

Jewellery Design, Bench Skills and Business (JDBB) Ontario College Diploma

PART-TIME study Information

Frequently Asked Questions

When can I start the program?

Intakes: September

Do I need to apply?

Part-time students do not go through an application process for this program. In order to register into courses, you will need a Georgian College student number and the major JDBB. Declaring a major allows you to take all courses under that major.

Please review this document as there are instructions on how to get started on page 4.

PLEASE NOTE: you do not need to complete the diploma but in order to register into one or more courses that are of interest to you, you will need the major above.

How many courses do I take?

Full program details can be viewed on the [Program Outline](#).

Graduation requirements
22 Program Courses
2 Communications Courses
3 General Education Courses

Can I take this program online?

Not all courses in this program are available online. Most courses are delivered in-person on campus. To discuss course delivery, please connect with the program coordinator, Andrea Wenckebach. Andrea.Wenckebach@GeorgianCollege.ca

How do I know which courses to take?

We have set a schedule up for you – review the Delivery Schedule posted on the [Jewellery Design, Bench Skills and Business](#) program page.

Study Jewellery Design, Bench Skills and Business part-time

Ontario College Diploma

New program starting in fall 2023! Course information will be available in August 2023.

Get hands-on experience in the jewellery industry, from fabrication to sales. Access industry experts, seasoned faculty, and state-of-the-art studios and technologies.

Please refer to the [Jewellery Design, Bench Skills and Business program page](#) for all of the main details, including admissions requirements.

[Delivery schedule](#)

[Information package](#)



On this page:

- [Program information](#)
- [Course information](#)
- [How to apply](#)
- [Frequently asked questions](#)
- [Contact us](#)

[Take the CareerMatch quiz](#)

[Is this program right for me?](#)

[View more Design and Visual Arts programs](#)

[2023-2024 program outline](#)

[2023-2024 outline \(PDF\)](#)

[Program outline archive](#)

How long will it take to complete the diploma?

This varies depending on how many courses you take each semester. Total courses: 24

3 courses most semesters (following the Delivery Schedule) finish in 11 semesters (4 years)

Example: Fall-Winter-Summer- Fall-Winter-Summer- Fall-Winter

2 courses per semester: finish in 12 semesters or 4 years

Example: Fall-Winter-Summer- Fall-Winter-Summer- Fall-Winter-Summer- Fall-Winter-Summer

What is the cost of the program?

There is no program fee when studying part-time.

As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.

Payment is per course, as you register. The course fees change year-to-year and course to course.

The best source for accurate fees is to check the website: [Jewellery Design, Bench Skills and Business](#)

Course information

Course offerings and equivalents

Currently available courses are listed below. Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.



Course title	Course code	OntarioLearn equivalent
Advanced Modelmaking	JEWL 2018	
CAD 1	JEWL 2010	
CAD 2	JEWL 2017	
CAD 3	JEWL 2020	
History of Jewellery and Gemstones - Business Perspectives	HSTY 2003	
Introduction to Gemmology	JEWL 2003	
Jewellery Drawing and Design	JEWL 1006	
Jewellery Fabrication 1	JEWL 1001	

Each course listed links to course sections with fees and delivery information:

Introduction to Gemmology

JEWL 2003

Course description

Students investigate the elements of gemmological knowledge that are important in jewellery design, metalsmithing, gem-setting and jewellery repair. They also explore the practices of instrumental gem identification that are necessary for persons in the jewellery trade.

Credits
3

Course Hours
42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program. Individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

▼ Introduction to Gemmology - JEWL 2003
Tuesday, Sept. 5, 2023

INTRODUCTION TO GEMMOLOGY - JEWL 2003

Fee: \$344.4

Course registration number: 12210

Start: Tuesday, Sept. 5, 2023

End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
Thursday	9:00 to 11:50 a.m.	D - 101

Campus: Barrie

Add to cart

NOTE: Course sections and fees for this program show during the Part-time Credit registration (add/drop) period only. This date can be found on our website: [IMPORTANT DATES](#)

The fees for Communications and General Education courses vary. View the course listing for [Communications](#) and [General Education](#).

Are part-time students eligible for OSAP?

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our [Financial Aid page](#).

Can I transfer credits/use prior learning?

The Credit for Prior Learning centre assists with:

- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

More information on the above options as well as the processes to apply for exemptions, visit the [Credit for Prior Learning webpage](#).

I'm ready to get started in this program. What are my next steps?

