THE
LOS ANGELES®
FILM SCHOOL

Catalog 2014

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OUR HISTORY

In the spring of 1999, a group of Hollywood professionals founded The Los Angeles Film School. Their goal was to establish an institution where industry professionals can share their knowledge of film production with a new generation of filmmakers.

The campus currently occupies over 250,000 square feet of space in the heart of Hollywood, including the historic RCA building at 6363 Sunset Boulevard, the iconic Ivar Theatre, and professional quality recording studios at the Los Angeles Recording School building located at 6690 Sunset Boulevard.

The Los Angeles Film School expanded its offerings in 2004 with the addition of the Los Angeles Recording School recording engineering certificate program. In 2009, The College launched its first Associate's degree programs in 2009 and its first Bachelor's degree program in 2012.

OUR MISSION

The mission of The Los Angeles Film School is to inspire students with an inventive method of education that concentrates on preparation for career opportunities in the entertainment industry. We do this with a curriculum that integrates technical knowledge with artistic exploration and creativity, taught by a staff of passionate professionals. Our education is delivered through reflective teaching methods and hands-on learning in the heart of Hollywood, the world's entertainment capital. Our programs are designed to immerse aspiring talent in industry practices and current technologies, enabling them to discover their individual voices through collaboration and realize their career goals in the entertainment industry.

INNOVATIVE EDUCATION

The Los Angeles Film School campus is equipped with industry-standard technology and our instructors and faculty all have experience working in the fields they are teaching. Our accelerated degree programs not only serve to get students out into the industry in half the time of traditional schools, but by using 40-hour weeks and extended day schedules, our programs prepare them for the tough deadlines and intense creative demands of the entertainment field. Several programs are offered entirely online.

All of our degree programs are built to reflect the needs of the entertainment media industry, so students will develop their skills working on real projects, using industry-standard workflows and processes, from conception and planning through production and delivery. By basing all of our degree programs around immersive, project-based curricula, we strive to give students experience with the tools and concepts they will be working with in the entertainment industry.

ACCREDITATION, LICENSING AND APPROVALS

The Los Angeles Film School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Los Angeles Recording School is a Division of The Los Angeles Film School.

The Los Angeles Film School's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which became effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Los Angeles Film School is approved to train veterans by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE operates under contract with the US Department of Veterans Affairs. Under the authority of federal law, Title 38 U.S.C. CSAAVE operates as part of the government of the State of California.

The Los Angeles Film School is approved for Army, Air Force, Coast Guard, Marine Corps, Navy and U.S government tuition assistance through the DOD MOU. The Los Angeles Film School is a member of the Service Members Opportunity College Consortium

DISCLOSURES

At the time of this printing, The Los Angeles Film School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 *et seq*).

The Los Angeles Film School reserves the right to vary the sequence of courses and revise and/or update services, curriculum content, textbooks (if applicable), and tool sets as needed, with or without notification to students. All information in this catalog is true and correct at the time of printing.

The Los Angeles Film School occupies facilities at 6353, 6363, and 6690 Sunset Boulevard and 1605 Ivar Avenue. The mailing address is 6353 Sunset Boulevard, Los Angeles, CA, 90028.

ADMISSIONS INFORMATION

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

UNDERGRADUATE DEGREE APPLICATION REQUIREMENTS

Applicants to bachelor's degree programs must submit the following to be considered for admission:

- **Application for Admission**—Applicants must submit the completed application and fulfill all the requirements therein.

- **$75.00 application fee**—The application fee must be submitted with the application. The application and application fee may be submitted prior to submission of the following supporting documents.

- **Documentation of High School Graduation, General Educational Development (GED) scores, or other equivalent, state-approved diploma examination***— all applicants must have completed high school and received a standard high school diploma or have passed the GED. Applicants must provide documentation of their high school graduation, or passing GED scores prior to starting a program. Applicants who hold a GED must submit GED test score results and/or their GED diploma. The GED must be approved by a State Department of Education to be considered. Note that GED Tests cannot be taken online and can only be taken at an official testing center**.** The College may request additional documentation to verify the successful completion of high school (such as, but not limited to, student transcripts) and/or to assess the preparation provided by the issuing institution. In all cases, the College retains the sole discretion to determine whether the secondary training completed by the applicant is sufficient to satisfy the high school graduation admission requirement.

- Applicants for the Bachelor of Science Degree Completion Program must have an earned Associate of Science or Associate of Arts degree from an accredited institution. Applicants must submit an official transcript from the institution awarding the associate's degree.

   * **ALL REQUIRED DOCUMENTATION THAT IS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION. IF NATIVE LANGUAGE IS OTHER THAN ENGLISH, VERIFICATION OF LANGUAGE PROFICIENCY IS REQUIRED.**

   The School reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success. The School may reject any applicant whose records indicate that they are not reasonably capable of successfully completing and benefiting from the program, inadequate preparation and/or interest for its programs.

COMPUTER REQUIREMENT

Students enrolling in the Entertainment Business Degree program must have access to a computer that meets the following minimum system requirements:

INTERNET BROWSERS

	Browser	Versions	Mac	PC
	Mozilla Firefox - RECOMMENDED	Latest version Get Firefox for Mac or PC	✔	✔
	Google Chrome - RECOMMENDED	Latest version Get Chrome for Mac or PC	✔	✔
	Safari - RECOMMENDED	5.0 or higher recommended Get Safari for Mac	✔	
	Microsoft Internet Explorer	IE 10 or higher Get IE for PC		✔

MINIMUM SYSTEM REQUIREMENTS

Your computer system must meet these minimum requirements:

	Platform	Requirements
	Mac	Operating System: Mac OS X v10.6 or 10.7 Processor: Intel Core (TM) Duo 1.33GHz or faster Computer Memory: 512MB minimum, 1GB recommended
	PC	Operating System: Windows XP Service Pack 2 or later Processor: 2.33 GHz single core or greater Computer Memory: 512MB minimum, 1GB recommended

- ➢ Computer Memory: 256 MB of RAM (512 MB or greater recommended)
- ➢ DVD-ROM: Required
- ➢ Hard-Disk Drive: On average, 5 GB free space per class, not including additional space for class-specific software
- ➢ Video Card: Super VGA (1024 x 768 with 64k color or with 64mb VRAM) or higher resolution video adapter and monitor
- ➢ Sound Card: 16 bit sound card and speakers

OTHER SYSTEM REQUIREMENTS

- ➢ Internet Service Provider: Any Internet service provider will suffice if it provides reliable access to the Internet of at least 1.2 mbps download speed.
- ➢ Modem Speed: DSL or Cable internet highly recommended

The following required software may be downloaded at no cost:

	[Adobe Reader](#)
	[Adobe Flash](#) (Adobe Flash Player is not currently supported for the following systems: Internet Explorer 8 on a Windows 64-bit operating system, Internet Explorer on Windows Vista 64-bit operating system)
	[Apple Quick TIme Player](#)

About Microsoft Office and Adobe Reader: Some classes require software from Microsoft Office (Word, Excel, PowerPoint, etc.) and Adobe Reader (for PDF files). Some classes have specific additional requirements: scanner, software such as Photoshop, or other hardware. Please read the class descriptions carefully.

ADDITIONAL QUESTIONS

For additional questions about software or hardware requirements specific to classes or academic programs, please contact your admissions representative.

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants whose first language is not English must demonstrate competence in the English language. This requirement can be satisfied if the applicant attended a high school in the United States or submits a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

UNDERGRADUATE / BACHELOR COMPLETER DEGREE PROGRAMS

1. Presenting the Level 110 certificate of completion of ELS coursework; or
2. Presenting an official minimum score on one of the following English proficiency exams:

    a. A score of '61' on the Test of English as a Foreign Language (TOEFL) internet-based (iBT).
    b. A score of '6.0' on the International English Language Testing System (IELTS).
    c. A raw score of '66' and an adjusted score of '81' on the Michigan Test of English Proficiency (MTEP).

FULL BACHELOR DEGREE PROGRAMS

3. Presenting the Level 112 certificate of completion of ELS coursework; or

4. Presenting an official minimum score on one of the following English proficiency exams:

    a. A score of '79' on the Test of English as a Foreign Language (TOEFL) internet-based (iBT).
    b. A score of '6.5' on the International English Language Testing System (IELTS).

No other tests or certificates of English proficiency shall be accepted by the School for the admission of international students.

ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

All international (nonimmigrant) applicants must meet the same admission standards set forth above. Applicants must submit a Financial Certification form. Nonimmigrant applicants residing in the United States at the time of application must submit a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides). Nonimmigrant applicants residing in the United States at the time of application in either, F, M, or J non-immigrant classification must submit written confirmation of nonimmigrant status at previous school attended before transferring to the School. The College is authorized under federal law to admit nonimmigrant students.

NON-DISCRIMINATION POLICY

The College does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other characteristic protected by local, state or federal law in the administration of any of its educational programs or activities or with respect to admission or employment.

ACCESS STATEMENT

Students with disabilities are invited to apply for admission to The College. The College recommends that students who are requesting accommodations for equal access to educational programs notify Student Services prior to the start of their first course to ensure their needs are met in a timely manner. To be eligible for accommodations, recent documentation from a medical doctor, psychologist, psychiatrist or learning specialist is required. Contact the Office of Student Services for information on the policies regarding accommodations for students with disabilities.

TRANSFER OF CREDIT POLICY

Students who have applied for admission may request credit for previous education. To be eligible for transfer credit, applicants must have successfully completed courses from another accredited postsecondary educational institution recognized by the U.S. Department of Education similar in scope and content to Los Angeles Film School courses, and received a grade of C or better. Transfer credits will not be calculated into the School grade point average (GPA).

Students with degrees from international colleges and universities must submit official translation and an evaluation from an official third-party National Association of Credential Evaluators (NACES) member foreign credential evaluation agency (such as World Education Services, www.wes.org).

The School may also accept credit for test scores that meet established benchmarks for the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or other examinations recognized by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials, for the award of college-level credit. Students must submit an official score report showing that the student earned scores at or above established benchmarks.

The School does not provide credit for experiential learning. Students may transfer up to a maximum of 75% of the credits required for their degree program, which includes credit earned at an institution or through challenge examinations and standardized tests such as CLEP for specific academic disciplines.

The School has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Los Angeles Film School is at the complete discretion of the institution to which you may seek transfer. Acceptance of the degree you earn in the program is also at the complete discretion of the institution to which you may seek transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Los Angeles Film School to determine if your credits or degree will transfer.

