



***2025***  
***Summer NRA***  
***Gunsmithing***  
***Program***

Trinidad State College  
600 Prospect St. Trinidad, Colorado 81082  
1-800-621-8752 ext. 5724 or 719-846-5724  
[donna.haddow@trinidadstate.edu](mailto:donna.haddow@trinidadstate.edu)

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# WELCOME

It is our pleasure to welcome you to the Trinidad State College Summer NRA Program. Whether you are new to TSC or a seasoned veteran of our Summer Program, we are sure you will find courses to meet your needs.

Please take a few minutes to read the general information section as you will most likely find the answers to your questions within this section.

A variety of scholarships are available to students taking classes for credit. Information is available on the TSC Educational Foundation's scholarship page. To explore all scholarship opportunities available to Trinidad State students, visit <https://trinidadstate.edu/scholarships/index.html>. If you need assistance, please contact Toni DeAngelis at 719-846-5520 or [toni.deangelis@trinidadstate.edu](mailto:toni.deangelis@trinidadstate.edu).

Thank you for considering Trinidad State for your Gunsmithing and Firearms Safety education. We look forward to seeing you!

## GENERAL INFORMATION

Welcome to Trinidad State College's 2025 Summer NRA Program. Courses are available for the novice, the current student, or the professional. Each course is organized for those who wish to learn a new skill, refine a technique, or study new technical information. Students may sign up for one course or multiple courses depending on their goals; however, because courses last from 8 a.m. to 5 p.m. Monday through Friday, you may only sign up for one course per week.

If you plan to pursue Gunsmithing as a career, our summer classes may give you a good start on needed skills; however, we highly recommend you attend a full-time Gunsmithing program if this is your goal.

Students must bring firearms to work on, and any supplies or parts necessary to complete their project. See course descriptions and tool lists for details. Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need. All participants must comply with all local, state, and federal laws regarding firearms. **All persons enrolled in Gunsmithing courses must be able to legally own and possess firearms.** NO WORKING FIREARMS or ammunition are allowed in the residence halls with the exception of firearms checked into the gun vault located in O'Connor Hall. You must be staying in housing to use the O'Connor vault. Ask your RA about firearms check in when you arrive. You may check your firearms into the tool room gun vault on Monday morning. All firearms brought into the classroom will need to have a day tag. Further information will be provided at orientation.

Some courses list prerequisites. If you are unsure as to whether your education/training/life experience meets the stated prerequisites, please contact the course instructor.

Most classes are conducted from 8 a.m. to 5 p.m. Monday through Friday. TSC/NRA certificates of completion are awarded for each course completed. TSC has a longstanding affiliation with the National Rifle Association. The NRA, however, is not an accreditation agency. Trinidad State College is accredited by the Higher Learning Commission. You will find all our courses professional, thoughtfully constructed, and well, fun.

**Payment is due at the time of registration; however, if you use a credit or debit card, the card will not be charged until April of the year the class is held. Although your bill is paid at the time of registration, the TSC Business Office now requires that we collect a Student Payment Agreement for every student. A copy of this agreement is located in Appendix A.**

**It is important to register for courses at least 5 weeks in advance to allow adequate time for the school to purchase supplies and equipment. NOTE: Some actions and other gun parts may take up to 2 months for delivery so please allow adequate time to purchase your parts.**

## **TUITION**

If you take a course as continuing education (non-credit), you will pay a flat rate per week regardless of where you live. The tuition for each course is shown with that course in the body of this document. Out-of-state residents taking courses for credit will pay out-of-state tuition; however, rates may vary depending on where the student lives [current tuition rates](#). Colorado residents taking classes for credit will need to register for the College Opportunity Fund (COF). Registration for COF may be done by clicking [here](#). If you previously took classes for credit, you do not need to register for COF again. If you are not registered for COF, you will not receive the stipend on your account and will pay higher tuition. Once-per-semester semester registration fee of 17.15. However, if you take a blend of credit and non-credit classes, you will be charged \$17.15 for each method. Please note that the housing and meal information on the tuition rate sheet does not apply in the summer. See housing and meals sections below for additional information.

There are also special tuition rates for students in the western portion of the United States. You may view this information at [https://trinidadstate.edu/tuition/pdf/wiche\\_wue.pdf](https://trinidadstate.edu/tuition/pdf/wiche_wue.pdf). This form may be completed and returned to Donna with a copy of your driver's license.

New Mexico students taking courses for credit are eligible for New Mexico reciprocity tuition rates. Please complete and return the form available at <https://trinidadstate.edu/tuition/pdf/Reciprocity.pdf> to Donna along with a copy of your New Mexico driver's license.

If you have questions, please feel free to contact Donna Haddow at 719-846-5724, 1-800-621-8752 ext. 5724 or [donna.haddow@trinidadstate.edu](mailto:donna.haddow@trinidadstate.edu).

**Payment for classes may be made by telephone or by mailing your registration to:**

**Trinidad State College, NRA Program**

**Attn: Donna Haddow**

**600 Prospect St., Trinidad, CO 81082**

- **Phone:1-800-621-8752 ext. 5724---Fax 719-846-5062**
- **email: [donna.haddow@trinidadstate.edu](mailto:donna.haddow@trinidadstate.edu)**

## **STUDENT PORTAL**

Once you have been processed through the TSC admissions process, you will receive a confirmation email, which contains your "S" (student) number and will automatically have a student portal account. You will need your ID, or "S", number in order to access the portal. You may access the portal through the "P" section in the A-Z listing on the TSC home page. The portal will allow you to:

- Check your student email
- Register for courses – Registration for Summer NRA Courses can only been done through Donna
- View and pay your tuition bill
- Get financial aid information
- Access D2L & CCCOnline
- View and order a transcript

Access to the portal will also give you the option to download Office 365, which will be active for as long as you are a student.

## CANCELLATION POLICY

Classes are **NON-REFUNDABLE** with one exception: classes that TSC cancels due to insufficient enrollment will be reimbursed in full. **Classes with less than 6 students are subject to cancellation at the discretion of the College.** We will make every effort to notify you of a cancellation at least four weeks in advance of the class. If you have extenuating circumstances, please let us know and we will work with you the best we can.

## COURSE TIMES and LOCATION

Unless otherwise stated, classes are conducted Monday through Friday from 8 a.m. through 5 p.m. Orientation is held each Monday morning at 8 a.m. in room 306 of the Mullen Building. Students will then proceed to their classrooms. It is possible some courses may be held, at least in part, at the Prator Gun Range.

## HOUSING

**We are happy to announce that the renovation of Romero Hall has been completed. You will be able to reserve a room in either Romero Hall or O'Conner Hall in 2025.**

**Romero is now air conditioned so the weekly rate will be higher to stay there \$220 per week.**

**O'Conner will be available for \$175 per week.**

Rooms include a bed, bedding, and a desk. Please bring your own towels and personal items. Since there is no air conditioning in O'Connor Hall and we recommend you bring a box fan or desk fan. **\*\*PLEASE NOTE – TSC does not offer microwaves or refrigerators. If you need a refrigerator or microwave for medical purposes, you will need to bring one with you or purchase one at the local Walmart store. You may check in on Sunday afternoon before classes begin at no additional charge. If you are here for multiple weeks, you may stay the weekend in between classes at no extra charge. NO ALCOHOL OR AMMUNITION is allowed in campus housing. **\*\*Note\*\* TSC uses a special type of mattress to prevent bed bugs. We recommend you bring a mattress pad or sleeping bag for comfort.****

## **MEALS - you do not have to be staying in campus housing to use the cafeteria**

Cafeteria dates and hours may vary depending on the number of students on campus. Meal cards will be available for \$39.99 for a 5-meal card or \$76.00 for a 10-meal card. Ala Carte pricing: Breakfast \$6.49, Lunch \$8.59, Dinner, \$10.59. Please check with Sodexo Campus Services at 719-846-5629 if you have questions before you come so you will be prepared to eat in the cafeteria or plan to eat off campus.

***PLEASE NOTE, MEAL CARD PRICES ARE SUBJECT TO CHANGE DUE TO INFLATIONARY PRESSURES.***

**\*\*Note\*\* Cafeteria days/hours are dependent on the number of students using the cafeteria in any given week. It is possible you may need to eat off campus at times. Local dining information is available at <https://visittrinidadcolorado.com/>**

**The NRA Program hosts a free dinner for students each Thursday evening at 5:30 p.m. in the cafeteria located in the Sullivan Center (same building as the cafeteria and bookstore). If you plan to bring a guest or do not plan to attend the dinner, please let Donna know during orientation on Monday.**

## **INSURANCE**

Students enrolled in TSC classes are NOT covered by any type of health or accident insurance. Students are expected to arrange their own insurance.

## **LOCATION**

Trinidad is located 200 miles south of Denver and 120 miles south of Colorado Springs, Colorado on Interstate 25. We are about 170 miles north of Santa Fe, New Mexico.

The nearest major airport is in Colorado Springs. If you are driving, take either exit -Exit 14 from the north side of Trinidad or Exit 13B from the south side of Trinidad. **\*\*SEE MAP ON PAGE 78\*\***

## **COMPUTER ACCESS**

Trinidad State College has free WIFI for students throughout the campus. Password will be available at residence hall check-in and orientation on Monday morning.