Step 1: Pre-registration – getting set up as a student

This program does not require part-time students to go through the application process.

You will need a Georgian College student number and the major JDBB in order to register into courses.

Create your student number online: [Student Number](#)

Students taking this program must declare a Major. Majors are assigned through the Registrar's Office – please email registrar@georgiancollege.ca with “**Declare a major JDBB**” in the subject line. Include your student number with this request.

Students can also call 705-722-1511 to declare a major.

Once you have your student number, your major (JDBB), and your login information, you can plan for course registration.

Step 2: Plan your courses

Prior to registering, review the [Delivery schedule](#) found on the website to choose the courses you need to take.

Step 3: Registration

There are two ways you can register:

1. **Web Registration** – through the website – open year round
2. **Banner Registration** – you must log in to Banner – only available during part-time registration window (add/drop)

1. **Web Registration**

On the [Jewellery Design, Bench Skills and Business](#) page:

Click on the course name in the Current Course Offerings chart to view the course section details. (See above on page 3 for screenshots.)

When you find the course you want to register for, click on Add to cart. You will then go through the payment process (this requires you to log in to Banner – ensure you have your login information!).

Students registering through the Web can do so at any time once course sections are open.

NOTE: courses in this program are only open for registration during the part-time credit registration period (or add/drop). See [Important Dates](#) for more information.

For Registration ASSISTANCE, contact the Registrar's Office
registrar@GeorgianCollege.ca
or call 705-722-1511

2. **Banner Registration**

Part-time students can also register for courses in our student information system, Banner. In this system, you “add a course” to register. For information on Banner, logging in to Banner and adding courses in Banner, [VIEW THIS DOCUMENT](#).

TIPS:

Step 3 for Part-time students: Select Term

Step 4 for Part-time students: Choose Add/Drop/Withdraw from courses

(View Recommended courses for term is ONLY for full-time students using Banner.)

NOTE: courses in this program are only open for registration during the part-time credit registration period (or add/drop). See [Important Dates](#) for more information.

NOTES on registration:

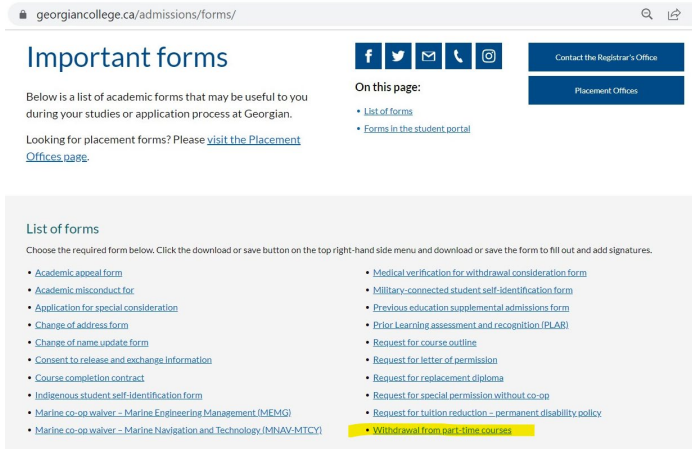
- There is a 24 hour processing period once you register – this means you will not be able to access your course immediately after you register.
- If when you go to register, and registration is open, courses show as FULL, connect with the program coordinator, Andrea Wenckebach. Andrea.Wenckebach@GeorgianCollege.ca with your intent to register as there may be room in the course for part-time students. Some courses do fill so you may not get into the course you prefer to take. Andrea does not process registrations, but can advise as to whether the course is available.

WITHDRAWING FROM A COURSE

- Part-time students can be registered into a maximum of 3 courses at any time. If, for example, you register into 3 courses and decide to change one of your courses, you will need to withdraw from the course first. Once you are unregistered in the course (this can take up to 48 hours) you will be able to register into a new course.

How do I withdraw from a course?

- Part-time students CANNOT drop a course through Banner. You must fill out a Withdrawal form and request to withdraw from the course through the Office of the Registrar. You can find the form on the website: <https://www.georgiancollege.ca/admissions/forms/>



PLEASE NOTE: if you drop a course in Banner, it may seem like you have dropped the course but you have not been unregistered – please ensure you use the Withdrawal form.

How do I confirm I am registered? How can I view my account balance?

You can log in to Banner to view the courses you are registered into and to view your account balance.