DOMESTIC TUITION RATES

ASSOCIATE DEGREES

COMPUTER ANIMATION	
Semester 1	$8,735
Semester 2	$8,735
Semester 3	$8,735
Semester 4	$8,735
Semester 5	$4,400
Total Tuition	$39,340
Cost per Credit Hour	$656

FILM	
Semester 1	$10,103
Semester 2	$10,103
Semester 3	$9,382
Semester 4	$9,382
Semester 5	$4,330
Total Tuition	$43,300
Cost per Credit Hour	$722

GAME PRODUCTION	
Semester 1	$8,735
Semester 2	$8,735
Semester 3	$8,735
Semester 4	$8,735
Semester 5	$4,400
Total Tuition	$39,340
Cost per Credit Hour	$656

MUSIC PRODUCTION	
Semester 1	$6,150
Semester 2	$6,150
Semester 3	$6,150
Semester 4	$6,150
Semester 5	$4,900
Total Tuition	$29,500
Cost per Credit Hour	$492

RECORDING	
Semester 1	$6,150
Semester 2	$6,150
Semester 3	$6,150
Semester 4	$6,150
Semester 5	$4,900
Total Tuition	$29,500
Cost per Credit Hour	$492

BACHELOR DEGREES

TUITION RATES are effective for new students starting classes on or after January 7th, 2014.

ENTERTAINMENT BUSINESS (COMPLETER)	
Semester 1	$6,750
Semester 2	$6,750
Semester 3	$6,750
Semester 4	$6,750
Semester 5	$3,000
Total Tuition	$30,000
Cost per Credit Hour	$500

ANIMATION AND VISUAL EFFECTS	
Semester 1	$7828
Semester 2	$7828
Semester 3	$7828
Semester 4	$7828
Semester 5	$7828
Semester 6	$7828
Semester 7	$7828
Semester 8	$7828
Semester 9	$7828
Total Tuition	$74,052
Cost per Credit Hour	$587

ENTERTAINMENT BUSINESS	
Semester 1	$5817
Semester 2	$5817
Semester 3	$5817
Semester 4	$5817
Semester 5	$5817
Semester 6	$5817
Semester 7	$5817
Semester 8	$5817
Semester 9	$5817
Total Tuition	$52,353
Cost per Credit Hour	$436

GAME PRODUCTION AND DESIGN	
Semester 1	$7,884
Semester 2	$7,884
Semester 3	$7,884
Semester 4	$7,884
Semester 5	$7,884
Semester 6	$7,884
Semester 7	$7,884
Semester 8	$7,884
Semester 9	$7,884
Total Tuition	$79,056
Cost per Credit Hour	$591

WHAT'S INCLUDED

The cost of tuition for a Degree Program includes all textbooks, materials and other course materials. Tuition amounts are subject to change. For the most up-to-date tuition information, speak with your Admissions Representative or visit www.lafilm.edu.

INSTITUTIONAL FEE

All students are required to purchase a computer and software in addition to tuition. Technology configured in accordance with program specifications.

The primary component of the institutional fee is an Apple MacBook Pro computer* that serves as a personal workstation throughout their education. This notebook computer comes with degree-specific software that allows students to work on their projects on and off-campus and maintains their personal portfolio of work wherever they may be. The choice of Apple hardware has allowed the school to develop our curriculum to a high and specific standard of computer capability, while giving students maximum flexibility for their creativity.

Computers for Animation and Game Production students may vary in make and model.

Following are costs associated with the Laptop and Software Package for each of the educational programs:

Program	Cost
Animation and Visual Effects	$3,647
Film	$3,569
Game Production	$3,145
Music Production	$3,450
Recording Arts	$3,250

MANDATORY FEES

- ➢ Refundable Security Deposit: $400.00.
- ➢ Student Tuition Recovery Fee (see below for more details).
- ➢ Graduation Fee: $20.00

INTERNATIONAL STUDENT TUITION AND FEES

ASSOCIATE DEGREES

COMPUTER ANIMATION

Semester 1	$10,000
Semester 2	$10,000
Semester 3	$10,000
Semester 4	$10,000
Semester 5	$4,340
Total Tuition	$44,340
Cost per Credit Hour	$739

FILM

Semester 1	$12,075
Semester 2	$12,075
Semester 3	$12,075
Semester 4	$12,075
Semester 5	$0
Total Tuition	$48,300
Cost per Credit Hour	$805

GAME PRODUCTION

Semester 1	$10,000
Semester 2	$10,000
Semester 3	$10,000
Semester 4	$10,000
Semester 5	$4340
Total Tuition	$44,340
Cost per Credit Hour	$739

MUSIC PRODUCTION

Semester 1	$8,250
Semester 2	$8,250
Semester 3	$8,250
Semester 4	$8,250
Semester 5	$0
Total Tuition	$33,000
Cost per Credit Hour	$550

RECORDING	
Semester 1	$8,250
Semester 2	$8,250
Semester 3	$8,250
Semester 4	$8,250
Semester 5	$0
Total Tuition	$33,000
Cost per Credit Hour	$550

BACHELOR DEGREES

ENTERTAINMENT BUSINESS (COMPLETER)	
Semester 1	$7,500
Semester 2	$7,500
Semester 3	$7,500
Semester 4	$7,500
Semester 5	$5,000
Total Tuition	$35,000
Cost per Credit Hour	$583.33

ANIMATION AND VISUAL EFFECTS

Semester 1	$8,383.67
Semester 2	$8,383.67
Semester 3	$8,383.67
Semester 4	$8,383.67
Semester 5	$8,383.67
Semester 6	$8,383.67
Semester 7	$8,383.67
Semester 8	$8,383.67
Semester 9	$8,383.67
Total Tuition	$75,453.03
Cost per Credit Hour	$628.78

ENTERTAINMENT BUSINESS

Semester 1	$6,372.22
Semester 2	$6,372.22
Semester 3	$6,372.22
Semester 4	$6,372.22
Semester 5	$6,372.22
Semester 6	$6,372.22
Semester 7	$6,372.22
Semester 8	$6,372.22
Semester 9	$6,372.22
Total Tuition	$57,349.98
Cost per Credit Hour	$477.92

GAME PRODUCTION AND DESIGN

Semester 1	$8,439.44
Semester 2	$8,439.44
Semester 3	$8,439.44
Semester 4	$8,439.44
Semester 5	$8,439.44
Semester 6	$8,439.44
Semester 7	$8,439.44
Semester 8	$8,439.44
Semester 9	$8,439.44
Total Tuition	$75,954.96
Cost per Credit Hour	$632.96

ADDITIONAL PROGRAM COSTS

Students may incur additional costs as a consequence of enrollment. Additional costs, which may become due and payable to the School include:

- ➢ Replacement card key fee of $40 per key if the student loses or damages their card key.
- ➢ Tuition payment late fees of 1.5% per month on all overdue tuition payments if student fails to make tuition installment payments on a timely basis.
- ➢ Equipment fines
- ➢ Library late, loss, or damage fines.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- ➢ The school closed before the course of instruction was completed.
- ➢ The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- ➢ The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- ➢ There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- ➢ An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

As of January 1, 2010, the BPPE has set the STRF assessment at $0.50 for each $1,000 in tuition charges.

Questions regarding STRF may be directed to:
      California Department of Consumer Affairs
      Bureau for Private Postsecondary Education
      2535 Capital Oaks Drive, Suite 400
      Sacramento, California 95833
      (800) 370-7589

REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

Student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid (less application fee) through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of $75. Student must notify the Admissions Department or Student Records Department of the cancellation.

WITHDRAWAL FROM THE PROGRAM

After the expiration of the cancellation period, Student may withdraw from the Institution by notifying the Student Services Department. Student shall be deemed to have withdrawn from the Institution when any of the following occurs: (1) Student notifies the Student Services Department of his or her intent to withdraw or as of the effective date of Student's withdrawal, whichever is later; (2) the Institution terminates Student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution including, the Student Code of Conduct set forth in the catalog; failure to meet financial obligations to the Institution; and/or for cause determined within the Institution's sole discretion; (3) Student fails to return from an authorized leave of absence. Student will receive a refund of tuition charges paid, if any, in accordance with the Refund Policy below.

REFUND POLICIES

Student may withdraw from the Institution and receive a *pro rata* refund of tuition charges paid as long as student has completed 60 percent or less of the scheduled days in the current payment period in the program as of the effective date of Student's withdrawal. For the purpose of calculating the *pro rata*

refund amount, the amount owed is determined by calculating the cost per credit hour in the payment period and multiplying this tuition amount by the number of credit hours attempted. Note that a student that is registered in a module (or "Term") and has not provided notification of withdrawal prior to the end of the fifth calendar day of that module is considered to have "attempted" the credits for that module.

If Student has received federal financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds. The Institution will remit payment to Student for the amount of the refund, if any, within forty-five (45) days of the date of withdrawal.

REFUND PROCEDURE

If a student is terminated, withdraws, or otherwise fails to complete a semester and received financial aid while enrolled, the school must perform two calculations to determine any refunds paid or balances owed to the school. The School will first calculate how much needs to be returned under the Return of Federal Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the semester of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded after Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to the Federal program from which funds were received. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be in the order described in the 'Repayment' section below.

The College reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

RETURN OF FEDERAL GOVERNMENT PROGRAM FUNDS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. Students who receive Federal Stafford Loans should also know that the Student Financial Aid Office is required to notify lenders of student withdrawals.

When a student withdrawal involves the repayment of Title IV funds, The College returns these funds based upon a federally-recognized payment period. The College's federally recognized payment period is defined in semester credit hours and is equal to fifty percent (50%) of one academic year for The College's educational training/training program.

If a student withdraws on or before completing sixty percent (60%) of the federally recognized payment period (defined above), a portion of the Title IV funds awarded will be returned based on the percentage of days remaining in the semester. The school will determine the calendar days completed in the semester divided by the total number of calendar days in the semester. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received (in the mandated order listed in the "Repayment" section below).

The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to The College. If Federal Title IV Aid funds have been given to the

student, and if the student withdraws during the first 60 percent of the semester and needs to return some of those funds, the school will notify the student regarding how much is owed, and how it is to be returned.

If the student is due a refund according to the Return of Title IV Funds calculation or The Los Angeles Film School's Refund and Repayment Policy, the student will be given the choice of receiving the funds or returning the funds to the financial assistance program(s) from which the student received assistance. Students fill out a "Title IV Authorization Form" advising the school where they would like their refund to be sent. Otherwise, any remaining balance after refunding all appropriate assistance programs will be refunded to the student. In no case will the amount refunded to the assistance program exceed amount disbursed.