## **NOTE FROM THE TRINIDAD STATE HUMAN RESOURCES DEPARTMENT**

*Dear Trinidad State Employees,*

*We wanted to make you aware of a new state law ([Senate Bill 24-131](#)) that affects the carrying of firearms on Trinidad State College campuses.*

*As of July 1, 2024, **state law will prohibit carrying firearms on college campuses**, including all Trinidad State College buildings and campus grounds, unless a limited exception applies. This ban applies to all individuals, including students, employees, guests, and visitors, including those who hold a valid permit for concealed carry.*

### ***Where Firearms Are Permitted***

*Individuals who carry a firearm in accordance with a valid concealed carry permit may only carry firearms in parking areas. Students enrolled in the TSC Gunsmithing and Law Enforcement Programs will be permitted to use firearms for approved educational purposes, subject to the rules and protocols of the program. The law continues to permit authorized security personnel to carry and use firearms on campus.*

### ***What You Can Do***

*To comply with the new law, **students, employees, guests, and visitors should leave firearms at home or keep them properly secured in their vehicles** while on campus. Firearms stored in vehicles must be appropriately locked and out of plain view as required by law, including [House Bill 24-1348](#).*

## Gunsmithing Technician Certificate - 16 credits

### Core classes required for certificate

Course Information	Name	Credit Hours
GUN 1020	Basic Machine Shop	2
GUN 1021	Advanced Machine Shop	2
GUN 1016	Welding for Gunsmiths	2
GUN 1003	Bluing	2
GUN 1102	Benchmetal Hand Tools & Metallurgy	2
	Three electives from courses offered for credit	6

Other summer courses offered for credit may be taken as electives toward the certificate. Courses offered as continuing education only do not count toward the certificate.



# ***PRIOR LEARNING ASSESSMENT***

***Did you know that you may be able to earn college credit for your non-college or experience-based learning?***

Prior Learning Assessment (PLA) credit is awarded for college-level learning: knowledge, skills and competencies. PLA includes skills gained from work and life experiences such as:

- Correspondence and extension courses
- Individual study and reading
- Civic, community and volunteer work
- Participation in formal courses and in-service training sponsored by associations, business, government and industry.

*Trinidad State College will accept transfers from within the institution and from other state institutions of higher education prior learning assessment credit awarded for GT Pathways requirements. Trinidad State will not prohibit students from meeting general education/GT Pathways requirements with prior learning assessment credit.*

## **Standards for awarding PLA credit:**

- PLA credit may be awarded if the following standards have been met:
  - You have been admitted to TSC
  - You have declared a degree or certificate  
(changing your declared degree or certificate will result in the reassessment of the applicability of PLA credit)
  - Your prior learning is equivalent to college level
- PLA credit may only be awarded for courses and credits required in your declared degree or certificate.
- PLA credit may satisfy course prerequisite requirements
- PLA credit cannot be used to satisfy the TSC degree or certificate residency requirements\*
- All work evaluated for PLA credit must meet or exceed 'C' level work
- PLA credit cannot duplicate any previously awarded credit
- PLA credit is specifically noted on the transcript as such and is considered transfer coursework (and not institutional coursework):
  - PLA credit is not calculated into your grade point average (GPA)
  - PLA credit noted on your transcript will have a grade of 'PLA'
  - If the PLA credit assessment determines that the prior learning does not warrant the awarding of credit, or if the standardized / institutional exam is not passed, the PLA credit does not appear on your transcript
- PLA credits are not included as part of your semester enrollment for the purposes of financial aid, veteran benefits or any other purpose predicated on total hours of enrollment for a given semester

## **PLA credit may be earned through a combination of the following:**

- National Standardized Placement Tests
- Institutional Challenge Examinations
- Published Guides (*including military*)
- Portfolio Assessment
- Faculty Evaluated Industry & Workplace Credit

The cost at the time of this writing is \$65 per credit hour

## Portfolio Guidelines

### INTRODUCTION

A portfolio is one of the approved PLA methods in Board Policy 9-42 (<https://internal.cccs.edu/board-policies/bp-9-42-prior-learning-assessment-credit/>), and System President's Policy 9-42 (<https://internal.cccs.edu/system-presidents-procedures/sp-9-42-prior-learning-assessment-credit/>), for a student to demonstrate learning acquired outside of the traditional classroom. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

### FACULTY AND STUDENT ROLES IN THE PORTFOLIO PROCESS

Preparation and content of the portfolio is the responsibility of the student. A PLA advisor will assist the student in following the established procedures. Once a portfolio has been prepared, it will be assessed for the awarding of credit. A faculty or a subject matter expert will evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course.

**MINIMUM REQUIREMENTS FOR THE CONTENT OF THE PORTFOLIO** There are certain items that must be included in a logical order before the portfolio can be considered for evaluation.

- **Cover Page and Table of Contents:** Each portfolio will have a cover page identifying the portfolio and the student who prepared it for credit. A table of contents listing the separate parts of the portfolio will also be included.
- **Request for Portfolio Credit:** A short letter in which the student will indicate the course(s) s/he is requesting for the awarded credit.
- **Narrative of Intent:** This document should introduce the student to the evaluator. It is a relevant but brief autobiographical presentation that ties together why the portfolio is being submitted and why the credit should be awarded. It is a general overview of what will be discussed in detail later.
- **Relevance:** If general education courses are being requested for an award, the student must show how his or her life experiences relate to the request. If occupational courses are being requested for award,

the narrative will include the student's relevant work experiences and may include those life experiences relating to the request.

- **Resume:** A resume must be submitted when courses are being requested for credit awards.
- **Course Requests:** This portion of the portfolio will have a separate section for each course for which credit is being requested. Course competency statements and/or learning outcomes (provided to the student by the PLA advisor or by the instructional unit) should be the starting point for the development of this section. The student then will describe how his or her learning relates to this specific course and how he or she has accomplished the competencies/learning outcomes expected of a person who successfully completed the course.
- **Documentation:** Supporting documentation will be presented in the portfolio to support the student's request for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the student's stated learning and provide the evaluator with qualitative evidence for evaluation. Types of documentation are as follows:
  - **Certificates of Training:** Students who have received training through non-traditional methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores).
  - **Portfolio of Works:** Students requesting awarded credit in some fields may have a portfolio of their work, which will support their request.
  - **Demonstration of Competency:** Some students may request credit in courses that can only be evaluated after the performance of their skills.
  - **Oral Interview:** The evaluator may contact the student for a verbal discussion of his/her portfolio as a supplement to the written information provided.
  - **Awards and Honors:** The student may provide copies of any awards and honors directly related to the competencies.
  - **Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors:** These documents may be included to verify attainment of the competencies and/or learning outcomes for which the student is seeking credit.

For additional information, visit <https://trinidadstate.edu/pla/index.html>

## **Tuition Rates**

Current tuition rates for classes taken for credit are available at <https://trinidadstate.edu/tuition/pdf/tuition.pdf>

## Using your VA Benefits

Many NRA Summer Classes are available for credit. Classes taken for credit toward the Gunsmithing Technician certificate are eligible for payment using financial aid, GI Bill, and Vocational Rehab. Certain restrictions may apply. Please talk to our financial aid office concerning your individual case: Christina Sisneros, Director Financial Aid, at 719-589-7045 or [christina.sisneros@trinidadstate.edu](mailto:christina.sisneros@trinidadstate.edu) Click [here](#) for complete information on using your veteran benefits.

**PLEASE KEEP IN MIND THAT YOUR PARTICIPATION IN ALL HOURS OF CLASS IS CRITICAL IF YOU ARE TAKING A CLASS FOR CREDIT. FAILURE TO BE PRESENT THE ENTIRE WEEK OF CLASS CAN RESULT IN A DROP IN YOUR GRADE, WHICH IS RECORDED ON AN OFFICIAL COLLEGE TRANSCRIPT.**

## **\*\*GI Bill and Tools\*\***

Effective January 1, 2020, tools for Gunsmithing/Summer NRA courses will not be eligible for reimbursement by the Veterans Administration/GI Bill. Students will be responsible for purchasing, and having available, the tools and materials listed in the description for each course in order to complete class projects. If you are unsure whether a particular tool is required to complete your project, please contact your instructor.

Many items that are required for programs like gunsmithing, automotive and the line technician programs may be purchased at the TSC bookstore but may also be available through other vendors.

## **SHIPPING OF FIREARMS**

If you need to ship your firearms and/or tools to the school, they should be addressed to you in care of the school. The firearm will be received in our mail room and given to the Gunsmithing Department to place in the gun vault. If you ship through UPS or FedEx, and get a pre-paid shipping label, you will be able to ship the gun back through our mailroom. If you do not get a pre-paid label, you may take the firearm to the local UPS center – UPS's only receives packages for shipping between 4:30 and 6:00 p.m.

Please address your package to the school as follows:

Trinidad State College  
Attn: John Doe, NRA Student  
600 Prospect Street  
Trinidad, CO 81082

Handguns must be shipped by overnight air.

If you have any questions about shipping firearms, please call Ryan at 719-846-5525 or Bob at 719-846-5533. The College mailroom is located on the first floor of the Berg Building.

