler Program (6-month program)

For a list of courses not leading to a degree or diploma, refer to the course description section of the Education Catalog or online at www.gia.edu/education.



SCHOOL OF BUSINESS

Bachelor of Business Administration Degree

The BBA requires successful completion of 180 quarter units. As a degree completion program, students must complete a minimum of 90 transferable quarter units and have earned an Associate's degree or its equivalent, at another eligible institution. Completion of the entire degree program is expected to take two years for full-time students and four years for part-time students. The degree can be earned with a combination of online and on-campus courses.

BBA degree requirements:

1. At least 45 transferable general education quarter units. The following courses, or their equivalents, must be taken as part of the general education requirements: Communications (written and oral), Quantitative Principles, Natural or Physical Sciences, Humanities or Fine Arts, and Social or Behavioral Sciences.
2. At least 27.0 transferable quarter units in other electives.
3. At least 18.0 quarter units in lower level business courses, which may be taken at GIA or transferred from another institution (see Course Descriptions for required lower level business courses).
4. At least 90 quarter units of upper division courses, at least 45 units of which must be completed at GIA.
5. A maximum of ten required upper division courses can be transferred if an identical course was taken, and a grade of "C" or higher was earned, at another college or university.

Required Lower Division courses¹:

1. BUS 210 Principles of Management
2. BUS 220 Accounting Basics
3. BUS 230 Fundamentals of Marketing
4. BUS 240 Principles of Economics

Required Upper Division courses¹:

1. BUS 300 Ethics and Law
2. BUS 310 Marketing Management (prerequisite: BUS 210, 230)
3. BUS 320 Managerial Economics (prerequisite: BUS 240)
4. BUS 330 Finance (prerequisite: BUS 220)
5. BUS 340 US Business Law
6. BUS 350 Managerial Accounting (prerequisite: BUS 220)
7. BUS 360 Merchandising Management (prerequisite: BUS 210, 230)
8. BUS 370 Human Resource Management (prerequisite: BUS 210)
9. BUS 380 Leadership (prerequisite: BUS 210)
10. BUS 390 Sales Management (prerequisite: BUS 210, 230)
11. BUS 400 Retail Management (prerequisite: BUS 210, 230)
12. BUS 410 Entrepreneurship (prerequisite: BUS 210, 220, 230, 240)
13. BUS 420 Global Business Management (prerequisite: BUS 210, 220, 230, 240)
14. BUS 430 International Law and Trade (prerequisite: BUS 340)
15. BUS 440 Visual Merchandising (prerequisite: BUS 230)
16. BUS 450 Business Negotiations (prerequisite: BUS 210)
17. BUS 460 Quantitative Methods (prerequisite: BUS 220, 240)
18. BUS 470 Information Systems Management (prerequisite: BUS 210)
19. BUS 480 Strategic Management (prerequisite: Senior Standing)
20. Elective

Elective courses come under the title of "Special Topics," numbered BUS 399 or BUS 499. An example is BUS 399 Special Topics: 21st Century Marketing.

¹Each course is 4.5 quarter units

Jewelry Business Management Diploma

The JBM requires successful completion of eight courses (36 quarter hours). A cumulative grade point average of "C" (2.00 GPA) or higher is required for graduation.

Five required courses¹:

1. BUS 210 Principles of Management
2. BUS 220 Accounting Basics
3. BUS 230 Fundamentals of Marketing
4. BUS 240 Principles of Economics
5. BUS 300 Ethics and Law

Any required courses listed above may be waived if an equivalent course was successfully completed at another institution with a grade of "B" or higher.

Requests for waivers, accompanied by official transcripts, must be submitted to the Dean of the School of Business. A course waiver does not reduce the eight-course requirement for earning the JBM diploma.