REPAYMENT

If a student withdraws on or before the period of enrollment, a portion of the total Title IV funds awarded a student must be returned, according to the provisions of the Higher Education Reauthorization Act of 2008. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

This calculated amount will be returned in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell Grants
5. Other grants or loan assistance authorized by Title IV of the HEA
6. Other

If after the Title IV funds the student has a refund as determined on the institutional calculation, the funds will be refunded (based on authorization) in the following order:

1. Federal Loans
2. Federal Grants
3. State Financial Assistance
4. Private Lender
5. Student/Parent
6. Other

Refunds are made within forty-five (45) days of termination or withdrawal. Refunds to the student that are less than two dollars are not issued unless the student submits a written request.

METHODS OF PAYMENT

Payments may be made in the form of cash, check, major credit cards, money order, and/or through scheduled disbursements of federal financial aid programs. Payment schedules are determined on a semester basis. Students who are paying their tuition with funds other than those received through federal and state student financial aid grant and loan programs, or through any other federal or state programs will only be required to pay tuition for four (4) months at a time. However, at the student's option, the College will accept payment for tuition and fees for an academic year or the full program once the student has been accepted and enrolled and the date of the first class session is disclosed on

the enrollment agreement. Please contact Financial Aid for additional information or assistance with payment options.

RETURNED CHECK POLICY

Each personal check that is accepted by any unit of The Los Angeles Film School and is returned by the bank is subject to a $25.00 returned check fee.

DISCLOSURES MADE PURSUANT TO TRUTH-IN-LENDING ACT

All charges on student account are due and payable on or before the due date on the Billing Statement. Monthly billings will be issued for any account with an outstanding balance.

- ➢ Conditions Under Which A Service Charge May Be Imposed: Services charges are imposed on all unpaid billing charges.
- ➢ Conditions Under Which Interest Charges May be Imposed: Balances over 30 days past due will be subject to interest charges at the rate of 1.5% per month (18% APR).

DELINQUENT STUDENT ACCOUNTS

If a student's account is determined to be delinquent, the student will be placed on a financial hold. If the student fails to clear their hold within 30 days, they may be administratively withdrawn from their program. Students on a financial hold are not eligible to receive official transcripts or their diploma until the HOLD status is removed.

FINANCIAL AID

Financial Aid advisors are available to assist students in obtaining institutional or financial aid information and to submit an application for federal aid. The Financial Aid Offices are located on the 1st floor of 6353 Sunset Blvd., Hollywood, CA, 90028 and are open Monday through Thursday between the hours of 9am – 6pm, and Friday between the hours of 9am – 5pm. We encourage students to call in advance to make an appointment at (323) 860-0789.

FEDERAL STUDENT FINANCIAL AID

To be eligible for Federal Student Financial Aid, a student must:

- ➢ Have a high school diploma or GED
- ➢ Be a US citizen or eligible non-citizen
- ➢ Make Satisfactory Academic Progress
- ➢ Register with the Selective Service, if required
- ➢ Have resolved all ineligibility issues related to selling or possessing illegal drugs (see the Financial Aid Office for additional information)

REGISTER AND APPLY FOR FEDERAL FINANCIAL AID

Step 1: Apply for admission to the school's program. You will need a PIN number to electronically sign the FAFSA. You can apply for a PIN at www.pin.ed.gov.

Step 2: Complete the FAFSA online (www.fafsa.ed.gov). You will need the PIN to electronically sign the FAFSA. Students should be prepared to provide their federal tax return (with relevant W-2's) and parents' federal tax returns (based on dependency status: see questions #48-60 on the FAFSA). Also, if requested, please return the verification worksheet and any applicable transcripts evidencing prior education/training at other educational institutions.

Step 3: In approximately 14 to 21 days students will receive a Student Aid report (SAR). Students should read it over to be sure that all the information is correct. A Financial Aid Officer will contact students to provide aid eligibility and instructions on how to complete the applications for securing the remaining tuition balance. Students should feel free to call with any questions.

FEDERAL ASSISTANCE PROGRAMS

FEDERAL PELL GRANT

Federal Pell Grants do not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor's degree. Eligibility is determined using information provided on the Free Application for Federal Student Aid (FAFSA).

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

This is a federally funded grant program administered by the School for undergraduates with exceptional financial need. Students must qualify for a federal Pell Grant in order to be eligible for an FSEOG. An FSEOG does not have to be repaid. Students must be enrolled at least half-time (six credit hours or more) to qualify. Funds are limited so students are encouraged to apply for financial aid by the priority deadline. Awards range from $100 to $4,000 per year based on availability.

FEDERAL SUBSIDIZED STAFFORD STUDENT LOAN

Eligibility for this type of loan is based on financial need (determined by the FAFSA form) and students must be enrolled for six credits or more to qualify. The federal government pays interest on the loan as long as the student is enrolled at least half-time (six or more credit hours per term) and during the six-month grace period. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 3.86% for loans disbursed through June 30th, 2014.

FEDERAL UNSUBSIDIZED STAFFORD STUDENT LOAN

Eligibility for this type of loan is not need based; students must been enrolled for six credits or more and have completed the FAFSA form to qualify. Interest is charged from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest or allow it to accumulate and be added to the principal amount of the loan. Stafford loans must be repaid; generally payments begin six months after graduation or when the enrollment status drops below half-time over a standard repayment of 10 years (other options may be available). The interest rate is fixed at a rate of 3.86%.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Parents of dependent students may be able to borrow a PLUS loan to assist in educational expenses. Eligibility for this type of loan is not need based and students must be enrolled for six credits or more. Repayment begins six months after graduation or when the enrollment status drops below half-time. Standard repayment is 10 years however, other options may be available. Parents must pass a credit check to be eligible. The PLUS interest rate is fixed at a rate of 6.41%. Interest accrues from the moment of disbursement. Parents may borrow up to cost of attendance minus all other financial aid. If the parent is denied the PLUS loan based on credit, the student may automatically be eligible to receive an additional unsubsidized federal Stafford Student Loan up to $4,000/year (freshman/sophomore).

FEDERAL WORK STUDY

Federal Work Study provides part-time jobs for undergraduate students with demonstrated financial need, allowing them to earn money to help pay for education-related expenses.   The program encourages community service work and employment related to the student's course of study.

NON-FEDERAL ASSISTANCE PROGRAMS

VETERAN'S EDUCATION BENEFITS

The College is authorized to train student's receiving Veteran's Education Benefits as approved by the Department of Veteran's Affairs. Awards are determined by application with the Veteran's Education Department and funding is disbursed directly to the institution for the Post 9/11 G.I. Bill and the Yellow Ribbon Program (all other Chapters disburse funding directly to the student). The student is responsible for applying; however the Financial Aid and Military departments (a Veteran's Affairs Certifying Official) can provide information and assist with the application process. Please contact the Military Department for further details.

VOCATIONAL REHABILITATION PROGRAMS

Various states offer funding in the form of vocational Training Benefits for designated applicants. The College will advise a Vocational Rehabilitation Facility when questions arise and can submit documentation as necessary. Once approved for funding, students who qualify for Vocational Rehabilitation awards are directly responsible for assuring that funds arrive in a timely manner.

INSTITUTIONAL SCHOLARSHIPS

The College has a variety of institutional scholarship opportunities to assist students in meeting their financial needs while attending one of the degree programs. Each scholarship is unique and eligibility is dependent on type of program and eligibility. Please contact your Financial Aid representative to obtain more details and to determine if you are eligible to apply.

ALTERNATIVE (PRIVATE) LOANS

Alternative student loans are through private lenders. Eligibility for these loans is based on the borrower and co-signer's credit ratings. Repayment may be deferred until six-months after graduation or when enrollment status drops below half-time. Repayment period varies by lender but is usually at least 10 years. Interest rate varies by lender and may change frequently. Loan limits are determined by cost of attendance minus all other financial aid. Information on alternative student loans is available in the Financial Aid Office.

Students acquiring an educational loan to finance tuition and/or related educational expenses are reminded that they will be obligated to repay such loans and interest thereon. Defaulting on educational loans may have an adverse effect on a student's ability to qualify for future credit, loans, grants and governmental assistance programs. Information regarding the rights and responsibilities of federal/ private loan borrowers can be obtained during the online entrance interview as well as in the promissory note from the lending institution. Students will also be provided counseling regarding their specific loans borrowed during the mandatory exit interview that is conducted just before separation from the school. If a student or parent would like to review existing or prior loans borrowed, please visit the National Student Loan Data System (NSLDS) website at www.nslds.ed.gov/nslds_SA/ to obtain access to this detailed information.

CREDIT BALANCES

The College receives financial aid funds for each student in two disbursements for each academic year of study. If a student borrows more than tuition to cover additional education-related costs, the student will be requested to sign an authorization form to hold a federal student aid credit balance. Upon receipt of borrower signature on the form, the school will refund the credit balance owed.

The College receives disbursements each semester based on packaged and guaranteed financial aid. If a student borrows more than tuition to cover additional education costs within the confines of the Cost of Attendance (e.g., final project or living expenses), a stipend check will be issued to the student based on the following credit balance policy:

All tuition for the semester in which a credit balance is scheduled must be received before a student can receive a stipend check. Any delays in providing documentation to financial aid or adjustments due to verification changes may result in a delay of the stipend check.

Due to circumstances outside the institution's control, there are instances when a scheduled disbursement does not occur as the result of a processing error with the lender or the Department of Education. When this happens, the funds do not post to the student's account on the expected date. This situation will result in a delay of the stipend check as funds must be received in order to issue any credit balances to the student. The school will do everything possible to ensure that the matter is resolved as quickly as possible so as not to result in a lengthy delay.

Schools must disburse credit balances to students within 14 days as a requirement of the U.S. Department of Education. Credit balances only occur after a disbursement is made on a student account. Once funds are received, the school can guarantee that a stipend check will be issued within 14 days between the date of disbursement to the institution and the issuing of a stipend check to a student. We encourage students to plan accordingly.

If a student is using Stafford Loans as part of their total Financial Aid package, please note that there is a 30-day waiting period for the initial disbursement of loans to first time borrowers (this only applies for

stipends issued in the first semester of the freshman academic year of study).   Depending on the amount of funds borrowed above tuition and fees, this delay in Stafford loans will result in one of the following scenarios:

1. If the projected stipend is less than net award of Stafford loan(s), there will be a delay of the entire stipend check until federal loans have disbursed and generated a credit balance on the student account.

2. If the projected stipend is more than the net award of Stafford loan(s), there will be two stipend checks issued. The first will be based on a credit balance from funding not subject to the 30-day Stafford loan delay. The second check will be based on the additional credit balance that occurs as a result of the Stafford loan disbursement(s) following the 30-day rule.