## SUMMER NRA 2025 SCHEDULE

Classes listed in Red are required for the Gunsmithing Technician Certificate

Classes in Purple are run through the Heritage School at Trinidad State

May 26-30	<b>Basic Machine</b>	<b>Logan Schmit</b>	Mullen 211
June 3-7	<b>Bluing</b>	<b>Bob Campbell</b>	Mullen 106
	<b>Welding for Gunsmiths</b>	<b>Robert Sanchez</b>	Banta Welding Lab
	<b>Single Action Revolver Tuning</b>	<b>Ryan Newport</b>	Mullen 306
	<b>Hats with Tom Hirt</b> (Monday-Thursday)	<b>Tom Hirt</b>	Library makerspace
	<b>Damascus Billet Making</b>	<b>Steve Rollert</b>	Banta Welding Lab
June 7-8	<i>Weekend Machine Lab</i>	Logan Schmit	Mullen 306
June 9-13	<b>Advanced Machine Shop</b>	<b>Logan Schmit</b>	Mullen 211
	<b>Alternative Finishes</b>	<b>Bob Campbell</b>	Mullen 106
	<b>Basic Bladesmithing</b>	<b>Steve Rollert</b>	Banta Welding Lab
	<b>Action Blueprinting</b>	<b>Logan Schmit</b>	Mullen 211
June 16-20	<b>NO CLASSES</b>		
June 17	<b>Glock Armorer's Class 1 day</b> <a href="#">Register on Glock website</a>	Glock Personnel	
June 23-27	<b>Action Blueprinting</b>	<b>Logan Schmit</b>	Mullen 211
	<b>Color Case Hardening</b>	<b>Ryan Newport</b>	Mullen 106
	<b>Smith &amp; Wesson Armorer (Tuning)</b>	<b>Gary Marshall</b>	Mullen 306
June 30-July 4	<b>NO CLASSES</b>		
July 7-11	<b>Introduction to Gunsmithing</b>	<b>Ryan Newport</b>	Mullen 306
	<b>Barreling Precision Rifles</b>	<b>Logan Schmit</b>	Mullen 211
	<b>Benchmetal Hand Tools &amp; Metallurgy</b>	<b>Fred Weisenborn</b>	Mullen 106
July 14-18	<b>Basic Machine</b>	<b>Logan Schmit</b>	Mullen 211
	<b>Brownells AR15 Armorer's Course</b>	<b>Dean Batchelder</b>	Mullen 306
July 19-20	<i>Weekend Machine Lab</i>	<i>Logan Schmit</i>	Mullen 211
July 21-25	<b>Advanced Machine Shop</b>	<b>Logan Schmit</b>	Mullen 211

Weekend machine workshops are not instructional classes. They are offered in order for those in the machining classes projects to have additional time to complete their projects or those who have machining experience to bring something they need to complete. The instructor is there for assistance in this process.

## Instructors Email Addresses

We are grateful for the following instructors who are willing to share their knowledge with our students. If your instructor is not listed here, please contact Donna at 719-846-5724 and she will have the instructor contact you.

Dean Batchelder [dean.batchelder@brownells.com](mailto:dean.batchelder@brownells.com)

Bob Campbell [robert.campbell@trinidadstate.edu](mailto:robert.campbell@trinidadstate.edu)

Tom Hirt It is best to call him at 719-372-9399

Gary Marshall [gmarshall99@gmail.com](mailto:gmarshall99@gmail.com) Phone 937-308-1634

Ryan Newport [ryan.newport@trinidadstate.edu](mailto:ryan.newport@trinidadstate.edu)

Steve Rollert [countrybladesmith@gmail.com](mailto:countrybladesmith@gmail.com)

Robert Sanchez [robert.sanchez@trinidadstate.edu](mailto:robert.sanchez@trinidadstate.edu)

Logan Schmit [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu)

Fred Weisenborn [weismetals@gmail.com](mailto:weismetals@gmail.com)

Please note that our full-time instructors (in blue type above) may not be available for questions between semesters. If you are unable to reach any of the instructors above, please feel free to call Donna at 719-846-5724 and we will try to contact them on your behalf.

## INSTRUCTOR BIOGRAPHIES

(in alphabetical order)

### Dean Batchelder:

Dean Batchelder graduated from Colorado School of Trades in 1992 and in 1997 had his own shop and did bluing and general repair. In 2001 he started at Brownells as a Technical Support Gunsmith, and since then he has taught yearly classes on the AR15 and on Alternate Finishes to the students at various Gunsmithing Schools and also at NRA Summer Schools. If you have any questions about the class, you may contact him at [dean.batchelder@brownells.com](mailto:dean.batchelder@brownells.com)

### Bob Campbell:

**Bob Campbell** graduated with an AAS degree in Gunsmithing from Trinidad State College in 2009. He worked for the Williams Gun Sight Company as a Gunsmith from 2011 to 2019. In The Fall of 2019, he joined Trinidad State as a full-time instructor teaching Stock Making, Conversions, and Metal Finishing. [Robert.Campbell@trinidadstate.edu](mailto:Robert.Campbell@trinidadstate.edu) 719-846-5533



*Bob Campbell*

## Tom Hirt:

**Tom Hirt** is an old-fashioned guy who does things the old-fashioned way. You might call him a throw-back to a bygone era-that time when h and cowboys and craftsmen took care of business with their hands. Hirt continues that tradition to this day as a hat maker who makes superior-quality beaver felt hats one at a time by hand. Known as the hat maker for movies, he has designed hats for many famous clients including Val Kilmer, Sam Elliot, and Sharon Stone. His credits include Tombstone, the Quick and the Dead, Conagher, and many others. After almost 20 years, he is considered one of the West's most notable and most established hatters. [Hats of the West](#) or email Tom at [info@tomhirt.com](mailto:info@tomhirt.com) 719-372-9399



*Tom Hirt*

## Gary Marshall:

Gary Marshall retired from the water utility industry and had since become an avid collector of Smith & Wesson revolvers. He has previously attended NRA Summer Gunsmithing classes at Trinidad State College and Murray State College and taught the Smith & Wesson Revolver Armorer Class in 2023.

Gary is a member of the Smith & Wesson Collectors Association and Smith & Wesson Historical Foundation. He holds a Class 03, Curios and Relics FFL, and is an NRA certified Range Safety Officer. Gary shoots Cowboy Action, Trap, Skeet, 5 Stand, and reloads rifle, handgun, and shotshells.

[Gmarshall99@gmail.com](mailto:Gmarshall99@gmail.com) 937 308-1634

## Ryan Newport:

**Ryan Newport** is an alumnus of Trinidad State College. After graduation he spent several years working as a repair gunsmith for Browning Arms on their high-end line of shotguns and rifles. Ryan returned to TSC in 2011 as an Associate Professor of Gunsmithing teaching Bench Metal, Firearms Conversions, Firearms Metal Finishing, Alternative Metal Finishes, Shotgunsmithing, Custom Pistolsmithing, and Firearms Repair.

[ryan.newport@trinidadstate.edu](mailto:ryan.newport@trinidadstate.edu) office # 719-846-5525



*Ryan Newport*

## Steve Rollert:

**Steve Rollert** has been making knives for over 40 years, starting with a Burr King grinder in the spare bedroom of a duplex in Denver, Colorado in 1980. Steve's interest in knifemaking started while attending Skunk Hollow Blacksmithing School. After graduation Steve sought out Japanese Swordsmith, Kuzan Oda, then in Colorado Springs. Kuzan taught Steve the Japanese mindset and disciplines of knifemaking necessary to produce knives of enduring quality and value. Steve has progressed to producing Damascus Steel and hand forging fine blades in his large shop in Keenesburg, CO. He is well known for his quality pattern welded Damascus and his earlier work in cable welded Damascus. In 1999 Steve started Keen Edge Knives in response to a number of requests for high quality training knives from his fellow martial artists. Over the years Steve has strived to provide the best quality product possible at a reasonable price.

[countrybladesmith@gmail.com](mailto:countrybladesmith@gmail.com) 303-732-4858



*Steve Rollert*

*(Photo property of the Ft. Morgan Times newspaper)*

## Robert Sanchez:

**Robert Sanchez** is the full-time welding instructor for TSC. Prior to working at the college, Robert worked for Topar Welding as a gas field welder. He has been welding since 1998 where he started out as a structural welder working on schools and other buildings.

[robert.sanchez@trinidadstate.edu](mailto:robert.sanchez@trinidadstate.edu) 719-846-5566





*Robert Sanchez*

## **Logan Schmit:**

**Logan Schmit** is the Machine Shop Instructor for the Trinidad State Gunsmithing Program. A 2010 *summa cum laude* graduate of the program, Schmit had also attended the Brownells Trinidad American Firearms Technology Institute. It was during this time that he was recruited by George Gardner to join GA Precision, located in North Kansas City Missouri. At GA, employed as a Precision Bolt Rifle Specialist, fitting and chambering of barrels became a specialty for Schmit. Additional areas of expertise included barrel fluting, bedding, final assembly, and blueprinting actions. During this time Schmit completed several builds at the request of Team GA members. His work was also featured in the 2014 advertising brochure for Manners Composite Stocks LLC and highlighted on their banner at Shot Show in Las Vegas.

In December 2014, Schmit was asked to join the Mile High Shooting Accessories team to continue to develop and grow the custom side of their successful firearms business. As Senior Precision Rifle Builder and Director of Barreling and Custom Builds, Schmit oversaw a growing custom rifle-building department where, along with producing precision custom firearms to fulfill MHSA client requests, he had developed programming specific to the needs of the facilities CNC equipment. In 2017 Schmit was honored to complete barrels for Dave Walls, Ady Newberry and Scott Seigmund of Accuracy International, for their team in the 50 Cal World Championship on the 2000-yard range.