Three elective courses¹:

Choose three from the 18 courses listed below:

1. BUS 310 Marketing Management (prerequisite BUS 230 or equivalent²)
2. BUS 320 Managerial Economics (prerequisite BUS 240 or equivalent²)
3. BUS 330 Finance (prerequisite BUS 220 or equivalent²)
4. BUS 340 US Business Law
5. BUS 350 Managerial Accounting (prerequisite BUS 220 or equivalent²)
6. BUS 360 Merchandising Management
7. BUS 370 Human Resource Management
8. BUS 380 Leadership
9. BUS 390 Sales Management
10. BUS 400 Retail Management
11. BUS 410 Entrepreneurship
12. BUS 420 Global Business Management
13. BUS 430 International Law & Trade
14. BUS 440 Visual Merchandising
15. BUS 450 Business Negotiations
16. BUS 460 Quantitative Methods
17. BUS 470 Information Systems Management
18. BUS 399/499 Special Topics³

¹Each course is 4.5 quarter hours

²Prerequisites may be satisfied if an equivalent course was successfully completed at another institution with a grade of "B" or higher. Requests for determination of equivalency must be submitted to the Dean of the School of Business.

³Occasionally, courses are offered under the title of "Special Topics," numbered BUS 399 or BUS 499. An example is BUS 399 Special Topics: Cross Cultural Management.

Schedule of Student Charges, On-Campus Programs and Courses

School of Gemology/ School of Jewelry Manufacturing Arts

Student charges are valid for classes with start dates from January 1, 2008 to December 31, 2008.

Instructions

Use the appropriate program or course codes and total student charges listed below when completing your registration. Amounts shown are in US dollars.

The total charges include all educational services, lesson materials, and texts normally needed to complete the class or program. For classroom use only, GIA will provide other necessary instruments, tools, and materials.

Charges are subject to change. We reserve the right to reschedule or cancel classes. Books, instruments, and materials delivered in California are subject to sales tax. Current sales tax rate is 7.75% in San Diego County

and 8.25% in Los Angeles County, subject to change. Books and materials delivered in New York are not subject to sales tax.

For information about student financial aid, please see the Education Catalog or contact the Office of Student Financial Assistance at 800-421-7250 ext. 4005 or 760-603-4005, or financialaid@gia.edu.

On-campus applicants must submit all required documents, plus the application fee and the confirmation deposit, to reserve a space in class. Balance of student charges is due on or before Orientation Day.

Cancellations and Refunds

Refer to the 2008 Education Catalog or www.gia.edu/education for GIA Cancellation and Refund Policies and Procedures. See page 1 of this application guide for general information for all applicants.

School of Gemology– On-campus Programs and Courses

Program/ Course Number	Program or Course	Application Fee (non-refundable)*	Confirmation Deposit per program or course (refundable) (included in tuition)	Total tuition due by orientation day (plus sales tax)	Books and Materials	Sales Tax (non-refundable) CB=Carlsbad LA=Los Angeles NY=New York	Total Student Pays CB=Carlsbad LA=Los Angeles NY=New York	Catalog Page
GEM2500	Graduate Gemologist Program	\$75	\$2,000	\$13,965.00	\$1,355.00	\$105.01 (CB) \$111.79 (LA) N/A (NY)	\$15,500.01 (CB) \$15,506.79 (LA) \$15,395.00 (NY)	Page 7
GEM2200	Graduate Diamonds Program	\$75	\$2,000	\$5,100.00	\$225.00	\$17.44 (CB) \$18.56 (LA) N/A (NY)	\$5,417.44 (CB) \$5,418.56 (LA) \$5,400.00 (NY)	Page 8
GEM2200(N)	Graduate Diamonds Program at Night	\$75	\$2,000	\$5,100.00	\$225.00	N/A (NY)	\$5,400.00 (NY)	Page 8
GEM2300	Graduate Colored Stones Program	\$75	\$2,000	\$8,790.00	\$1,130.00	\$87.58 (CB) \$93.23 (LA) N/A (NY)	\$10,082.58 (CB) \$10,088.23 (LA) \$9,995.00 (NY)	Page 8

Amounts shown are in US dollars.

* GIA retains only one application fee upon cancellation of multiple enrollments.