Per U.S. Department of Education regulations, the institution is required to issue credit balances for PLUS loans directly to the parent borrower unless we receive authorization in writing from the parent borrower (prior to loan disbursement) to release the check to the student. Please contact Financial Aid for more information and a copy of this form. If a student takes a leave of absence or does not attend one or more terms, a stipend in a subsequent semester may be reduced based on a change in enrollment status (this particularly impacts federal aid recipients).

For students utilizing Post-911 G.I. Bill benefits and planning to use federal aid towards a credit balance on the student account, please note that disbursements of VA funding occurs at monthly intervals based on certification of attendance. The school must wait until all tuition and fees for a semester are paid for before a stipend check can be issued. This may mean that the student will have to wait until the end of the semester before all monthly payments from the VA have been received before a credit balance shows up on the account and a check can be processed. Additionally, the Department of Veterans Affairs can take up to three months to issue disbursements to an institution upon certification of attendance, which may also result in delays of any potential credit balances to the student account. We encourage all post-9/11 GI Bill students to utilize their monthly BAH stipend from the Veteran's Administration and budget accordingly until all funding has been received for a semester of study.

If a student borrows a private loan to cover living expense costs, all tuition and fees for a semester must be paid before a stipend check can be issued.

All students must meet Satisfactory Academic Progress in order to receive timely disbursements of federal financial aid and subsequent stipend checks. Any students who are in a probationary status and fail to meet the terms of their Academic Improvement Plan will no longer be eligible to receive disbursements of federal or state assistance. Any stipends attached to these funds will be delayed until such time that the students regain eligibility. Please see the "Satisfactory Academic Progress" policy for further details.

It is important to note that students who are academically dismissed or withdraw from the program may end up owing a balance to the College based on stipends issued for federal funding not yet earned (i.e., student attempted less than 60% of their semester).

Stipend checks are disbursed on Fridays in the Business Office. If you have questions about your loan disbursements, please contact Financial Aid. Otherwise, if you have questions about the date and time to pick up stipend checks, please contact the Business Office directly.

All fees for tuition, security deposit, and laptop/software package are deducted from the first stipend check. There is no option to defer these deductions from any future disbursements. The security deposit is refundable upon graduation and is contingent upon the student returning the equipment

undamaged, cleared of all outstanding fees with Business Office, and receiving proper clearance from the Library, Student Development, and Operations. Laptop costs are non-refundable.

RECEIPT OF FINANCIAL AID FUNDS

STUDENTS MUST WAIT 30 DAYS BEFORE FEDERAL FINANCIAL AID CAN BE DISBURSED FOR FIRST TIME BORROWERS. STIPEND CHECKS FOR LIVING EXPENSES RESULTING FROM FEDERAL FUNDING WILL BE DELAYED UNTIL AFTER THE FEDERALLY MANDATED TIME HAS PASSED (SEE "CREDIT BALANCES" SECTION FOR FURTHER DETAILS).

Students must maintain Satisfactory Academic Progress (SAP) to be eligible to receive financial aid funds. Students must attain a minimum cumulative grade point average of 2.0 and complete at least 67% of credits attempted. Satisfactory academic progress is checked at the end of each Semester. Students not meeting SAP requirements will be placed on SAP Warning during the following semester of enrollment and will be notified of their SAP Warning status through their student email account. SAP Warning status will not prevent the student from receiving financial aid. Students on SAP Warning status must meet with a Student Advisor to develop a plan for improving their academic performance. The semester during which the student is in a SAP Warning status is meant to inform the student of academic problems and provide time for corrective action. At the end of the warning period in the current semester and at the beginning of the next semester the student will: (1) be removed from the warning status if student has regained satisfactory academic progress; or (2) deemed ineligible for Financial Aid and will not receive federal, state or institutional financial aid. Students may appeal this status.

APPEALS

When students lose FSA eligibility because they failed to make satisfactory progress, they may appeal that result on the basis of injury or illness, the death of a relative, or other special circumstances. Unexpected employment or work issues beyond the student's control may be considered on a case by case basis.

Students in an extraordinary situation may appeal their loss of eligibility by submitting an Appeal form to the Financial Aid Appeal Committee. Appeal forms are available from and are submitted to the Student Development Department.

Appeal must include:

➢ An explanation of why student failed to make SAP.
➢ A description of what has changed that will allow the student to make SAP at the next evaluation.
➢ Supporting documentation. Any appeals which are incomplete or those missing adequate documentation are typically denied.

The FA Appeal committee will review all SAP appeals and a final decision will be communicated to students within 5 days of receipt.

When a student successfully appeals their Financial Aid Ineligibility he/she will be placed on Financial Aid Probation and is eligible to receive aid under federal/state programs. If determined, based on the approved appeal that the student should be able to meet SAP by the end of subsequent semester,

student may be placed on probation without an academic plan. However, if determined that the student will require more than one payment period to meet progress standards, school may place student on probation and develop an Academic Improvement Plan. The School must review the student's progress at the end of one payment period as is required of a student on probation status, to conclude if the student is meeting the requirements of the academic plan. If student is meeting the criteria defined by their academic advisor, he/she will remain in this status until the plan expires or are meeting SAP standards. When students do not meet the standards outlined in their Academic Improvement Plan, they will be placed back into FA Ineligibility. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

APPROVED APPEALS AND SATISFACTORY ACADEMIC PROGRESS PROBATION

If the student's appeal is approved, the student will be placed on Satisfactory Academic Progress Probation (this type of probation is for financial aid purposes only and is separate from academic probation policies). While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored through an Academic Improvement Plan. The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions the probation status may revert to a Hold indicating that the student is ineligible for aid. Students are allowed to appeal the loss of eligibility for financial aid twice while in pursuit of a degree.

MAXIMUM CREDIT STANDARD

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree or certificate completion will be up to 150% of the credits needed to complete that type of degree.

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Students are advised that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan or work-study assistance.

ACADEMIC AND STUDENT AFFAIRS POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

As members of the College academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the School.

FORMS OF ACADEMIC DISHONESTY

Students are expected to know, understand and comply with the ethical standards of the College. In addition, students have an obligation to inform an appropriate official of any acts of academic dishonesty by other students of the College. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

Plagiarism: Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

 - ➢ Word-for-word copying of another person's ideas or words
 - ➢ The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work)
 - ➢ The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory) without attribution
 - ➢ Fabrication (inventing or counterfeiting sources)
 - ➢ Submission of another's work as one's own
 - ➢ Neglecting quotation marks on material that is otherwise acknowledged. Acknowledgement is not necessary when the material used is common knowledge.

Cheating: Cheating involves the following: possession, communication or use of information, materials, notes, study aids or other devices that are not authorized by the instructor in any academic exercise or communication with another person during such an exercise.

Examples of cheating are:
 - ➢ Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
 - ➢ Using a calculator when its use has been disallowed.
 - ➢ Collaborating with another student or students during an academic exercise without the consent of the instructor.

Multiple Submissions: This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

Misuse of Academic Materials: The misuse of academic materials includes but is not limited to the following:
 - ➢ Stealing or destroying library or reference materials or computer programs.

- Stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- Illegitimate possession, disposition or use of examinations or answer keys to examinations.
- Unauthorized alteration, forgery or falsification of academic records.
- Unauthorized sale or purchase of examinations, papers or assignments.

Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another's acts of academic dishonesty.

PROCEDURES IN CASES OF SUSPECTED ACADEMIC DISHONESTY

Each program has established procedures for addressing matters of academic dishonesty and for determining the severity and consequences of each infraction. Students should contact their program director for specific procedures.

ADD/DROP PERIOD

Students may drop a course without penalty up until the 3rd calendar day of the term. Students may obtain a course drop form from their student advisor. During the first week of each term, a student census is taken to confirm that enrolled students are attending the course. Students not attending within the first five (5) calendar days of a term will be administratively dropped from the course. Students in attendance during the first five (5) days of the term will be considered active for the remainder of the term and therefore held accountable for the coursework and cost of tuition.

ANTI-HAZING POLICY

Hazing is any action taken or situation created intentionally that causes embarrassment, harassment or ridicule and that risks emotional and/or physical harm to members of a group regardless of the individual's willingness to participate. The College does not allow hazing for any reason whatsoever. Students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination.

ATTENDANCE POLICY

Attendance is considered important to the student's academic success and the acquisition of good work habits. Many prospective employers are interested not only in a student's academic performance, but also in his/her attendance as an indicator of whether the student will be a capable, dependable and committed employee. Students are expected to attend and participate in the classes, labs, shoots, sessions, and other academic events for which they are scheduled.

RECORDING ATTENDANCE

The practice of the College is to take attendance on a routine basis. Instructors may take attendance for the class at any time during the class session. Any student not present at the time the instructor records attendance for the class will be considered absent. If the instructor observes a student leave after having been marked present for the class session, the instructor may change the records to reflect the student was absent from that session.

Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and to avoid being marked absent for classes where they attended less than the entire class session.

CAMPUS SECURITY

It is essential that all security incidents occurring on campus or in its vicinity be reported to uniformed security personnel. Security Incidents include criminal activity of all types, incidents that result in injury to a student, faculty or staff members, incidents that result in damage to The College equipment or facilities other equipment or facilities used as part of the instruction, all losses of personal property, suspicious individuals on campus, persons on campus apparently under the influence of an intoxicating substances and any dangerous situations or activities likely to result in personal injury or property damage. All students are required to wear their student ID on a college-issued lanyard at all times when on campus. This is critical to maintaining a safe, secure, and comfortable learning environment. Students without ID will not be admitted to classes or labs and must obtain a temporary ID from the Security/Reception Desk. It is advised that students keep their personal belongings with them at all times.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. This report is prepared in cooperation with the Police agencies surrounding our campus facilities. This report is available on the web site at http://www.lafilm.edu/, and can be downloaded in the PDF format. The College campus safety policy may also be reviewed on the campus website: www.lafilm.edu/.   Hard copies of this report may be obtained from the Student Records Department.

CLASS SIZE

Our philosophy is to put students in environments with optimal student to instructor ratios. To achieve this, the student-to-instructor ratio in lab settings can vary from 8 to 1 and 24 to 1 depending on the degree program and the needs of students in a specific lab. Lectures vary in size usually average between 30 and 60 students.