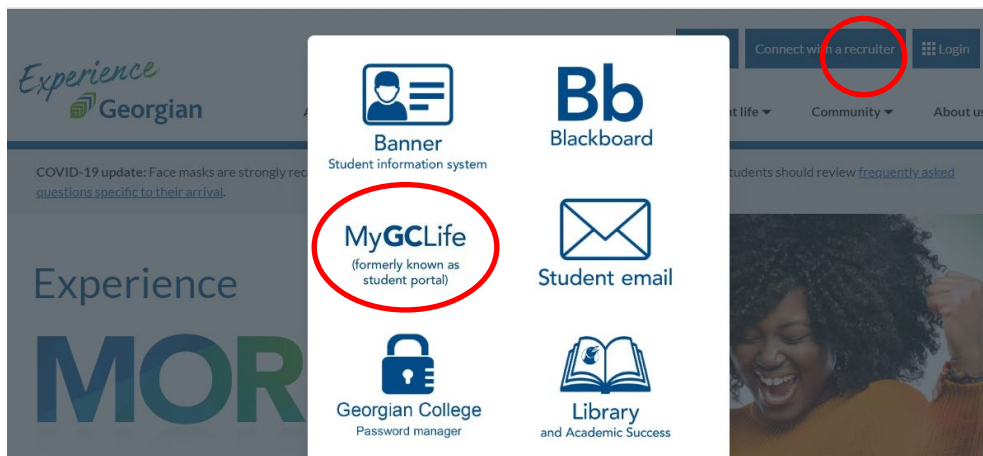
How to I order textbooks?

Please email Tammy Burke-Marson for textbook ordering information.

Tammy.burke-marson@georgiancollege.ca

Logging in to Student Systems

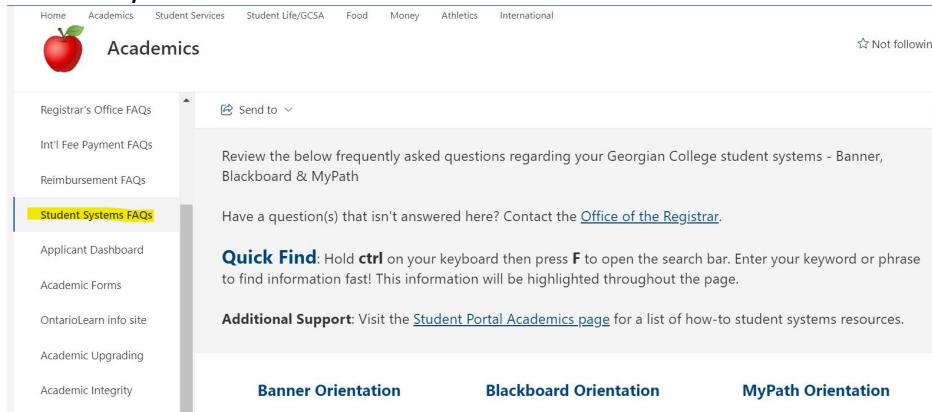
For information on logging into Banner and other systems, please visit the **Student Portal**. You can access the student portal through MyGC Life. (Go to last page of this guide for information on the Student Portal.) You can find a link to the portal on the main webpage under Login:



I'm registered into my courses, how do I access them?

All courses that are not (ODE) courses listed on the Delivery schedule are accessed through Blackboard.

Review the above screenshot to view the Blackboard login site. Information on Blackboard can be found in the Student Portal. Take a moment to review the Banner/Blackboard and MyPath Orientations available to you:



Looking for assistance with our systems? See below

<https://www.georgiancollege.ca/admissions/register/#next-steps>

The screenshot shows the Georgian College website page titled "In-person support" and "Virtual support". The page provides information on registration systems support, including a session schedule and a link to join a session. A graphic on the right side of the page shows a hand holding a tablet displaying the Student Portal login screen, with icons for Banner, Blackboard, and MyPath.

In-person support
In-person registration help is available at the **Drop-in Registration Centre** located at the back of the Barrie Campus library from Dec. 21 to Jan. 20, 2023 between 10 a.m. to 4 p.m. (excluding the college's holiday closure from Dec. 23 to Jan 1, 2023).

Virtual support
Need help with registering or using your student systems? Join us online for a **student systems support hub** session!

Conducted via WebEx, these sessions will show you how to access, navigate and utilize your student systems like Banner, Blackboard and MyPath.

This inclusive and welcoming help space supports your student success as you engage and interact with your Georgian College student systems!