School of Jewelry Manufacturing Arts– On-campus Programs and Courses

Program/ Course Number	Program or Course	Application Fee (non-refundable)*	Confirmation Deposit per program or course (refundable) (included in tuition)	Total tuition due by orientation day (plus sales tax)	Books and Materials	Sales Tax (non-refundable) CB=Carlsbad LA=Los Angeles NY=New York	Total Student Pays CB=Carlsbad LA=Los Angeles NY=New York	Catalog Page
JMA3200 Program	Applied Jewelry Arts Program	\$75	\$2,000	\$14,480.00	\$840.00	\$65.10 (CB)	\$15,460.10 (CB)	Page 13
JMA3300	Graduate Jeweler Program	\$75	\$2,000	\$14,205.00	\$1,115.00	\$86.41 (CB)	\$15,481.41 (CB)	Page 14
JMA370	Jewelry Design Course	\$75	\$2,000	\$4,890.00	\$285.00	\$22.09 (CB) \$23.51 (LA) N/A (NY)	\$5,272.09 (CB) \$5,273.51 (LA) \$5,250.00 (NY)	Page 14

Amounts shown are in US dollars.

* GIA retains only one application fee upon cancellation of multiple enrollments.

Schedule of Student Charges, School of Business

Bachelor of Business Administration and Jewelry Business Management

Student charges are valid for classes with start dates from January 1, 2008 to December 31, 2008.

Instructions

Use the appropriate course codes and charges when completing your registration. Amounts shown are in US dollars. The total charges include all educational services and lesson materials (minus required textbooks) normally needed to complete the class. Charges are subject to change.

We reserve the right to reschedule or cancel classes. On-campus applicants must submit all required documents, plus the refundable deposit, to reserve a space in class. Balance of student charges for on-campus classes is due by the first day of class. Balance of student charges for online classes is due 30 days prior to the start of class.

Cancellations and Refunds

Refer to the 2008 Education Catalog or www.gia.edu/education for GIA Cancellation and Refund Policies and Procedures. See page 1 of this application guide for general information for all applicants.

Textbooks

All School of Business students are responsible for buying their own textbooks. The cost of the textbooks is estimated to be about \$100 per class. Enrolled students will be advised of the required textbook(s) at least 30 days before the class start date. Admissions can also provide you with a list of the required textbook(s) for each class. Call 800-421-7250 ext. 4001, or 760-603-4001, or email admissions@gia.edu for more information.

School of Business Classes

Required Courses	Course	Refundable Deposit	Balance Due	Total Student Charges	Catalog Page
BUS210	Principles of Management	\$75.00	\$915.00	\$990.00	Page 19
BUS220	Accounting Basics	\$75.00	\$915.00	\$990.00	Page 19
BUS230	Fundamentals of Marketing	\$75.00	\$915.00	\$990.00	Page 19
BUS240	Principles of Economics	\$75.00	\$915.00	\$990.00	Page 19
BUS300	Ethics and Law	\$75.00	\$915.00	\$990.00	Page 20
Elective Courses					
BUS310	Marketing Management	\$75.00	\$915.00	\$990.00	Page 20
BUS320	Managerial Economics	\$75.00	\$915.00	\$990.00	Page 20
BUS330	Finance	\$75.00	\$915.00	\$990.00	Page 20
BUS340	US Business Law	\$75.00	\$915.00	\$990.00	Page 20
BUS350	Managerial Accounting	\$75.00	\$915.00	\$990.00	Page 20
BUS360	Merchandising Management	\$75.00	\$915.00	\$990.00	Page 20
BUS370	Human Resource Management	\$75.00	\$915.00	\$990.00	Page 20
BUS380	Leadership	\$75.00	\$915.00	\$990.00	Page 21
BUS390	Sales Management	\$75.00	\$915.00	\$990.00	Page 21
BUS400	Retail Management	\$75.00	\$915.00	\$990.00	Page 21
BUS410	Entrepreneurship	\$75.00	\$915.00	\$990.00	Page 21
BUS420	Global Business Management	\$75.00	\$915.00	\$990.00	Page 21
BUS430	International Law and Trade	\$75.00	\$915.00	\$990.00	Page 21
BUS440	Visual Merchandising	\$75.00	\$915.00	\$990.00	Page 21
BUS450	Business Negotiations	\$75.00	\$915.00	\$990.00	Page 22
BUS460	Quantitative Methods	\$75.00	\$915.00	\$990.00	Page 22
BUS470	Information Systems Management	\$75.00	\$915.00	\$990.00	Page 22
BUS480	Strategic Management	\$75.00	\$915.00	\$990.00	Page 22