CLOCK HOUR TO CREDIT HOUR CONVERSION

The conversion of clock hours to credit hours is calculated on a semester credit hour basis, which varies according to the content of the course. One semester credit hour is equivalent to any of the following: 15 clock hours of lecture time plus 30 hours of outside preparation time or the equivalent 30 clock hours of supervised laboratory instruction plus the appropriate outside preparation 30 clock hours of independent study with measured achieved competency relative to the required subject objectives or not fewer than 45 hours of internship.

COPYRIGHT INFRINGEMENT

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system are subject to disciplinary action under the Student Code of Conduct up to and including dismissal from their program (see Student Standards of Conduct section below).

COURSE DELIVERY

The College makes every attempt to use the latest technology in the instructional program. The basic core of courses in each program will occasionally be coupled with a class being offered partially or entirely online. The online courses will be drawn exclusively from the list of those courses previously approved through the normal curriculum development and review process. The courses that are offered online are indicated in the course description that is found in this catalog.

COURSE MATERIALS

The College uses a wide variety of materials to support classroom and hands-on learning experiences. A combination of traditional textbooks, custom course manuals created by the faculty, professional training materials, and online learning resources provide access to a wide range of information. Additional resources are available in the Library.

COURSE SCHEDULES

Courses are taught in an accelerated, 4-week format and may be scheduled 7 days a week (Monday-Sunday) between the hours of 8:00am-12:00am. Students will be notified of their class schedule (meeting time and location) via their student email account and posted in their student portal.

CREDITS ATTEMPTED

Credits attempted are defined as all classes for which a student receives a passing grade, or an "F," "I," "W," or "P."

CREDITS COMPLETED

Credits completed are defined as all classes for which a student receives a passing grade of "D" or better.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT STANDARDS OF CONDUCT

Students who violate the Drug-Free Schools and Communities Act Standards of Conduct subject themselves to disciplinary action which may include probation or termination. Students are subject to periodic testing in the event there is a reasonable suspicion of alcohol or drug use.

Reasonable suspicion may emanate from a variety of circumstances including, but not limited to:

- ➢ Direct observation of alcohol or drug use
- ➢ Physical or behavioral symptoms
- ➢ Abnormal or erratic behavior
- ➢ Marked changes in behavior
- ➢ Evidence of drug or alcohol possession on the premises

A refusal to be tested, or tampering with a test, will be interpreted the same as a positive result. A positive test result will result in disciplinary action. Disciplinary action will take place within 30 days of notification, and may include a letter of admonishment, required enrollment in a rehabilitation program, termination from school or employment and/or referral for prosecution.

FACULTY

The College is located in Hollywood, California, which is often recognized as "The Entertainment Capital of the World." This provides access to many of the industry's top professionals. As such, the College's faculty is a team of experienced entertainment business veterans as well as highly qualified academic educators. Some members of the faculty teach between projects; others make the College their home base, creating a group of committed educators who are well versed in current entertainment media development and production.

Each member of our highly qualified faculty has a minimum of four years of professional experience in the subject area taught as well as a degree equivalent to or higher than those awarded by the College. Faculty members are required to stay current in their field of expertise and take part in continued technical and teacher training. This ensures that competent professional educators teach the courses. See list of faculty in the rear of the Catalog.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at the College, as well as former students. Students are "in attendance" the day they first attend a class. These rights include:

- ➢ The right to inspect and review education records within 45 days of the date the College receives a request for access. Students should submit written requests to the Office of Student Records that identify the record(s) they wish to inspect. The Office of Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of their education records if the student believes them to be inaccurate. Students may ask the College to amend a record that they believe is inaccurate. He or she should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EXCEPTIONS

1. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

3. The College may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents are required to submit a copy of their most recently filed federal income tax return. Copies must include the signature of one or both parents and the student's name must be indicated as a dependent on the return. A new release will be required each term.

4. In accordance with FERPA, the College will disclose to third parties information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."

The Student Records Department annually provides a notice to enrolled students about the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education. The annual notice also includes procedures for reviewing education records and requesting amendment of the records and information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

DISCLOSURE OF DIRECTORY INFORMATION

Under the terms of FERPA (Section 99.37) "an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information;

2. A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information."

The College has established the following as directory information:

Student's name	Dates of attendance	Prior schools attended	Full-time/part-time status
Student's address	Photographs	Awards/Honors	Number of credits
Student's phone number	Email address	Degree(s) conferred	Program of study

RIGHT TO FILE A COMPLAINT

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SECTION 952 PARENT/GUARDIAN CONTACT POLICY

If a parent or guardian contacts the College seeking information regarding a student's alcohol or drug-related conduct record, and the student is under 21 years of age, information may be shared by an informed, full-time staff member in the Student Development Department or his/her designee. The designated staff member will share information regarding any alcohol or drug-related infraction in which a student, afforded due process through the conduct procedures, has been found responsible for the infraction. Parents seeking information regarding behaviors, for which charges are pending or in process, must have their student's written consent to the disclosure.

When the College is aware of an alcohol or drug overdose requiring hospitalization, and the student is personally unable to make contact with family, an informed School staff member may notify the parents or guardians, regardless of whether or not an infraction occurred. Further, notification to parents/guardians is allowed when:

1. The violation involved was of sufficient severity or related to a pattern of drug or alcohol related infractions which warrant a drug or alcohol evaluation; or

2. The violation involved was of sufficient severity or related to a pattern of drug or alcohol related infractions which, should a further infraction occur, would likely result in suspension or expulsion from the College; or
3. The violation involved harm or threat of harm to self or another person; or
4. There was a significant risk to the health or safety of the student as a result of consumption of alcohol or use of drugs.

Any student may request that information not be disclosed to parent/guardians, if the nondisclosure request is related to personal safety or other serious family circumstances. The request must be made in writing to the conduct officer, prior to the disposition of the case. The conduct officer may, at his or her discretion, honor the non-disclosure request. In order to best facilitate communication with parents/ guardians, conduct officers should encourage students to speak first to their parents/guardians regarding conduct issues.

GRADING SYSTEM

The school uses a standard 4.0 scale to calculate grade point averages.

Letter Grade	Point Value	Earned Score
A+	4.0 (Honors)	98-100
A	4.0	94-97
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	60-66
F	0.0	0-59
P (PASS)*	0.0	
NP (DROPPED)*	0.0	
W (WITHDRAW)*	0.0	
I (INCOMPLETE)*	0.0	

*Grades of P, NP, W, I, and TR are not included in the grade point average calculation.

INCOMPLETE GRADE

In extenuating circumstances, an Incomplete ("I") grade may be assigned at the instructor's discretion, and in accordance with the eligibility requirements set forth below. Students may request an "I" grade for more time to complete required course work, which s/he was prevented from completing in a timely way due to non-academic reasons. To be eligible for an "I" grade, students must have completed at least 50% of the coursework with a passing grade at the time of the request.

It is the responsibility of the student requesting the "I" grade to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." A final course grade is assigned when that work has been completed and evaluated. An "I" must normally be made up within one calendar month immediately following the end of the term (the term being one month) during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned

work will result in an "I" being converted to an "F," except as noted in item 3 immediately below. An extension of time may be granted for contingencies such as military service or documented, serious health or personal problems. No instructor may assign an Incomplete if the student must attend a major portion of the class when it is next offered.

The conditions for removal of the "Incomplete" shall be documented by the instructor on an "Assignment of Incomplete Grade" form. This form shall include a statement of:

> ➢ All work completed in the course, the grades assigned for that work, and the percentages of the final course grade accounted for by each item

> ➢ The work not completed and the percentage that each uncompleted assignment will count toward the final course grade

> ➢ The final course grade the instructor will assign if the course requirements are not completed within one calendar month, or a shorter period as specified on the form, immediately following the term in which the "I" was assigned, without respect to continuous enrollment of the student during this period.

Please contact your instructor for more information.

PASS/FAIL GRADING

A grade of P (Pass) or F (Fail) may be reported for students in designated courses or by petition for courses that meet one or more of the following conditions:

> ➢ Require cooperation among students to the extent that individual performance cannot be graded apart from the ensemble or that quality grading will promote undesirable competition for grades of high quality (which may result in less learning for some students).
> ➢ Involve application of knowledge or skill in such a manner that a reliable differentiation of grades is quite difficult beyond noting effective participation.
> ➢ Other circumstances that cause the program faculty to find that P/F grading is the preferred system for academic quality reasons.

A "P" will not be used in calculating the student's GPA; an "F" grade will be used in calculating the GPA.

GRADE APPEALS

Faculty members are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established in the syllabus for each course in which they are enrolled. The grade appeal procedure provides a formal process for students to request a review of final grades that they think were incorrectly awarded. The burden of proof rests with the student to demonstrate that the grade assigned for the course was made on the basis of any of the following conditions:

> ➢ A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
> ➢ A grading decision was based on standards unreasonably different from those that were applied to other students.
> ➢ A grading decision was based on a substantial, unreasonable or unannounced departure from the course objectives and assignments.

GRADE APPEAL PROCEDURE

1. The student must submit a grade appeal, in writing, to the course instructor who issued the grade no later than 14 calendar days after the grade is posted and available for the student to see through their CampusVue portal account.

2. If, after subsequent consultation with the course instructor, the student is not satisfied and wishes to pursue the issue, or if the instructor is not available or does not respond within 7 days, the student should submit the appeal in writing to the Program Director. Documentation supporting the grade change based on the appropriate category set forth above is to be submitted with the appeal. If no appeal is filed within this time period, the grade shall be considered final.

3. The Program Director will discuss the matter with the student and with the course instructor, arrive at a decision, and will document the appeal and the Director's response. This decision is final.

4. The result and documentation of the review will be compiled by the Student Records Department and placed in the student's academic file.

GRADE FORGIVENESS

Students may only repeat courses if they earned grades lower than a "C." A maximum of 12 semester units may be repeated for grade forgiveness.

Grade forgiveness for a repeated course is by petition only. If the petition for grade forgiveness is approved, the new grade replaces the former grade in terms of GPA calculation. Petitions should be filed after the completion of the course used to discount the previous course. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

Grade forgiveness, as used in these guidelines, means that when computing grade point averages required for graduation with a degree, "units attempted," "units passed," and "grade points" for the first attempt shall be excluded. The first attempt will remain on the transcript with the repeat (discount) noted. Course repeats with discounting or "grade forgiveness" is permissible for students subject to the following provisions:

➢ Students may repeat a maximum of 12 semester units with grade forgiveness. This maximum includes any repeats taken at any time at The College.

➢ Students may repeat an individual course for grade forgiveness no more than two times. In other words, if a student earns a grade of C- or lower in a first attempt at a class, the student may repeat that class to replace the grade. If the grade earned the second time is still lower than a "C," the student may repeat the course a final time. No subsequent attempts will be allowed.