A native of Central Wisconsin, Schmit began his career in rifle building by enrolling in the NRA Summer Program at Trinidad State. Surrounded by experts in the field and students from across the United States and around the world, Schmit's interest was ignited. His choice for a degree program was Trinidad State where, in 2009, he formally enrolled and was accepted as a full-time student in the two-year Gunsmithing Degree program. Every summer he augmented his education with a series of NRA summer classes. Since experiencing his first NRA Summer Program class in 2007, Schmit has immersed himself in the exciting and challenging profession of rifle building in particular, and the firearms industry in general.

In August 2018, after teaching two NRA Summer Program classes, Schmit was offered the opportunity to join the faculty at Trinidad State as a full time Gunsmithing Instructor. This experience offers Schmit the ability to share his knowledge of firearms manufacture with a new generation of students and to continue, and further the long and exceptional history of the Trinidad Gunsmithing program.

[logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu) 719-846-5632



*Logan Schmit*

## **Fred Weisenborn:**

**Fred Weisenborn** grew up in the Ozark hills of Missouri, where his father introduced him to the art of blacksmithing. As a teenager, Fred joined the local blacksmith association, where he worked with artists and craftsmen throughout the country and developed a passion for creating things from metal. He spent the summer of 2002 at the Touchstone Center for Crafts in PA, where he was able to work with many master smiths like Raymond Rybar and Bill Fiorini. When the time came to choose a career, Fred decided to attend Trinidad State College's gunsmith program. In the next two years, Fred was taught everything from basic machining to building his own 50 caliber rifle. After college, he worked for two years as a gunsmith for Gander Mountain in Forest Lake, MN. He decided to make a career change in 2007 and moved to the St. Louis area in the hopes of more career opportunities in the firearm business. In 2010 he began working for Midwest Gun Works in Pevely, MO as a gunsmith. Fred enjoys the daily challenges that come with his trade and believes that through hard work and the ability to collaborate with others, no problem is too big to solve. Fred designs and makes knives and pens in his spare time and still enjoys creating work over the forge. He sells items online as well as at local craft shows and consignment shops.

If you have questions for Fred, please contact Donna Haddow 719-846-5724 or [donna.haddow@trinidadstate.edu](mailto:donna.haddow@trinidadstate.edu)



*Fred Weisenborn*

# **SUMMER NRA 2025 COURSE DESCRIPTIONS**

*We have included lists of the minimum tools required for each class within the course descriptions below. Because of the variety of student projects, it is impossible for us to list all the tools you may need. If you believe you may need something else, please bring it with you. The TSC bookstore carries many tools. Click here for a list of tools available in the [bookstore](#).*

## **Machine Shop Lab**

**\$150 per weekend**

Open Machine Shop Lab is for students with machining experience. This will be a lab only with a minimum of formal instruction. Students should bring their own tools, projects, and materials. There must be at least four students signed up in order to hold a weekend lab.

Labs are scheduled for the weekends of June 1-2 and July 13-14

## **WEEK 1– May 26-May 30**

### **Basic Precision Welding (Welding for Gunsmiths)**

**\$400 or 2 credit hours**

**(core class for certificate)**

This course will cover basic safety and hands-on instruction to introduce the student to various micro welding practices including small metal fixtures and parts with a small emphasis toward Gunsmith welding. If time allows, the instructor may cover other types of welding.

**Instructor: Robert Sanchez**

#### **Basic Welding Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

2% 3/32" Tungsten  
2 of .040 2% Lanthanaated tungsten rods  
Safety glasses  
Leather gloves for TIG welding  
Welding helmet (self-darkening is best)  
Cotton shirt  
Pliers  
Vice Grips  
No nylon clothing or jackets  
Small bench vise, nothing too big. i.e. drill press vise.

## **WEEK 2 – June 2-6**

### **Basic Machine Shop** **\$400 or 2 credit hours** **(Core Class for Certificate)**

Incorporates instruction and hands-on experience in machine tool operation. Focuses on experience with the drill press, metalworking lathe, and milling machine in the manufacture of parts and tools. Enrollment is limited to 14 students.

**Instructor: Logan Schmit**

#### **Basic Machine Shop Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- (Required) Precision Machining Technology, Third Edition (ISBN: 978-1-3377-9530-2)  
It is highly recommended you purchase this book with enough time to read the following before the class. It will improve your understanding and increase your retention of the material presented during the course.
- 3 Job Planning, Benchwork and Layout (units 5 and 6, pages 286 to 315)
- 4 Drill Press (all units, pages 316 to 357)
- 5 Turning (units 1, 2, 3, and 4, pages 358 to 451)
- 6 Milling (units 1, 2, and 3, pages 467 to 546)
  
- #2 Center drill
- #4 Center drill
- 1/2" Diameter, 4 flute, double ended, endmill (carbide preferred), (two single ended endmills are also acceptable)

- Edge finder
- 5/16", or 1/4" High speed steel lathe tool bit blanks (quantity: 2)
- A 600 grit EDM stone (1/4" x 1/2" x 6")
- 6" Dial caliper
- Mighty Mag, indicator holder, or a magnetic backplate for your dial indicator
- 0-1" Dial indicator
- Magnetic base indicator holder (Noga Model: NF10433 preferred).
- 6" Steel rule
- Tap guide
- Large tap wrench (1/4" to 1/2" tap capacity), (it should have a center hole in the back of it for alignment purposes)
- 60° Center gauge
- Assorted files with handles
- Carbide tipped scribe
- 115-piece Drill bit set (we recommend purchasing the entire set, but we will only require a 3/16", 27'64", and 29'64" bits for the class project)
- 320, 400, 600 Grit wet/dry polishing paper (2 sheets each)
- Layout dye
- Safety glasses
- Thread pitch gauge
- 6" or 8" Adjustable wrench
- Allen wrench set up to 3/8"
- 4oz Ballpein hammer
- 18oz to 24oz Deadblow hammer
- Pliers
- Screwdrivers
- Metric Allen wrench set
- Toolbox

Optional:

- Gunsmith pin punch set
- 4oz ballpein hammer
- Pliers
- Screwdrivers

Please note that this list is bare minimum. If you have other tools or supplies that may be useful, bring them. You can never have too many tools.

Please reach out to learn about student discounts available from certain vendors.

Please feel free to email me at [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu) if you have questions about any of these items.

\*\*\*\*\*

**Bluing**  
**\$400 or 2 credit hours**  
**(core class for certificate)**

In this course we will mainly be covering hot salt bluing as it applies to the firearms industry. This course includes instruction and hands on training in metal preparation, hot bluing, niter bluing, and some alternative finishes such as Parkerizing. Students should supply their own firearms or parts to work on. The focus of this class is to learn quality metal finishing skills, not to bleed a large volume of guns. It would be better to end your week with 1-2 exceptional quality projects, rather than several incomplete and lacking quality finishes.

**Instructor: Bob Campbell**

Tools

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

6" adjustable wrench

Allen wrench set

Aluminum oxide polishing cloth 180, 240, 320, and 400 grits

Assorted files with handles smaller sizes 6" or 8" may be the most useful Bench block - we can make this from a hard rubber hockey punch.

Dust mask

Guns to blue

Gunsmith screwdriver set.

Hammer

Long sleeve shirt and pants (Required)

Tall rubber boots or galoshes

Needle nose pliers

Pin punch set

Safety glasses (Required)

Scotch bright pads (Maroon and Gray)

This list reflects minimum requirements. If you have other tools or supplies that maybe useful, bring them because you can never have enough tools.

\*\*\*\*\*

**Single Action Revolver Modifications (Tuning)**

**July 8-12, 2024**

**\$350 or 2 credit hours**

In this course we be working on Ruger single action revolvers. We will explore the cycle of operation, timing, and how to perform a complete action job. This will reduce the trigger pull weight, trigger overtravel, along with cleaning up the entire feel of the action and increase reliability.

**Instructor: Ryan Newport**

**Required Tools**

- A working Ruger revolver. Such as, Blackhawk, Vaquero, Bisley, or a Wrangler
- A set osmall screwdrivers for disassembly of your revolver
- Safety glasses
- Small brass hammer
- Ceramic stone set-Brownells 080-721-000WB
- A set of replacement performance springs from Wolff or another reputable spring company for your particular model of revolver.
- Ammunition for test firing at the range on Friday along with eye and hearing protection

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**HAT MAKING with Tom Hirt**

**Monday-Thursday, June 3-6, 2024**

**\$325**

**Continuing Ed only-not for college credit**

At the time this document was created, we were in the process of revising the hat making class. The class is planned for these dates. The final description will be posted on the Heritage School Facebook page as well as on the 2025 Summer NRA courses page.

**Instructor: Tom Hirt**

**Tool/Supply list**

**This information will be provided with the new course description**

**PLEASE BE AWARE, YOU WILL NEED TO BE PREPARED TO PAY TOM FOR THE SUPPLIES FOR THE CLASS ON THE FIRST DAY OF CLASS**

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## Damascus Billet Making

\$400

Continuing education only – not for college credit

This class is a hands-on class for the students. This class will be focused on the making of Damascus (pattern welded) steel for use in gun hardware and knife blades. Each student should finish the class with at least one billet of Damascus steel to take home.

The focus of this class is to teach "dry welding" technique, which is the making of Damascus steel using no flux. This approach provides steel of much greater consistency and strength. We will be using gas forges to weld our steel, not coal. Subjects covered will include Dry vs. Wet forge welding, steel selection, tool selection, use of power equipment such as power hammers and forging presses, pattern development, heat treating and etching.