School of Gemology

Graduate Gemologist

GEM2500 Graduate Gemologist program (6 months, 780 hours)

Please note: Each program is preceded by a mandatory orientation the week before its start date (Thursday in Carlsbad and New York, Friday in Los Angeles). Please contact a GIA Admissions representative at **800-421-7250** ext. 4001 for more details.

Carlsbad

January 10 – July 11
January 31 – August 1
February 21 – August 22
March 20 – September 19
April 3 – October 3
May 15 – November 14
June 12 – December 12
August 7 – February 20, 2009
September 4 – March 20, 2009
September 25 – April 10, 2009
October 30 – May 15, 2009

New York

January 3 – July 3
February 28 – August 29
March 20 – September 19
April 24 – October 24
June 19 – December 19
July 24 – February 6, 2009
August 21 – March 6, 2009
October 30 – May 15, 2009

Los Angeles

January 18 – July 18
May 16 – November 14

Graduate Diamonds

GEM2300 Graduate Diamonds program (7 weeks, 210 hours)

Dates listed below that are components of the Graduate Gemologist Program are offered on a standby basis only. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program, when GIA can confirm your space availability.

Start dates shown are orientation days.

Carlsbad

January 10 – February 29
January 31 – March 21
February 21 – April 11
March 20 – May 9
April 3 – May 23
May 15 – July 3
June 12 – August 1
August 7 – September 26
September 4 – October 24
September 25 – November 14
October 30 – December 19

New York

January 3 – February 22*
January 17 – March 7
February 28 – April 18*
April 3 – May 23
April 24 – June 13*
May 29 – July 18
June 19 – August 8*
August 7 – September 26
August 21 – October 10*
September 18 – November 7
October 30 – December 19*

*indicates standby only

Los Angeles

January 18 – March 7*
February 22 – April 11
May 16 – July 3*
September 26 – November 14

GEM2300 Graduate Diamonds program at night (New York only)

(23 weeks, 210 hours)

January 3 – June 16 (N)
June 26 – December 8 (N)

*Indicates standby only

Graduate Colored Stones

GEM2200 Graduate Colored Stones program (19 weeks, 570 hours)

Dates listed below that are components of the Graduate Gemologist Program are offered on a standby basis only. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program, when GIA can confirm your space availability.

Start dates shown are the first days of class. CS students must set up orientation directly with the appropriate campus prior to their start date.

No orientation date scheduled – students must schedule orientation with Dean of Students prior to start date. Offered in CB only on standby basis only.

Carlsbad

January 7 – May 16*
March 3 – July 11*
March 24 – August 1*
April 14 – August 22*
May 12 – September 19*
May 27 – October 3*
July 7 – November 14*
August 4 – December 12*
September 29 – February 20, 2009*
October 27 – March 20, 2009*
November 17 – April 10, 2009*

*Indicates standby only

New York

January 2 – May 9*
February 25 – July 3*
April 21 – August 29*
May 12 – September 19*
June 16 – October 24*
August 11 – December 19*
September 15 – February 6, 2009*
October 2 – December 12, 2009**
October 13 – March 6, 2009*

GEM2200 Graduate Colored Stones program at night

(62 weeks, 570 hours)

October 2, 2008 – December 12, 2009 (N)