➢ Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Under unusual circumstances, a different but similar course may be used if the substitute course is approved by the program director.

GRADUATION REQUIREMENTS

In order to receive a degree from an undergraduate degree program, a student must:
- ➢ Fulfill all coursework required within the degree.
- ➢ Not accrue in excess of 1.5 times the credits required to complete the program.
- ➢ Achieve an overall cumulative GPA of 2.0.
- ➢ Fulfill all financial responsibilities to the College.

HOURS OF OPERATION

- ➢ The College's general business hours are Monday through Friday 9:00 am – 6:00 pm.
- ➢ Classes, labs, and other academic events run 7 days per week, 7:00 am to midnight. Classes may be scheduled to start any time between 8:00am and 8:30pm.
- ➢ Admissions Office Hours are Monday through Thursday 8:30am – 8:30 pm, Fri. 8:30 am – 5:00 pm. Financial Aid Office Hours are Monday through Friday 8:00 am – 8:00 pm.
- ➢ Student Services Office Hours are 9:00 am – 6:00 pm, Monday through Friday. Times may vary depending on the demands of the academic calendar.
- ➢ Business dealings with school personnel (i.e., card key business, facilities reservations, equipment reservations and pickups, payment of tuition and deposits, insurance certificate requests, student verification letters, etc.) must be conducted during the College's business hours.

HOUSING NOT PROVIDED

The College does not have dormitory facilities available for its students. The College has full-time, dedicated staff available to facilitate local and long-distance transitions for enrolled and active students. Our housing coordinators assist students in finding accommodations that fit a wide range of budgetary and lifestyle preferences, in addition to student roommate selection. We suggest that each student contact the housing coordinator to begin arrangements as early as possible before school starts. An Estimated Living Expenses for Financial Aid Students estimate is located in the Tuition, Fees and Related Costs section. Please call the main line to be connected to a housing coordinator, or email: housing@lafilm.com.

INTERRUPTION OF TRAINING

In the event of extenuating circumstances, students may be permitted to interrupt their training temporarily (IOT). Students must discuss eligibility and ramifications of an IOT with a Student Advisor. An IOT may be granted for a limited time to students who have maintained satisfactory progress. Those not returning to class at the scheduled end of the IOT are terminated using their last actual day of attendance as the date for processing the termination. Students not actively attending classes may not receive living expense disbursements.

LANGUAGE OF INSTRUCTION

All courses of instruction are taught in English. The College does not offer instruction in any language other than English.

LOCATION WHERE INSTRUCTION WILL BE PROVIDED

Lecture classes, lab classes and other educational activities are held at the College's instructional locations in Hollywood, California: 6363 Sunset Boulevard, 6353 Sunset Boulevard, 1605 North Ivar Avenue and 6690 Sunset Boulevard. In a hybrid class, academic technology is used to structure remote activities that replace some of the face-to-face class meetings. The remaining communication is face-to-face, similar to traditional classes. Courses and programs that are designated in this catalog as "online only" are offered using the College's Learning Management System and do not meet face-to-face with other students or faculty members.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION / CREDIT STANDARD

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree or certificate completion will be up to 150% of the credits needed to complete that degree.

PROGRAM WITHDRAWAL

Students will remain enrolled for courses that are not officially dropped on or before the 3rd day of a term, regardless of whether they choose to attend all scheduled class meetings. Tuition will be charged and grades assigned accordingly.   Students who wish to withdraw from their program must notify the Student Services Department. To officially withdraw from the College, students should:

➢ Obtain a Student Withdrawal Form from a student advisor or by emailing the Student Development Department at advising@lafilm.com.
➢ Notify the Financial Aid Office and complete an Exit Interview, if applicable.
➢ Complete the withdrawal Form, including the accompanying questionnaire, and submit it to the Student Development Department.

Refunds, if any, will be paid in accordance with the Refund Policy in the Financial Policy section of the catalog.

RE-ENTRY

Students who have been dismissed and wish to return to school must submit a written request for re-entry. They may re-enter only at the discretion of the College. Students receive financial credit for all previous courses completed at the correlated tuition. Any balance of tuition must be paid prior to re-entry. Upon re-entry, students are placed on probation for one semester and must maintain satisfactory progress to continue.

REPEAT OF A COURSE/RETAKE POLICY

Students with satisfactory attendance who fail a course for academic reasons are permitted to retake the course. Students must maintain satisfactory progress throughout the second attempt and complete all coursework given. There will be no charge for additional credits attempted in a program due to excused absences or poor academic achievement; however, if a student withdraws prior to graduation, all credits (even repeats for academic failure) will be counted toward the tuition owed. Students who

fail a course due to poor attendance, or who retake a course for a third time, must repay the course tuition. There are some courses in degree programs that a student must complete within two attempts, or that student will be dismissed from the program. This information is provided to the students in the syllabus received on the first day of those classes.

SATISFACTORY ACADEMIC PROGRESS

To maintain Satisfactory Academic Progress (SAP), students must attain a minimum cumulative grade point average of 2.0 and complete at least 67% of credits attempted. Satisfactory academic progress is checked at the end of each semester. Please see the "Receipt of Financial Aid Funds Section" for the detailed policy on SAP and SAP appeals.

STUDENT ADA/SECTION 504 GRIEVANCE PROCEDURE

The College, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students who feel that their rights under this policy have been violated may use these grievance procedures to file a complaint.

Any person who wishes to file a complaint or who has questions regarding the College's compliance with these regulations, should contact the following individuals who have been designated as school's ADA/Section 504 compliance specialists:

➢ Jenna Langer, Vice President of Operations,
  6353 Sunset Blvd., 5th Floor, Hollywood, CA 90028
  Phone: 323.860.0789

➢ Yacine Pezzan, Section 504/Student Disability Services Coordinator
  6353 Sunset Blvd., 1st Floor, Hollywood, CA 90028
  Phone: 323.769.2276

INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with a compliance specialist who will attempt to facilitate a resolution. If the compliance specialist is not successful in achieving a satisfactory resolution within seven calendar days, the compliance specialist will inform the student of his or her efforts and the student's right to file a formal complaint.

FORMAL COMPLAINT

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a formal complaint in the following manner:

WHEN TO FILE A COMPLAINT

Complaints must be filed as soon as possible, but in no event later than 14 days after the conclusion of the term in which the concern arose.

WHAT TO FILE

A complaint must be in writing and include the following:

> ➢ Grievant's name, address, e-mail address and phone number.
> ➢ A full description of the problem.
> ➢ A description of what efforts have been made to resolve the issue informally.
> ➢ A statement of the remedy requested.

WHERE TO FILE COMPLAINT

The complaint can be filed by email: **Disabilityservices@lafilm.edu;** or in person at the Student Development Department, 6353 Sunset Blvd., 1st Floor, Hollywood, CA 90028.

NOTICE OF RECEIPT

Upon receipt of the complaint, the compliance specialist reviews the complaint for timeliness and appropriateness for this grievance procedure, and provides the grievant with written notice acknowledging its receipt.

INVESTIGATION

The compliance specialist or his or her designee (hereafter collectively referred to as the "grievance officer") will promptly initiate an investigation. In undertaking the investigation, the grievance officer may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

REPRESENTATION

The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative.

FINDINGS AND NOTIFICATION

Upon completion of the investigation, the grievance officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The final report may also be provided, where appropriate, to any school official whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

FINAL DISPOSITION

The disposition proposed by the grievance officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Vice President of Education (as set forth below) will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the Vice President of Education decides that good cause exists, making the suspension of implementation appropriate.

REMEDIES

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the grievance officer's report may, where appropriate, be sent to school officials to determine whether any personnel action should be pursued.

APPEAL

Within ten calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Vice President of Education the grievance officer's determination. An appeal is initiated by filing a written request for review by email: Disabilityservices@lafilm.edu; or in person at the Student Development Department, 6353 Sunset Blvd., 1st Floor, Hollywood, CA 90028.

The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. The appeal must be directed only to issues raised in the formal complaint that was originally filed or to procedural errors in the conduct of the grievance procedure itself and not to raise new issues.

The compliance specialist will forward the appeal to the Vice President of Education and provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Vice President of Education or his or her designee usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?

2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?

3. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

The Vice President of Education will issue a written decision within 30 calendar days of the filing of the appeal. A copy of the decision will be sent to the parties, the compliance specialist and, if appropriate, to the College official whose authority will be needed to carry out the disposition. The decision of the Vice President of Education on the appeal is final.

RETALIATION PROHIBITED

Filing an informal or formal complaint of discrimination is a protected activity under the law. Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis of another complaint under this policy and may subject the individual engaged in retaliation to discipline under the appropriate student, staff, or faculty disciplinary policies..

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Any student who believes they have been subjected to discrimination on the basis of disability or have been denied access to services or accommodations required by law should follow the ADA/Section 504 Grievance Procedures set forth above.

Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with faculty, staff or student advisors. Appointments with a Student Advisor, the Director of Academic Success, and/or any other staff member may be scheduled.

In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may acquire a complaint form from Yacine Pezzan, Senior Student Success Advisor at 323-960-3860 and submit in writing the concern to the Vice President of Operations, Jenna Langer on the 5th floor of Building 2, 6353 Sunset Blvd, Hollywood, CA 90028. The Vice President of Operations will review each complaint with all appropriate staff members and provide a written response to the student within 15 days of receiving the grievance.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the College for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org.

A copy of the ACCSC Complaint Form is available at the College and may be obtained by contacting Yacine Pezzan, Senior Student Success Advisor at 323-960-3860 or online at www.accsc.org.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College, may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained by going to the bureau's Internet web site at www.bppe.ca.gov.

STUDENT RECORDS

Student records are kept on the premises for a period of five years after graduation. Student transcripts are retained indefinitely. Students may request copies of their academic transcripts by submitting a request with student's full name (maiden or former name if applicable), social security number, and dates of attendance to: The College, c/o Registrar, 6363 Sunset Blvd, Hollywood, CA, 90028.

UNDERGRADUATE DEGREE HONORS

Degree honors will be awarded if you graduate from either an associate's or bachelor's degree program with an enrollment cumulative GPA:

- *Summa Cum Laude*: 3.80 to 4.0
- *Magna Cum Laude*: 3.70 to 3.79
- *Cum Laude*: 3.50 to 3.69

This honor will be included on your diploma and your transcript.

VACCINATION POLICY

The College does not require any particular vaccinations as a prerequisite for enrollment.

VOTER REGISTRATION

The College makes voter registration forms available to students enrolled in our degree programs. The forms are available in the Student Advising Department.