**Instructor: Steve Rollert**

### **Tool list**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

Students will pay the instructor \$30 per billet for the raw steel at the time of the class

- Safety glasses
- Respirator either dust mask or double filter (preferred)
- Work apron
- Baseball or another brimmed hat
- Hearing protection
- Welding gloves
- One pair large vice grip
- Hammers - cross pein and ball pein of about 1.5 to 2.5 pound in weight
- Grinding belts - 2 each in 36-40, 60, 220, 400 grit - Zircon or ceramic recommended but aluminum oxide is acceptable but will not wear as long, size: 2 inch by 72 inch in length

Please bring a refillable water bottle since we will be working around hot forges in June



**Advanced Machine Shop**  
**(Core class for certificate)**  
**\$400 or 2 credit hours**

This class will provide further instruction and practice on machine tool operation. The students will be instructed in rifle barrel re-barrel techniques as well as some advanced machine shop operations. Projects will vary according to individual interests. **PREREQUISITE: Basic machine shop, Machine shop 1 from TSC, or consent of instructor.**

**Instructor: Logan Schmit**

**Advanced Machine Shop Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- A finish reamer and headspace gauge set with pilots to match your bore size. A reamer with interchangeable pilots is preferred to ensure the best fit and results from your barrel. If you don't own the chamber reamer and headspace gauges that you plan on using, please contact me at (719) 846-5632 to ensure availability from the Tool Room. An alternative would be to rent a reamer and headspace gauge set from either 4D Reamer Rentals (406) 752-2520 or Elk Ridge Reamer Rentals (541) 471-9161.
- Barrel fitting requires that you provide one pre-contoured barrel, and an action that suits the class project. Please contact me if you have any questions.
- #2 or #3 Center drill
- 1/4", or 5/16" High speed steel tool bits (quality: 2)
- 600 grit EDM polishing stone (1/4" x 1/2" x 6")
- 6" Dial caliper
- Dial test indicator with 0.0001" resolution (Mitutoyo 513-403-10T)
- Magnetic base indicator holder (Noga Model: NF10433 preferred).
- 6" Steel rule
- 60° Thread center gauge (Starrett C391 preferred)
- Assorted files (with handles)
- Carbide tip scribe
- 115-piece Drill bit set
- 320, 400, 600 Grit wet/dry polishing paper (2 sheets each)
- Layout dye
- Safety glasses
- Thread pitch gauge
- 6" or 8" Adjustable wrench
- Allen wrench set up to 3/8"
- Gunsmithing pin punch set

- Gunsmithing screwdrivers
- 4oz Ballpeen hammer
- Tool box
- Metric Allen wrench set
- Depth micrometer 0-3"
- 2-3/4" Long, 2mm Ball, Carbide Contact Point (MSC Part # 35894229)

Please note that this list is bare minimum. If you have other tools or supplies that may be useful, bring them. You can never have too many tools.

Tools that are not required, but can be useful:

- Pliers
- 5/8" Shank insertable carbide threading tool (e.g., Iscar SER 0625 H 16) based on the thread pitches required
- Two (2) inserts for the above-mentioned threading tool based on the thread pitches required
  - (e.g. Iscar brand: "16ER A 60 IC908" for thread pitches between 48 and 16 TPI)
  - (e.g. Iscar brand: "16ER G 60 IC908" for thread pitches between 14 and 8 TPI)
  - (e.g. Iscar brand: "16ER AG 60 IC908" for thread pitches between 14 and 8 TPI)
- Assorted endmills
- Precision Machining Technology, Third Edition (ISBN: 978-1-3377-9530-2) is not required, but can be a beneficial reference.

Please reach out to learn about student discounts available from certain vendors.

Please feel free to email me at [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu) if you have questions about any of these items.

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## **Alternative Finishes** **\$400 or 2 credit hours**

This class will explore some of the more common, non-traditional finishes used in our industry. These will include Parkerizing and KG- Gun Kote (both oven and air cured). Two-three project guns would be sufficient for this class. We will also have pieces available to practice on if there is a finish that you would like to learn, but not put on your own firearm. Metal insulated cups also make good practice pieces.

**Instructor: Bob Campbell**

### Tool list

- Set of punches
- Small ball peen hammer
- Various hand tools for disassembling firearms
- 12, 220, 240, 320 grit aluminum oxide, cloth backed polishing paper (10 yards each)
- Personal respirator, approved for painting applications

Safety glasses

1 box (100) latex disposable gloves in your size

Assorted small 6-10 files in smooth to bastard cut

Heat resistant tape (Good to 150 degrees Fahrenheit)

Heat resistant vinyl stencils if you plan to do a pattern or design (Good to 350 degrees Fahrenheit)

Pencil, paper, ruler, marker, and layout tools

1 gallon of Acetone

1 spray bottle

Touch up automotive spray gun, 4 oz cup gravity feed of good quality. It is better to practice with your own gun. Ingersoll Rand 200G at about \$65.00 or something comparable is a good starting point. An .8 mm nozzle is a good size for spraying flat colors, a 1.0 mm is better for metallic colors.

Airbrush (optional)

KG-Gun Kote in any color that you would like to use. For stocks and polymers, we suggest using the 1200 Series (Air cured) or the KG-180 low temp additive for the 2400 and 2500 series. We do not have time to order and get the product during the class so you will need to get it before the class.

If you have any questions about projects to be worked on, please feel free to contact the instructor at [robert.campbell@trinidadstate.edu](mailto:robert.campbell@trinidadstate.edu)

**\*\*NOTE: KG-GUN KOTE WILL GIVE STUDENTS IN THIS CLASS A 35% DISCOUNT; HOWEVER, THE DISCOUNT WILL BE PROVIDED TO THOSE INCLUDED ON THE STUDENT LIST WE WILL SEND TO THEM AND KG WILL SHIP A ONE-TIME ORDER DIRECTLY TO US TO BE PROVIDED TO THE STUDENTS UPON ARRIVAL. STUDENTS WILL NEED TO REGISTER BY THE END OF MAY IN ORDER TO BE INCLUDED IN THIS DISCOUNT ORDER TO KG. YOU MAY REGISTER AFTER THAT BUT WILL NOT BE INCLUDED IN THE ONE-TIME DISCOUNT ORDER.**

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## **Basic Bladesmithing**

**\$400**

**Continuing Education only – not for college credit**

This class will cover the forging and grinding of both full and hidden tang blades to shape. We will cover steel selection, tool considerations, different forging approaches, several heat-treating techniques, and basic finishing techniques.

**Instructor: Steve Rollert**

### **Tool list**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- Safety glasses
- Respirator either dust mask or double filter (preferred)

- Work apron
- Baseball or another brimmed hat
- Hearing protection
- Welding gloves
- One pair large vice grips
- Hammers - cross pein, and ball pein of about 1.5 to 2.5 pound in weight
- Grinding belts 2 each in 60, 220, 400 grit, zircon or ceramic recommended but aluminum oxide is acceptable, but will not wear as long, size: 2 inch by 72 inch in length.

Please bring a refillable water bottle since we will be working around hot forges and in June weather. Steel is provided by the instructor for a fee payable at the time of the class.

**June 16-20**

**NO CLASSES THIS WEEK**

**Week 5 June 23-27**

**Action Blueprinting**  
**June 23-27, 2025**

Focuses on the study of the necessary modifications to convert the standard bolt action into a varmint, bench rest, or match rifle action. Emphasizes the re-machining of the main line and lock up areas of the action. These operations create a straight action concentric to its bore. Lab work will consist of building specialized tools and fixtures and re-machining of actions and bolts.

***Prerequisite – Basic and Advanced Machine Shop or Machine I at TSJC***

**Instructor: Logan Schmit**

**Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- Remington 700 action or another action (with prior approval of the instructor)
- Pre contoured barrel of choice.
- One factory recoil lug, an aftermarket lug is also acceptable (only required for actions that need a separate lug)
- Reamers of most standard SAAMI spec. Calibers are available at the TSJC tool room for your use. If you have specific dimensions you are trying to meet it is best that you buy or rent a reamer and headspace gauge to meet your needs. Various manufacturers offer discounts to our students.
  
- 6" quality dial caliper.
- 1" quality micrometer.
- Depth micrometer 0 – 3"
- Tap guide
- Small tap wrench (#0 to 1/4" tap capacity), (it should have a center hole in the back of it for alignment purposes)
- 1.5 to 5mm Allen Wrench Set (or equivalent)
- Two 1/4" high speed steel lathe bit blanks.
- One 5/16" high speed steel lathe bit blank.
- Calculator and notepad.
- Thread pitch gauge
- One set of thickness gauges (only required if you are working on an action with a cone breech)
- Set of hex wrenches .050 to 3/8.
- 1" dial indicator (0.001" or .0005" resolution)
- Dial test indicator (.0001" resolution)
- Magnetic base indicator holder (Noga Model: NF10433 preferred).
- Magnetic backplate for your dial indicator, or a "Mighty mag" indicator holder.
- Boring bar with 1/2" minimum bore, 1.250" to 1.5" max bore depth, (similar to MSC #08062093)
- 9/64" Diameter endmill (to enlarge the scope base screws on a Remington 700 to 8-40)
- Two 8-40 taper or plug taps (to enlarge the scope base screws on a Remington 700 to 8-40).
- A boring bar with a minimum bore diameter of 3/8" and a max depth of cut compatible with the cartridge that you are planning to ream. As an example, MSC # 05253489 would be workable for chambers with a case head to shoulder length of less than 2". Other bars are acceptable as well. If you have any questions about this, please contact me.
- Safety glasses.

Please call me if you have questions about any of these items.