*indicates standby basis only

**CS-only class – Oct 2nd is orientation (Thurs)

Los Angeles Campus

March 10 – July 18*
July 7 – November 14*

*Indicates standby only

STUDENT WORKROOMS

To reserve a seat and for a complete list of Student Workroom services, hours, and fees visit www.gia.edu/education or call the location where you wish to attend:

- Carlsbad—800-421-7250 ext. 7750
- New York—800-366-8519 or 212-944-5900 ext. 3063
- Los Angeles—866-702-2088 or 310-670-2100
- Other Cities—800-421-7250 ext. 7750

LAB CLASS AND STUDENT WORKROOM HOURS

Weekday Classes

Carlsbad, Los Angeles, and Lafayette

8:00 a.m. – 4:00 p.m.

New York, Canada, and other cities

9:00 a.m. – 5:00 p.m.

Night Classes

Carlsbad

Monday – Thursday 5:30 p.m. – 9:00 p.m.

New York

Monday – Thursday 6:00 p.m. – 9:30 p.m.

Saturday Classes

New York

9:00 a.m. – 5:00 p.m.

Exceptions to Weekday Class Hours

Pearl Grading

9:00 a.m. – 4:00 p.m. (New York, other cities)

Pearl Grading

8:00 a.m. – 3:00 p.m. (Carlsbad, Los Angeles, Lafayette)

Diamond Grading

8:00 a.m. – 4:00 p.m. (Tucson)

Advanced Diamond Grading

1:00 p.m. – 4:00 p.m.

Identifying Ruby, Sapphire, Emerald

9:00 a.m. – 4:00 p.m. (New York)

Intermediate CAD/CAM

9:00 a.m. – 4:00 p.m. (New York, Monday – Friday, 10 days)

Advanced Stone Setting

5 days or 10 nights (New York Monday–Friday)

Note: Lab classes do not fall within the purview of GIA's institutional accreditation by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT).

School of JMA

Please note: Some programs and courses (JMA3200, JMA3300, JMA370, and JMA400L) are preceded by a mandatory orientation the week before their start dates (Thursday in Carlsbad and New York, Friday in Los Angeles). Please contact a GIA Admissions representative at 800-421-7250 ext. 4001 for more details.

JMA3200 Applied Jewelry Arts program (26 weeks, 780 hours)

Start dates shown are orientation days. Registration for individual components of AJA is not allowed (except CAD/CAM).

Carlsbad, CA

January 10 – July 11
March 20 – September 19
May 29 – November 28
August 7 – February 20, 2009
October 16 – May 1, 2009

JMA3300 Graduate Jeweler program (26 weeks, 780 hours)

Start dates shown are orientation days

Carlsbad, CA

January 10 – July 11
February 21 – August 22
April 3 – October 3
May 15 – November 14
August 7 – February 20, 2009
October 16 – May 1, 2009

JMA370 Jewelry Design course (9 weeks, 270 hours)

Start dates shown are orientation days. Capacity for CB classes is 7 and then stand-by beyond that.

Carlsbad, CA

January 10 – March 14
March 20 – May 23
May 29 – August 1
August 7 – October 10
October 15 – December 18

New York, NY

January 3 – March 7
May 29 – August 1
October 9 – December 12

Los Angeles, CA

August 1 – October 3

JEWELRY MANUFACTURING ARTS LAB CLASSES

Carlsbad, CA

JMA 320L Basic Repair and Setting

January 28 – February 1
June 16 – 20
November 3 – 7

JMA325L Casting Lab

May 12 – 23*
July 21 – August 1*
September 29 – October 10*
December 8 – 19*

JMA 335L Enameling

April 7 – 11
August 25 – 29

JMA353L Mold Making Lab

May 5 – 9*
July 14 – 18*
September 22 – 26*
December 1 – 5*

JMA360L Comprehensive Wax Techniques Lab

May 27 – July 7*
August 4 – September 12*
October 13 – November 21*
(*Standby only)

JMA 365L Advanced Stone Setting

February 25 – March 2
April 21 – 25
July 14 – 18
August 25 – 29
October 6 – 10
November 17 – 21