STUDENT CODE OF CONDUCT

The Los Angeles Film School is a place that promotes responsibility, respect, civility, and academic excellence in a safe and professional learning and teaching environment. The Student Code of Conduct sets a clear standard of behavior and professionalism that is expected not only of our institution but of the industry for which we train. It specifies the mandatory consequences for student actions that do not comply with these standards.

GUIDING PRINCIPLES

All participants involved, including students, teachers and staff, are considered the School Community and are included in the Standards of Conduct, whether they are on school property or at a school-authorized event.

➢ All members of the LA Film School Community are to be treated with respect and dignity.
➢ Members of the LA Film School Community are expected to use nonviolent means to resolve conflict.
➢ The possession, use, or threatened use of any object to injure another person endangers the safety of the LA Film School Community and will not be tolerated.
➢ Insults, disrespect, or any type of harassment are not part of a professional environment and will not be tolerated.
➢ Classroom disruptions are detrimental to the learning and teaching environment.

RESPONSIBLE CITIZENSHIP

1. All members of the LA Film School Community must:
2. Treat one another with dignity and respect at all times.
3. Demonstrate honesty and integrity.
4. Respect and treat others fairly, regardless of their race, ancestry, color, religion, gender, disability, socioeconomic status, or sexual orientation.
5. Comply with applicable local and federal laws.
6. Show care and respect for school property.
7. Respect the need of others to work in an environment of learning and teaching

PROHIBITED CONDUCT

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the school is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs on or off campus.

Unacceptable conduct includes but is not limited to the following:
1. Cheating or plagiarism in connection with an academic program at the school, see Academic Integrity Policy.
2. Forgery, alteration, or misuse of school documents, records, or identification or knowingly furnishing false information to the school or any school employee.
3. Forgery or identity theft including but not limited to alteration or illegal usage of school documents, school records, and/or entrance applications.

4. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
5. Conduct reflecting discredit on the professional ethical standards of the school.
6. Harassment of any kind including, but not limited to, threats and sexual harassment.
7. Physical abuse on or off campus property of the person or property of any member of the campus community.
8. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons on school property or at a school function.
9. Abusive behavior including the use of profanity directed toward school staff, faculty, students, guests or visitors.
10. Obscene, lewd, or indecent behavior on campus or at a school sponsored function.
11. Hazing or false imprisonment.
12. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on school property or at school sponsored student events.
13. Possessing, distributing, manufacturing, or using alcohol on school property or at school sponsored student events (except as expressly permitted by law and officially approved in advance by the appropriate Department Vice President).
14. Defacement, vandalism, tagging or using graffiti on school buildings or property.
15. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
16. Breaking into or unauthorized use of any campus facility or building.
17. Theft of school property, or assisting in storing or knowingly using stolen school property, as well as the non-return of borrowed (checked-out) equipment.
18. Misuse of the school's computer system including hacking into school computer records, or knowingly sending computer bugs or viruses electronically.
19. Destruction of school property, including library vandalism.
20. Obstruction of school buildings, building entrances, school vehicles.
21. Disruption of the campus educational process, administrative process, or other campus sponsored event.
22. Refusal to follow instructions given by school personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
23. Violation of any published school rules and regulations now or later in effect.

DISCIPLINARY PROCEEDINGS

The focus of any inquiry relating to an alleged Code violation shall be to determine if an individual is responsible or not responsible for violating the disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding.

Students may be accountable to both criminal and civil authorities and to the school for acts that constitute violations of the law and of this Code. Disciplinary action at the school will normally proceed despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Student behavior found to be in violation of any published school policy, rule, or regulation, including the Student Code of Conduct, will result in disciplinary action, up to and including summary dismissal

from the school. Disciplinary sanctions can be imposed on applicants, enrolled students, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

PROCESS

Alleged violations of the Student Code of Conduct may be reported to the Student Conduct Officer by an instructor, staff, security, or a fellow student and this incident/behavior will be officially documented. If the matter in question constitutes a potential violation of the Code of Conduct the student will be asked to meet with the Student Conduct Officer. The Student Conduct Officer will conduct an investigation and determine the appropriate action to be taken. After meeting with the Student Conduct Officer, the student may be found not responsible for the incident/behavior in question, Informal Action may be taken, Formal Action may be taken, or the student may be referred to the Student Conduct Committee.

If referred to the Student Conduct Committee (SCC), the student may be asked to attend an SCC Hearing and to provide any supporting evidence they have available. After an investigation of the alleged incident/behavior, the SCC will determine the appropriate action to be taken. The student may be found not responsible for the incident/behavior in question or Formal Action may be taken.

SANCTIONS

During the disciplinary process, every attempt will be made to foster student learning through a system of appropriate and escalating consequences. Student may be subject to the following sanctions and penalties as part of the school disciplinary process:

Warning: Written notice to a student that continued or repeated violations of specified school policies or campus regulations may be cause for further disciplinary action. A permanent record of the violation(s) will be retained in the student's file.

Educational & Developmental: You may be assigned an educational task, community service, or may be referred to an internal or external organization for classes and/or support.

Suspension: Termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies of violation of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal: Termination of student status at the school.

Restitution: Reimbursement for damage to or misappropriation of either school or private property; may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

MANDATORY SANCTIONS

Suspension followed by a dismissal hearing, as well as police involvement, will be used for the following offenses:
➢ Possession of a weapon, including, but not limited to, firearms and knives
➢ Possession of illegal drugs or trafficking drugs or weapons
➢ Use of a weapon to cause bodily harm or to threaten serious harm
➢ Serious physical assault
➢ Sexual assault

Suspension followed by a penalty hearing will be used for the following offenses:
- ➢ Acts of vandalism causing damage to school property
- ➢ Threatening physical assault against any member of the faculty, staff, or student body
- ➢ Being under the influence of alcohol or illegal drugs

SANCTION APPEALS PROCESS

During the appeals process the school reserves the right to impose sanctions.

A student has the right to appeal the decision of the Student Conduct Officer to a Student Conduct Committee if:
- ➢ The incident/activity in question was not a violation of the Student Code of Conduct or any other school rule or regulation.
- ➢ The administrative process violated the student's rights.
- ➢ The findings were unsubstantiated.
- ➢ The sanction or outcome was inconsistent with prescribed sanctions/outcomes for similar cases.
- ➢ Additional relevant information has become available since the initial decision that is sufficient to alter said decision.

A student has the right to appeal the decision of the Student Conduct Committee only if additional relevant information has become available since the initial decision that is sufficient to alter said decision.

Please see the Student Handbook for additional information regarding conduct standards and the disciplinary process.

STUDENT SERVICES

ALUMNI RELATIONS

We encourage our graduates to stay in touch, update us on their achievements, and continue to foster professional relationships by attending our Guest Speaker lectures and on-campus employer presentations, as well as school screenings and special events. Graduates may continue to receive job/internship listings and utilize Career Development's services after graduation provided they are in good standing with the College.

CAREER DEVELOPMENT SERVICES

With the help of the Career Development Department, our alumni members are truly making their mark in the entertainment industry: working with notable artists, studios and production companies on major feature films, television shows, albums, music videos, video games, and animation projects. Staffed by entertainment industry professionals, the Career Development Team advises students on successful career strategies, prepares them to effectively enter the professional workplace and to achieve success in their chosen field.

CAREER ADVISING

Each student is assigned a specific Career Advisor in order to identify and target his or her entry-point into the industry, and receive advice on developing a job search and career plan. These activities – coupled with the student's creation of a professional career portfolio (resume, cover letter, demo reel, website, etc.) – are designed to set the student upon a successful career path. Optional "Open Door" Advisory Sessions, Workshops, and Mock Interviews are also available on an ongoing basis for those interested in additional assistance.

EMPLOYMENT POTENTIAL

The College makes no representations or guarantees as to a student's employment potential or earning potential upon successful completion of the program. Students should keep in mind that the entertainment industry as a whole is a highly competitive field of endeavor, and as a result, many talented individuals who strive to enter these fields might fail to succeed.

EMPLOYMENT ASSISTANCE

Graduating students and alumni receive weekly listings of open jobs and internships, as well as industry-related events and opportunities on campus and throughout the entertainment community. Education and networking opportunities received from workshops and advisement sessions will give students the ability to find employment entirely on their own – a survival necessity in a predominantly freelance industry.

The Career Development Department makes a reasonable effort to assist each graduate with securing gainful employment, but does not provide any guarantee of employment. The Career Development Team requires a consistent and professional relationship with each student or graduate in order to provide effective assistance.

GUEST SPEAKERS

The College hosts guest speakers from various aspects of the entertainment industry. These experiences provide students with unprecedented access to current industry professionals so they can receive real world advice, hear stories "from the trenches," ask targeted questions to those working in their field of interest, put their networking skills into practice, and gain inspiration from artists they admire.

INTERNET ACCESS

Students are provided free wireless internet access in all buildings on campus.

LIBRARY AND LEARNING RESOURCE CENTER

Students have access to learning resource system materials in the Library Learning Resource Center (LRC) located on the 5th floor of the 6363 Sunset Boulevard building. The LRC is open from 8:00am-8:30pm Monday through Friday and Saturday 8:00am-4:00pm. The LRC has more than 5,000 physical holdings and several computer workstations that students can use to access a significant collection of online learning resource materials including the Library and Information Resources Network (LIRN), an online library with over 60 million journal articles, books, encyclopedias, newspapers, magazines, audio and video clips Virtual Library Collection.

STUDENT SUCCESS DEPARTMENT

The Student Success Department works collaboratively with the students, faculty and administration to create a positive environment for development throughout our student's academic journey. The staff provides support and encouragement that enables students to develop character and integrity while expanding their competency and skills. We strive to endorse learning in the classroom and in the community, not only through academics but through personal growth and maturity.

The Student Success Department provides services through Student Advising, Student Records, and the Academic Success Division. Advisors work closely with the faculty to ensure the best support services for all students. Student Advisors can assist with scheduling issues, leaves of absence, community referrals, and can act as a contact for parents. Student Advisors are available during regular office hours Monday through Friday, either by appointment or on an availability basis.

SERVICES FOR STUDENTS WITH DISABILITIES

The College is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the College also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the College's mission. By advancing these aims, the College ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations. Please provide written documentation to the Student Disabilities Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary. Such documentation must:

➢ Be from an appropriate professional.
➢ Not be more than three years old.
➢ Provide a clear understanding of how the student is presently functioning.