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**FIREARMS COLOR CASE HARDENING**

**June 23-27, 2025**

**\$400 or 2 credit hours**

This course focuses on first-hand experience in color case hardening. Includes equipment, metal preparation, types of charcoal, quenching mediums, and source of supplies. Students should bring two or three suitable actions and other parts (grips caps, butt plates, or similar small parts) to be color case hardened. Contact the instructor to make sure your actions are suitable for color case hardening.

**Instructor: Ryan Newport**

Tool list

- Safety glasses
- Pliers with wire cutters
- A small set of Gunsmith screwdrivers
- Assorted hand tools to disassemble any firearm that you may be working on
- 1 box of latex gloves
- A selection of quality (3M, Norton, or Klingspore) polishing paper from 120-400 grit
- 1-2 projects pre-approved by the instructor to be color case hardened. Not all actions and steel can be case hardened.

This class has quite a bit of down time during the heating phases. If students would like to bring projects to work on not related to case coloring, they may do so with the instructor's permission.

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**SMITH & WESSON REVOLVER BASIC ARMORER (Tuning)**

**June 23-27, 2025**

**\$400**

**Continuing ed only, not for college credit**

In this course will be working on Smith & Wesson Revolvers. We will discuss in detail S&W Frame sizes, history, nomenclature, function checking, parts interaction, disassembly and reassembly, action job, inspection, diagnosing problems, and making minor repairs.

**Instructor: Gary Marshall**

**Smith & Wesson Basic Armorer tool and supply list**

Smith And Wesson Revolver(s) to work on

Gunsmithing Screwdriver set	Brownells 080110084 (only need S&W bit set part 080087004 with handle), or other
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6x1/2x1/2 Fine India Stone                      Brownells 657246246  
S&W Rebound Spring Slide Tool              Brownells 080666000  
Small non marring hammer  
Flat Punch set  
Return spring for your frame size 14 lb or assortment Wolff Springs or other company  
Mini pick and hook set   Pittsburgh at Harbor Freight tool (orange handle) or similar

A few empty and cleaned brass cartridge cases for your caliber(s)  
Gun oil  
Gun solvent (Hoppe's) or other  
Cleaning supplies, patches, rods, brushes rags  
Bench Mat and bench block  
Eye protection  
Ammunition for test firing at the range of Friday (eye and ear protection)

Optional

S&W KLNJ hand window file                      Brownells 080754000  
.072 long cup tip punch #3                      Brownells 080620003  
.050 long cup tip punch #6                      Brownells 080620006

**June 30-July 4**

**NO CLASSES THIS WEEK**

**WEEK 6 July 7-11**

**Introduction to Gunsmithing**  
**July 7-11, 2025**  
**\$400 or 2 credit hours**

This course is an open lab design that allows students to bring their own projects to learn the basics of gunsmithing on. The course will cover operational theory, disassembly and assembly, proper use of hand tools and precision measuring instruments, and an introduction to basic bench work of the Gunsmithing trade. Consideration will be given to minor gun repair and the installation of firearm accessories. Students should bring some basic projects to work on during lab times under the supervision of the instructor. If a student desires to learn a skill that they do not have a project for, they may contact the instructor, and the school may be

able to provide instructional aid. Any projects that require major machining will require the student to first take a basic and advanced machine course through TSC.

**Instructor: Ryan Newport**

### **Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- Safety Glasses - OSHA Approved
- Screwdrivers - miscellaneous assortment designed to fit gun screws
- Small Hammer - 4oz brass or metal
- Small pin punches
- Metal files - assortment of small and medium metal cutting
- File Handles - one to fit each file
- Hand Grinder - (suggested but not mandatory)
- Cutters for hand grinders - misc. assortment of metal and stones
- Dial Caliper - 6"
- Steel 6" Rule
- 3" wide Vise Jaws to protect work - (1/4" plywood lined with cork will do) File Card
- Needle Files
- Dental Pick
- Pliers w/side Cutters
- Small tap handle
- Hacksaw with medium blade –

Note: any of the above tools can be substituted with a like tool from home. The thing about most gun work is you don't know you will need it until you need it, so you may choose to bring extra tools you find handy. All tools listed can be purchased through Brownells, [www.brownells.com](http://www.brownells.com) or their Tech Support: 800-741-0015

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### **Barreling Precision Rifles** **\$400 or 2 credit hours**

The primary focus of this class will be to complete a barreled action that will be ready for you to apply a final finish of your choice and to install in the chassis or mini-chassis that you have selected.

Basic familiarity with lathes, mills and an elementary concept of threading would be helpful to complete your project within the allotted time.



We will be discussing shop safety, a fundamental overview of measuring tools, different actions common to Precision Rifles, strategies to determine correct headspace, methods of barrel indication, various chambering techniques, efficient order of operations, timing of breaks and fluted barrels, and finally, custom thread protectors.

Given the wide range of actions from which to choose and individual student goals for each project, a comprehensive parts and tool list is difficult to compile without overlooking something for one possible project, or requesting some items that are surplus to the needs of others.

This concept also extends to the equipment available to accommodate the different setups and techniques of barreling actions that will be demonstrated. If given time to prepare the proper tools and fixtures, most projects can be accomplished with the available machines.

With that said, I would appreciate the opportunity to discuss your project with you before you register for the class. This will ensure compatibility and enable suggestions specific to your individualized needs and goals.

Please feel free to email me at [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu)

**Prerequisite** – Basic and Advanced Machine Shop or Machine 2 at TSJC

**Instructor: Logan Schmit**

### **Barreling Precision Rifles Parts List**

An action of your choosing. As mentioned above, I would like to talk with you about your plans for your build before you register, to ensure compatibility of parts and the best results for your project.

If your action uses a separate recoil lug, one would also be required. There are a number of quality aftermarket options available that are already surface ground and ready to be used.

A barrel from a quality manufacturer in the caliber and contour of your choosing. Starting with a barrel that is at least 26" in length will simplify the initial setup. The final length of your barrel is flexible (within federal regulations).

If you're interested, a muzzle break with threads compatible with your selected barrel contour. A good rule of thumb is that the barrel should be at least .100" larger in diameter at the shoulder of the muzzle threads than the nominal thread diameter.

A trigger, scope, rings/base, and chassis/stock will be needed to finish the project, but not required for the class.

## Tool List

Safety Glasses

Toolbox of your choosing

5/8" shank insertable carbide threading tool (e.g., Iscar: SER 0625 H16)

(2) Inserts for the above mentioned threading tool based on the thread pitches required

(e.g., Iscar brand: 16ER A 60 IC908 for thread pitches between 48 and 16 TPI)

(e.g., Iscar brand: 16ER G 60 IC908 for thread pitches between 14 and 8 TPI)

(e.g., Iscar brand: 16ER AG 60 IC908 for thread pitches between 48 and 8 TPI)

(2) 3/8" High speed steel tool bit blanks (1/2", or 5/8" shank insertable turning tools are an optional substitution; at least one should have an insert point radius of .005" or less. If you were to only have one insertable turning tool, I would recommend a "NKLCR0805V" with "KCGX110301R15, grade KC5010" inserts).

1/4" High Speed Steel tool bit (to grind a crowning bit).

A boring bar with a minimum bore diameter of 3/8" and a max depth of cut compatible with the cartridge that you are planning to ream. As an example, MSC# 05253489 would be workable for chambers with a case head to shoulder length of less than 2". Other bars are acceptable as well. If you have any questions about this, please contact me.

A finish reamer and headspace gauge set with pilots to match your bore size. A reamer with interchangeable pilots is preferred to ensure the best fit and results from your barrel. If you don't own the chamber reamer and headspace gauges that you plan on using, please contact me at (719)-846-5632 to ensure availability from the Tool Room. An alternative would be to rent a reamer and headspace gauge set from either 4D Reamer Rentals (406)-752-2520, or Elk Ridge Reamer Rentals (541)-471-9161.

The Tool Room has a limited number of floating reamer holders available for use during summer classes, they are on a first come, first served basis. Therefore, purchasing one of your own is optional, but recommended. I have always used a JGS Floating Reamer Holder for 7/16" reamer shanks with a #3 Morris Taper Arbor.

Magnetic base indicator holder (Noga model NF 10433 preferred).

Dial Test Indicator with 0.0001" resolution (Mitutoyo 513-403-10T)

2-3/4" long, 2mm ball, carbide contact point (MSC Part # 35894229)

6" Dial caliper

0-3" Depth Micrometer

Pin Punch Set

Bench block

4oz Ballpein Hammer

Layout Dye

6" Smooth File with handle

60 Degree Thread Center Gauge (Starrett C391 preferred)

Thread Pitch Gauge (Unified National Standard)

.050” to 3/8” Allen Wrench Set  
320, 400, 600 Grit Wet/Dry Polishing Paper (2 sheets each)  
A 600 Grit EDM Stone (1/4” x 1/2” x 6”)  
1.5 to 5mm Allen Wrench Set (or equivalent).  
6” or 8” adjustable wrench

115 piece Drill Bit Set is preferred if available. (Otherwise a stub length drill bit that is .040” under the shoulder diameter of the cartridge you are planning to ream is acceptable.)

A three foot length of 1/8” brass rod.  
A bag of cleaning patches to match your bore size.  
A bag of cotton balls.  
A box of Q-tips.

**OPTIONAL DEPENDING ON YOUR PROJECT, OR GOALS:**

0-1” Micrometer (Helpful if your action requires a separate recoil lug.)  
Thread Pitch Gauge (Metric)  
T10 to T30 Torx Wrench Set  
Thickness Gauge (Necessary if your action features a cone breech.)  
A Tap matching your desired muzzle thread pitch, in class GH3 (Necessary if you plan on making a thread protector).