JMA400L Comprehensive CAD/CAM Lab (7 weeks, 210 hours)

January 7 – February 22*
March 17 – May 2*
May 27 – July 11*
August 4 – September 19*
October 13 – November 28*

New York, NY

JMA145L Pearl and Bead Stringing Lab

January 26 – February 2 (Sa)
March 4 – 5
April 15 – 16
May 13 – 14
July 21 – 22
September 25 – 26

JMA330L Quick Design Lab

March 10 – 13
July 7 – 17 (N)
September 29 – October 2

JMA345L Working with Wax Lab

March 17 – 20

JMA350L CAD/CAM for Jewelry Lab

October 27 – November 7

Los Angeles, CA

JMA350L CAD/CAM for Jewelry Lab

July 21 – August 1

*Dates are offered on a standby basis only. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program, when GIA can confirm your space availability.

School of Business

Please note: Each on-campus JBM and BBA program is preceded by a mandatory orientation before its start date (Thursday in Carlsbad only). Please contact the GIA Admissions Department for more details. See page 53 for contact information.

On-campus Class Hours

Each School of Business class consists of 4.5 hours of classroom time per week. Classes are in session Monday through Friday between 8:00 a.m. and 6:15 p.m. Class meeting days and times will be made available upon request.

WINTER QUARTER

JANUARY 21, 2008 – MARCH 28, 2008

- BUS220 Accounting Basics
- BUS410 Entrepreneurship
- BUS230 Fundamentals of Marketing
- BUS420 Global Business Management
- BUS240 Principles of Economics
- BUS210 Principles of Management
- BUS390 Sales Management
- BUS399/499 Special topics: 21st Century Marketing

SPRING QUARTER

April 21, 2008 – June 27, 2008

- BUS220 Accounting Basics
- BUS300 Ethics and Law
- BUS330 Finance
- BUS230 Fundamentals of Marketing
- BUS470 Information Systems Management
- BUS360 Merchandising Management
- BUS210 Principles of Management
- BUS480 Strategic Management

SUMMER QUARTER

July 21, 2008 – September 26, 2008

Classes to be announced at a later date; please check www.gia.edu/education

FALL QUARTER

October 13, 2008 – December 9, 2008

Classes to be announced at a later date; please check www.gia.edu/education

EXTENSION

Los Angeles

Executive Training Program

April 14 – 18

Planning for Profit Seminar

July 14 – 16

New York

Executive Training Program

May 5 – 15 (N)

August 18 – 28 (N)

ONLINE

Online Class Hours

The School of Business online classroom is available to enrolled students at any time during the 10 week course, 24 hours per day, 7 days per week. All course work must be completed online, according to the assigned due dates. Some courses also hold online meetings that are arranged according to student availability. Each course syllabus is available online to enrolled students.

WINTER QUARTER

JANUARY 21, 2008 – MARCH 28, 2008

- BUS210 Principles of Management
- BUS220 Accounting Basics
- BUS230 Fundamentals of Marketing
- BUS240 Principle of Economics
- BUS350 Managerial Accounting
- BUS410 Entrepreneurship
- BUS460 Quantitative Methods
- BUS470 Information Systems Management
- BUS480 Strategic Management

SPRING QUARTER

APRIL 21, 2008 – JUNE 27, 2008

- BUS210 Principles of Management
- BUS220 Accounting Basics
- BUS230 Fundamentals of Marketing
- BUS300 Ethics and Law
- BUS380 Leadership
- BUS390 Sales Management
- BUS399 Special Topics: 21st Century Marketing
- BUS400 Retail Management
- BUS430 International Law and Trade

SUMMER QUARTER

JULY 21, 2008 – SEPTEMBER 26, 2008

Classes to be announced at a later date; please check www.gia.edu/education

FALL QUARTER:

OCTOBER 13, 2008 – DECEMBER 9, 2008

Classes to be announced at a later date; please check www.gia.edu/education