For self-serve support, visit the [student portal Academics page](#) for a complete list of systems how-to resources. Refer to the [student systems FAQs page](#) for answers to common student inquiries.

During registration, get help with:

- registering for classes
- making changes to your courses (add/drop)
- viewing your account details and booklist
- locating and understanding your timetable
- introductions to Blackboard and MyPath

IMPORTANT: View the session schedule below for availability prior to joining.

Session schedule >

Join a session(s) >

Frequently Asked Questions

I need to withdraw from one or more courses – what are my options?

Deadlines for withdrawal

Students can withdraw from a course with a refund up until Day 10 of the semester.

For example

Fall 2023 semester

First day: September 5th

Last day to withdraw from a course with a refund: September 18th

If you decide after that date that you want to withdraw you can do so up until November 15th. There will be no refund, however, there is no academic penalty – your transcript will show WD.

All dates for the semester can be viewed on the website under Important Dates:

<https://www.georgiancollege.ca/admissions/important-dates/>

How do I view my grades?

Grades can be viewed in Banner and in MyPath.

How do I track my progress through the program?

1. Track your progress/plan your courses you want to take using the Delivery Schedule.
2. You can also view your progress in **MyPath**. This is a useful tool where you can see which courses you have taken, your grades, and the courses you still need to graduate. Any exemptions you apply for using PLAR or transfer credits will show here too.

MyPath can be accessed through the Student Portal. Below is a screen shot of what you will see regarding instructions for MyPath. It is optional to use MyPath but it can be a very useful tool to track your progress in your program.

Plan your entire program through to graduation with MyPath!

MyPath is a comprehensive academic advising, student planning, transfer articulation, and credential audit solution.

Use it to track academic progress, review requirements completed and plan courses to complete remaining graduation requirements.

When using MyPath, students will be able to:

- See graduation requirements for their current program
- See how completed courses and courses in progress apply to graduation requirements
- Identify courses still needed to complete their program
- View final grades, and academic standing
- View their program GPA, used for graduation purposes
- Create What-If audits to view requirements if intending to change programs
- Estimate how many semesters it will take to graduate
- View how transfer credits are used to satisfy program requirements

What is a worksheet?

- Helps students and advisors monitor progress towards credential

What is a plan?

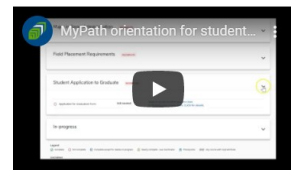
- Shows the recommended courses to be taken each semester to help keep students on track for a graduation

When should I review MyPath?

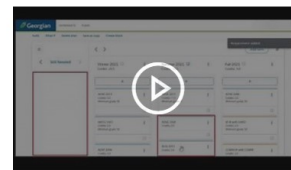
Please review your worksheet:

Do you need help using MyPath?

See the how-to guides below.



MyPath Orientation



MyPath Plans

Where can I get more information about how to use MyPath?

You will not be able to view your records in MyPath until after you have registered into courses.

How do I graduate? How do I know I am meeting program requirements?

Full program details can be viewed on the [Program Outline](#).

When you have successfully completed all of the program requirements, you can apply to graduate. All students must apply to graduate. You can do this in your last semester of taking courses.

You can view dates for Requesting to Graduate on our Important Dates webpage:

<https://www.georgiancollege.ca/admissions/important-dates/>

And the process for How to Graduate can be found on our graduation page:

<https://www.georgiancollege.ca/student-life/graduation/>

Additional Information you may need

I took courses in a different program at Georgian – will my credits transfer into the Art and Design Fundamentals program?

In most cases, courses that are shared between different programs at Georgian will have the same course code and will automatically transfer once you register in a new program.

You will see these courses show up in MyPath.

I took courses at a different college or university – can I transfer credits?

Visit our Credit for Prior Learning page to learn more about your options.

<https://www.georgiancollege.ca/admissions/credit-transfer/#transfer-in>

The FAQs section for Credit Transfer are very helpful!

<https://www.georgiancollege.ca/admissions/credit-transfer/credit-transfer-centre-faq/#transfer-credits>

Student Portal – your student resource

You can find most answers on this site – if you have questions around academic regulations, registration, withdrawals, transcripts, etc. visit the portal to find the answers.

Keep in mind that this site is for both full-time and part-time students and some of the information does not apply to part-time students. If you have questions regarding information you find and you are not sure if it applies to you, please connect with your Part-time Studies Staff.

QUESTIONS? We are here to help!

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