Endmills or woodruff key cutters would be necessary if your action requires an extractor cut in the barrel.

Please contact me for individualized tool recommendations for your specific project.

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**Gunsmithing Hand Tools**  
**(Benchmetal Hand Tools and Metallurgy)**  
**\$400 or 2 credit hours**  
**(core class for certificate)**

One of the greatest skills a gunsmith can have is the ability to do fine hand work. In Gunsmithing Hand Tools, we will be covering not only the use of hand tools, but how to make your own high-quality tools, such as chisel and screwdrivers. We will also be working on basic metallurgy including steel identification, and selection, forging, soldering, brazing, and heat treating. The tools that we will be covering are based on what would be found in just about every gun shop across America, from major manufacturers to home hobby shops. These tools include the use and care of files, vises, torches, hammers, pliers, and some power tools such as drill presses and belt sanders.

**Instructor: Fred Weisenborn**

## TOOL LIST

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

1. Safety glasses (required)
2. Pants (required)
3. Gloves
4. 1 lb to 3 lb hammer for forging (example: ball-peen or cross peen hammer)
5. Blacksmith tongs or vise-grips to hold 1/2" round stock and 1/4" stock
6. Hacksaw with extra blades
7. Tape measure
8. Ruler
9. Black permanent marker
10. Metal scribe
11. File card & brush
12. Assortment/variety of files- Magicut files are good (example: 6" mill bastard cut, 8" mill bastard cut, 12" mill bastard cut)  
\*\*\*Must have: 6" mill bastard cut 10" round rat tail, 10" mill bastard cut, 14" half round second cut, 8" half round mill bastard or comparable\*\*\*
13. Aluminum oxide sandpaper 80, 120, 180, 240, 320 grit CLOTH BACKED! shop rolls or sheets- Norton and 3M brands are good
14. Telescoping magnetic pickup tool
15. Pliers- needle nose and standard utility
16. Soft vise jaws (example: Bessey- non-marring vise jaws from Home Depot)
17. 2 pieces of SPENT!! bottle neck cartridge brass (example: 30-06)
18. Torch glasses or goggles for oxyacetylene cutting/welding
19. 6" adjustable wrench

-This list reflects minimum requirements. If you have other tools or supplies that maybe useful, bring them because you can never have enough tools.

### Optional Tools

1. Propane or MAP Gas Torch

## WEEK SEVEN July 14-18

### **Basic Machine Shop**

**\$400 or 2 credit hours**

**(Core Class for Certificate)**

Incorporates instruction and hands-on experience in machine tool operation. Focuses on experience with the drill press, metalworking lathe, and milling machine in the manufacture of parts and tools. Enrollment is limited to 14 students.

**Instructor: Logan Schmit**

## Basic Machine Shop Tool List

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- (Required) Precision Machining Technology, Third Edition (ISBN: 978-1-3377-9530-2)

It is highly recommended you purchase this book with enough time to read the following before the class. It will improve your understanding and increase your retention of the material presented during the course.

- 3 Job Planning, Benchwork and Layout (units 5 and 6, pages 286 to 315)

- 4 Drill Press (all units, pages 316 to 357)

- 5 Turning (units 1, 2, 3, and 4, pages 358 to 451)

- 6 Milling (units 1, 2, and 3, pages 467 to 546)

- #2 Center drill

- #4 Center drill

- 1/2" Diameter, 4 flute, double ended, endmill (carbide preferred), (two single ended endmills are also acceptable)

- Edge finder

- 5/16", or 1/4" High speed steel lathe tool bit blanks (quantity: 2)

- A 600 grit EDM stone (1/4" x 1/2" x 6")

- 6" Dial caliper

- Mighty Mag, indicator holder

- 0-1" Dial indicator

- Magnetic base indicator holder (Noga Model: NF10433 preferred).

- 6" Steel rule

- Tap guide

- Large tap wrench (1/4" to 1/2" tap capacity), (it should have a center hole in the back of it for alignment purposes)

- 60° Center gauge

- Assorted files with handles

- Carbide tipped scribe

- 115-piece Drill bit set (we recommend purchasing the entire set, but we will only require a 3/16", 27'64", and 29'64" bits for the class project)

- 320, 400, 600 Grit wet/dry polishing paper (2 sheets each)

- Layout dye

- Safety glasses

- Thread pitch gauge

- 6" or 8" Adjustable wrench

- Allen wrench set up to 3/8"

- 4oz Ballpein hammer

- 18oz to 24oz Deadblow hammer

- Pliers

- Screwdrivers

- Metric Allen wrench set

- Toolbox

Optional:

- Gunsmith pin punch set
- 4oz ballpeen hammer
- Pliers
- Screwdrivers

Please note that this list is bare minimum. If you have other tools or supplies that may be useful, bring them. You can never have too many tools.

Please reach out to learn about student discounts available from certain vendors.

Please feel free to email me at [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu) if you have questions about any of these items.

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## **BROWNELLS AR-15 ARMORER, CUSTOMIZING, AND BUILD CLASS**

**\$400**

**Continuing Education only – not for college credit**

The object of this course is to not only familiarize the student with the AR-15 weapons format, but to give the student an opportunity to build a rifle with parts they supply and bring to class. Instruction will include functioning, disassembly of main and subgroups and reassembly, headspacing, troubleshooting and function testing tips, and the use of many of the tools available. Also covered will be some different cartridge offerings in the AR-15 format. The .308 AR will also be covered and the different manufacturers and the compatibility between them discussed.

Students are encouraged to bring all the parts for a complete build or in various states of assembly for completion during the class, or their own firearms as a whole rifle and bring any parts they may wish to use to customize it. The build and customization part of the course will depend on what the student brings. We will not have any firearms for the student to work on.

**Instructor: Dean Batchelder**

### AR-15 TOOL LIST

**Safety glasses** If you have purchased a handguard to install on your AR, and it comes with or uses a proprietary barrel nut wrench, please bring the wrench needed.

You can bring your own tools, but the instructor will have tools that the students can use such as punches, armorer wrenches, vise blocks, disassembly/reassembly tools, torque wrenches, and such. This enables the student to try the various tools and then they can decide what tools will work best for them before purchasing. No tools will be for sale at the class.

You may contact Dean if you want suggestions as to what parts to get for a build, but you will be responsible to choose and purchase the items for the build, as there will not be a kit that has everything you need available

## **WEEK SEVEN July 21-25**

### **ADVANCED MACHINE SHOP**

**\$400 or 2 credit hours**

**(Core class for certificate)**

This class will provide further instruction and practice on machine tool operation. The students will be instructed in rifle barrel re-barrel techniques as well as some advanced machine shop operations. Projects will vary according to individual interests. **PREREQUISITE: Basic machine shop, Machine shop 1 from TSC, or consent of instructor.**

**Instructor: Logan Schmit**

#### **Advanced Machine Shop Tool List**

(Please keep in mind that the tools suggested for each class are the minimum tools you should bring. Please feel free to bring any additional tools you feel you may need)

- A finish reamer and headspace gauge set with pilots to match your bore size. A reamer with interchangeable pilots is preferred to ensure the best fit and results from your barrel. If you don't own the chamber reamer and headspace gauges that you plan on using, please contact me at (719) 846-5632 to ensure availability from the Tool Room. An alternative would be to rent a reamer and headspace gauge set from either 4D Reamer Rentals (406) 752-2520 or Elk Ridge Reamer Rentals (541) 471-9161.
- Barrel fitting requires that you provide one pre-contoured barrel, and an action that suits the class project. Please contact me if you have any questions.
- #2 or #3 Center drill
- 1/4", or 5/16" High speed steel tool bits (quality: 2)
- 600 grit EDM polishing stone (1/4" x 1/2" x 6")
- 6" Dial caliper
- Dial test indicator with 0.0001" resolution (Mitutoyo 513-403-10T)
- Magnetic base indicator holder (Noga Model: NF10433 preferred).
- 6" Steel rule
- 60° Thread center gauge (Starrett C391 preferred)
- Assorted files (with handles)
- Carbide tip scribe
- 115-piece Drill bit set
- 320, 400, 600 Grit wet/dry polishing paper (2 sheets each)
- Layout dye
- Safety glasses

- Thread pitch gauge
- 6" or 8" Adjustable wrench
- Allen wrench set up to 3/8"
- Gunsmithing pin punch set
- Gunsmithing screwdrivers
- 4oz Ballpein hammer
- Tool box
- Metric Allen wrench set
- Depth micrometer 0-3"
- 2-3/4" Long, 2mm Ball, Carbide Contact Point (MSC Part # 35894229)

Please note that this list is bare minimum. If you have other tools or supplies that may be useful, bring them. You can never have too many tools.

Tools that are not required, but can be useful:

- Pliers
- 5/8" Shank insertable carbide threading tool (e.g., Iscar SER 0625 H 16)  
based on the thread pitches required
- Two (2) inserts for the above-mentioned threading tool based on the thread pitches required
  - (e.g. Iscar brand: "16ER A 60 IC908" for thread pitches between 48 and 16 TPI)
  - (e.g. Iscar brand: "16ER G 60 IC908" for thread pitches between 14 and 8 TPI)
  - (e.g. Iscar brand: "16ER AG 60 IC908" for thread pitches between 14 and 8 TPI)
- Assorted endmills
- Precision Machining Technology, Third Edition (ISBN: 978-1-3377-9530-2) is not required, but can be a beneficial reference.

Please reach out to learn about student discounts available from certain vendors.

Please feel free to email me at [logan.schmit@trinidadstate.edu](mailto:logan.schmit@trinidadstate.edu) if you have questions about any of these items.



**TSJC 2025 Summer Non-Credit Course Registration Sheet**

Date \_\_\_\_\_ Name \_\_\_\_\_

Student # or SS # \_\_\_\_\_ Please add your student number if you know it. If you are new to the program, we will need your SS#. see bottom of page

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_  
Best Phone Number \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_  
Emergency Contact Name and Relationship to you \_\_\_\_\_

**Please type in the name of the class you intend to take in the line next to the week it occurs**

Week 1 – May 26-May 30 \_\_\_\_\_ X if for credit\_\_ Week

2 –June 2-6 \_\_\_\_\_ X if for credit

June 7-8 *Weekend Machine Lab* \$150 Sat/Sun 8-5 check if taking

Week 3 - June 9-13 \_\_\_\_\_ X if for credit\_\_ Week

4 June 23-27 \_\_\_\_\_ X if for credit\_\_ Week

5 – July 7-11 \_\_\_\_\_ X if for credit

Week 6 – July 14-18 \_\_\_\_\_ X if for credit\_\_ July

19-20 *Weekend Machine Lab* \$150 Sat/Sun 8-5 check if taking

Week 7 – July 21-25 \_\_\_\_\_ X if for credit

**(No classes the weeks of June 16-20 and June 30-July 4)**

**PLEASE CHECK HERE IF YOU INTEND TO STAY IN OUR DORMS**

O'Connor Hall (\$175 per week)  Romero Hall (\$220 per week, has A/C)

**Please use the tuition given in the course description for each class you take.**

**Registration fee is \$17.15. Other fees will be applied if you take credit classes for credit.** Tuition:

\$ \_\_\_\_\_ Fees \$ \_\_\_\_\_ Campus Housing \$ \_\_\_\_\_

**TOTAL DUE \$ \_\_\_\_\_ If you are taking classes for credit, we will inform you of your total due before charging your credit card.**

Check # \_\_\_\_\_ PAYABLE TO TRINIDAD STATE COLLEGE (check may be mailed to: Trinidad State College, Attn: Donna Haddow, 600 Prospect Street, Trinidad, CO 81082)

If paying by credit card, please enter your credit or debit card number below before mailing. You may also call Donna at 719-846-5724 to provide the number over the phone

Credit or Debit card number \_\_\_\_\_ exp. date \_\_\_\_\_

**Visa, Mastercard or Discover only**

**PLEASE NOTE THAT YOUR SPOT IN A CLASS IS NOT GUARANTEED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED AND WE HAVE RECEIVED YOUR SIGNED COPY OF THE STUDENT PAYMENT AGREEMENT. If you are not comfortable including a SS# and a debit/credit card number and sending them electronically, you may complete the rest of the form, return it to Donna, and then call 719-846-5724 with those numbers. If you have taken classes in the past, we don't need your SS# and should be able to find you in our system based on your date of birth.**

# TRINIDAD CAMPUS MAP



**Banta** - (TBV) - Auto Mechanics, Construction, TSC Facilities Offices, Welding

**Berg Admin** - (TBERG) - Academic Affairs Office, Admissions, Advising, Business Office, Classrooms, Financial Aid, Human Resources, President's Office, Registrar, Student Services Office, TRIO Office

**Boyd Athletic Center** - (TBOYD) - Athletic Dept. Offices, Classroom, Weight/Training Room, Athletic Training Room

**Davis Science** - (TDAVIS) - Classrooms, IT Department, Nursing

**Freudenthal Library** - (TLIB) - Under Renovation/*Off-line 2023-2024*

**Huggins Hall** - Residence Hall

**Johnson Hall** - Residence Hall

**Latuda Hall** - Adult Education Services, GED Testing

**Massari Theatre** - (TMC) - Performance Arts Classes, Theatre

**Mullen** - (TMULL) - Cosmetology, Gunsmithing

**O'Connor Hall** - Residence Hall

**Romero Hall** - Residence Hall *Off-line 2023-2024*

**Sanders Field** - Intramural Field

**Scott Gym** - Coaches Offices, Gymnasium, Physical Education Classroom

**Student Center** - Computer Lab, Game Room, Student Activities, TV Lounge

**Sullivan Center** - (TSSC) - Bookstore, Cafeteria, Classroom, Leone Lounge, Pioneer Room

**APPENDIX A**  
**STUDENT PAYMENT AGREEMENT**



## **STUDENT FINANCIAL RESPONSIBILITY AGREEMENT**

This Agreement is made by and between you and the Colorado Community College System, including Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero College, Pueblo Community College, Pikes Peak State College, Red Rocks Community College, Trinidad State College, and the System Office, hereinafter collectively referred to as the “College”.

I agree that at registration, all tuition, fees, and other associated costs will be added to my account, and I accept full responsibility to pay my account by the payment deadline.

The College is able to accept payment on your student account by check, money order, and most major credit cards.

Deferred payment plans and third-party payer authorizations may also be available upon checking in with the College. The College reserves the right to terminate a payment plan at any time and demand immediate payment. Payments made to your student account through the Office of Financial Aid will be applied by the State government, the Federal government, or the organization providing the funds. Any excess amount paid to your student account through the Office of Financial Aid will be automatically refunded to you.

I agree that my registration and acceptance of these terms constitutes a financial obligation agreement under federal law.

My acceptance of the Student Financial Responsibility Agreement constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523 (a) (8)) in which the College is providing me educational services and deferring some or all of my payment obligations for those services. All outstanding tuition account balances are also considered qualified educational loans subject to future repayment per United States Internal Revenue Code 221, and as such, my student account balance is exempt from discharge under the federal bankruptcy code, 11 USC (USC) § 523(a)(8). I understand this means my obligations are not dischargeable in Bankruptcy.

I agree to regularly monitor my online student account for billing statements and keep my contact information up to date I am responsible for keeping the College records up to date with my current physical address, email addresses, and phone numbers by notifying my College’s

Registrar's Office in writing. Upon leaving the College for any reason, it is my responsibility to provide the College with updated contact information for the purposes of continued communication regarding any amounts that remain due and owing to the College. The College may also obtain updated contact information for me from other sources.

I give the College or its agents permission to contact me on any phone number or at any address I provide to the College (or any future phone number or address obtained by the College or its agents from outside sources) regarding my student account(s)/loan(s)

I authorize the College and its agents to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the College or to the applicable contractor or agent contacting me on behalf of the College.

I agree that technical billing mistakes do not affect my responsibility to pay any amount due I understand that if I believe there are errors or questions about my student account or I think my student account is inaccurate, I must notify the College immediately.

I agree to drop from a class by the College's deadline or be responsible for all costs associated with the class I understand that if I do not officially drop from registered courses during the 100 percent tuition refund/credit period as established by my College, I will be responsible for paying the full tuition amount and any other applicable College fees, including, but not limited to room and board, based on the date that I officially withdraw.

I agree to pay any late fees, finance charges, internal/external collection fees, attorneys' fees, returned check fees or other late charges associated with any late payments or returned checks.

If I fail to pay my student account balance each month by the scheduled due dates, the College will assess a late payment fee until the balance is paid in full.

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus the applicable returned check fee and other late charges. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with the College may result in financial holds and/or financial suspension, which would prevent me from registering for future classes at the College.

I agree that failure to pay the amounts due will result in a hold on my student account and prevent me from registering for classes, etc.

I understand and accept that if I fail to pay my student account bill or any money due and owed to the College by the scheduled due date, the following penalties apply at the discretion of the College:

1. Registration for future classes at the Colorado Community College System will not be allowed.
2. My past due account may be referred to the College for collection and the College may assess internal collection fees of up to 40% of the unpaid balance.
3. My past due account may be referred to a private collection agency and the delinquency may be reported to national credit bureaus.
4. If my account is referred to a private collection agency, I will be responsible for reimbursing the College for any and all collection agency costs, expenses, and fees, including reasonable attorney's fees, incurred in such collection efforts. I understand that any collections costs are charged in addition to the principal, fees and interest due on my student account.

I understand that the College, as a State agency, has the authority to intercept State income tax refunds due to me from the State of Colorado for debts owed to the State.

I agree to be bound by any changes to these payment terms as communicated to my student account I understand that the College will provide notice of such change to me via my student portal and that I will have the opportunity to pay my account in full if I dispute any changes. I further understand that it is my responsibility to ensure that I am aware of any changes, including changes to any and all tuition and fees.

**INSTRUCTIONAL FORMAT:** During the academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety, or public health, including a pandemic or other unforeseen circumstances. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event the curriculum delivery format changes for any part of the academic year.

Students under the age of 18 must complete this Student Financial Responsibility Agreement in paper form with the student and parent signature.

By signing, I hereby acknowledge that I have read and consent to the Student Financial Responsibility Agreement. I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

Student Name: \_\_\_\_\_

S#: \_\_\_\_\_

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

If the above signatory is under 18 years of age, the parent or guardian must also complete the following:

I am the parent or guardian of the student listed above. I hereby acknowledge that I have read and consent to the

Student Financial Responsibility Agreement on behalf of the student. I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

Parent/Guardian Name: \_\_\_\_\_

Student S#: \_\_\_\_\_

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

Relationship to Student: \_\_\_\_\_