The College's confidentiality policy provides that only the appropriate school personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent. Please provide ample time when requesting special accommodations. All requests will be evaluated prior to any arrangements made of the anticipated need for service/support. The College cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make these arrangements. Whenever possible, please provide at least 60 days advance notice. The Student Disability Coordinator will make the determination of reasonable accommodations for students with disabilities.

SERVICES FOR MILITARY AND VETERAN STUDENTS

EDUCATION BENEFIT PROGRAMS

In some cases military educational benefits will not cover the entire cost of tuition. All military students with a gap in tuition will need to secure their enrollment in congruence with school policies prior to starting class. Veteran students applying for military benefits are encouraged to speak with a military admissions representative or military transition manager at The Los Angeles film School prior to enrolling for any benefit. To do so, please call or send an email to military@lafilm.edu.

MILITARY TUITION ASSISTANCE

Eligibility and the amount of active duty or reserve tuition assistance is determined by the branch of service. Students must independently apply for tuition assistance through their command/on base. Tuition assistance is paid directly to the institution.

CHAPTER 30, THE MONTGOMERY G.I. BILL-ACTIVE DUTY

Veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active duty persons with eligibility as of October 1, 1996 who elected to participate in the Montgomery G.I. Bill. Eligibility is decided by the VA. Benefits are paid directly to the student.

CHAPTER 31, VOCATIONAL REHABILITATION AND EMPLOYMENT

Veterans with a service-connected disability, or who are rated 10 percent of more disabled according to the Department of Veterans Affairs. Eligibility is decided by a VA caseworker. Tuition is paid directly to the College; other benefits may be paid to the student.

CHAPTER 32, VETERANS EDUCATIONAL ASSISTANCE PROGRAM

Veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty.

CHAPTER 33, THE POST-9/11 G.I. BILL

Veterans who accumulated at least 90 days of aggregate service on or after September 11, 2001 with an honorable discharge, or those who received a service-connected disability after 30 days of service may be eligible for Chapter 33, as determined by the VA. Tuition and fees are paid directly to the College, with BAH and book stipends paid directly to the student. All payments are proportionate to Chapter 33 eligibility rating, with BAH payments based on DoD calculator (use school zip code for an E-5 with dependents). This benefit is frequently revised. Please refer to the VA for comprehensive changes to this benefit.

CHAPTER 33/TEB, THE POST-9/11 G.I. BILL TRANSFER

This option is for Chapter 33-eligible service members to transfer unused benefits wholly or in increments to spouses and/or children.

THE YELLOW RIBBON PROGRAM, A COMPONENT OF CHAPTER 33, THE POST-9/11 GI BILL

The College is a proud participant in this joint tuition grant-matching program with the VA for students who are entitled to the 100% eligibility rate. Yellow Ribbon amounts are applied solely and directly to tuition.

CHAPTER 35, SURVIVORS AND DEPENDENTS ASSISTANCE PROGRAM

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated by the VA as 100 percent permanently disabled.

CHAPTER 1606, THE MONTGOMERY G.I. BILL-SELECTED RESERVE

Benefits are paid directly to eligible individuals who have committed to the required length of enlistment in the Selected Reserve.

CHAPTER 1607, RESERVE EDUCATIONAL ASSISTANCE PROGRAM

Chapter 1607 is potentially payable for individuals in the reserves who were recalled for active duty for at least 90 days beginning September 11, 2001 or later. Eligibility is determined by either DoD or DHS.

MYCAA, MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT

MyCAA is available to spouses of active duty service members in pay grades E1-E5, W1-W2, and O1-O2, including the spouses of activated Guard and Reserve members within those ranks. Spouses of Guard and Reserve members must be able to start and complete their courses while their sponsor is on Title 10 orders.

VA SATISFACTORY ACADEMIC PROGRESS

The VA maintains specific criteria that supersede institutional policy for Satisfactory Academic Progress. A veteran shall be subject to the loss of certification and the cessation of future funds from the U.S.

Department of Veterans Affairs if the veteran's cumulative academic work falls into one of the following categories:

1. The student has been academically dismissed.
2. The student has had more than 50% of units attempted with an "F," or "Incomplete," for three consecutive classes.
3. The student has been on academic probation (below a 2.00 cumulative GPA) for three consecutive classes.

Veterans who are in the (a) or (b) categories will be subject to dismissal as well as loss of certification. Veterans who are in the (c) category will lose certification and eligibility for the continuation of VA education benefits but will not be subject to dismissal (as long as the cumulative GPA remains at or above 2.0). Students may be dismissed for failure to maintain a 2.0 GPA if they are unable to raise the GPA up to 2.0 after a three month probation period. Students which are placed on academic or progress probation are required to obtain counseling through student services.

VA STUDENT ACADEMIC FAIL DEBT ACCRUAL

In situations in which a class is not satisfactorily completed, VA reserves the right to debt the student for some or all of the costs associated with the class, including tuition, fees, book/supplies, yellow ribbon, and Basic Allowance for Housing (BAH). In certain situations, VA will pay for multiple attempts at classes, as long as student is still maintaining satisfactory progress through VA's Satisfactory Academic Progress Policy.

CHANGE OF STATUS/AVOIDING BAH DEBT ACCRUAL

Students who neglect to inform the military benefits officer of a change of status in program may find their BAH has been withheld from the VA. In order to assist students in this situation, we highly suggest students immediately share any paper correspondence with the campus certifying official/military benefits officer.

BENEFIT RECIPIENT RESPONSIBILITIES

Veterans receiving Veteran Administration funding for any portion of their program are responsible to directly notify the campus certifying official or military benefits officer of any change of status in their program to include:

➢ Transferring credits to program from another institution
➢ Testing out of a class
➢ Receipt of a failing grade for an entire class
➢ Modifications to the original program sequence as outlined in the catalog
➢ Change of program
➢ Switching from an accelerated program track to an extended track or vice versa
➢ Exiting the program

Students are expected to contact the military benefits officer by visiting in person, speaking with them over the telephone, or emailing: military@lafilm.com. Failure to communicate program changes may cause overpayment or underpayment of tuition and/or fees, which may result in debt collection practices from the VA's Debt Management agency or BAH withholding. VA instructs institutions to cut refund checks to students who are issued overpayments for these reasons only, in accordance with The College's refund policy. All other monies will be returned to the issuing agency.

BENEFIT ATTENDANCE NOTICE

The Department of Veterans Affairs will not pay tuition for retaking courses if the failing grade is attributed to failure to meet class attendance requirements. If the campus certifying official is not informed of a break in attendance, the first day eligible for a "W" will be used as the reporting date to the U. S. Department of Veterans Affairs.

BREAK PAY

The VA does not pay BAH during school breaks.

BENEFIT DISQUALIFICATION AND APPEAL PROCESS

Veterans wishing to appeal a loss of certification (loss of benefits) must file an appeal with the Student Services Office within 15 business days of notification of loss of certification. The appeal will be considered in a non-arbitrary manner for mitigating or extenuating circumstances. The burden to document the appeal in a reasonable timeframe is on the Veteran. The appeal will be adjudicated by a panel composed of 1) the Director of Military Affairs or his/her designee, 2) The Vice President of Education or his/her designee, and 3) the Vice President of Student Services or his/her designee. The decision of the Appeals Panel is final.

VA REFUND POLICY

The College complies with The Department of Veteran Affairs standards, which defers to institutional refund policy (outlined in the Refund Policies section). Military education benefits received for students who cancel their enrollment prior to matriculation will be sent directly back to the issuing agency.

MILITARY LEAVE POLICY

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as military service requirements, provided that any combined leaves of absence do not exceed 180 days within the 12-month period. However, students who are issued military orders should communicate their obligation and activation dates as soon as possible to both the Student Services and Military Services Departments. The period of the leave of absence may not begin until the student has acknowledged the following:

➢ A traditional leave of absence period may not exceed 180 days within any 12-month period and the College has approved a written and signed request for an approved leave of absence.

➢ A military-service related leave of absence request that extends beyond 180 days must be accompanied with orders and the re-instatement to active student status.

➢ All school equipment loaned out to the student taking leave will need to be returned to the Equipment Room (ER) before the leave of absence is granted.

➢ Re-entry into the program of study requires that students check back into school through the Student Services Departments to co-ordinate scheduling and be directed to the appropriate departments to include the Military Services Department to re-instate program funding.

Upon submitting travel vouchers within the 180 day time frame and one month within the date on the approved travel voucher, military students will not be required to pay re-take fees for classes dropped

due to the call to service using grants, VA monies, or cash. Further, military students will not be charged tuition for classes not yet taken. Official orders are required for consideration for an extended leave of absence beyond 180 days. Failure to return to school within the 180-day time-frame that are a result of extended military service leave will require approved military travel orders with no longer than one month between the military approval date and the re-instatement date. Every consideration to use existing credits will be exercised, however, extended absences may result in retakes or new classes that are part of a revised curriculum and will subject students to review by the Program Director.

SCHOOL FACILITIES

ADVANCED DIGITAL AUDIO LAB

This advanced ProTools lab is where students complete their 201 and 210M coursework within the Avid Operator Certification Program. The lab features Apple workstations running Avid Pro Tools systems with Yamaha Motif synthesizers, Lexicon processors and M-Audio Axiom 49 MIDI controllers.

ADVANCED POSTPRODUCTION LAB

This 24-station editing suite is the College's postproduction facilities. 24 networked Avid Media Composer Nitris DX systems allow students to work collaboratively using the advanced hardware, software, and asset management tools. Advanced hands-on training with Avid technology gives Advanced Postproduction students the skills and resources necessary to complete their final film projects at the professional level and output them to DvD and/or Blu Ray In their laptop bundle as well, allowing the training to go beyond the traditional class and lab boundaries.

ANALOG GAME LAB

This unique facility is home to a large collection of board games and game components from around the world. It provides students in the Analog Game Theory course with an environment to play, study and experiment with game mechanics, design, and interaction.

ANIMATION LAB

This creative environment takes an entirely new spin on the traditional art studio reflecting 21st century technology and workflow. 24 stations equipped with high-end Dell workstations, WACOM Cintiq interactive pen displays, and a full palette of professional software provide aspiring animators and digital artists the freedom to create entirely in the digital domain while using traditional drawing, painting, and sculpture techniques. A central platform for models, dual projection systems, and a 3D printer complete the LA Film School's Animation Lab.

CHAPLIN STAGE

The Chaplin Stage is home of the Cinematography Department. It features lighting and grip equipment, and a compliment of professional cameras which students will learn the art and science of cinematography in a studio setting.

CLASSROOMS

The College's classrooms are equipped with full A/v support including 50-inch plasma displays and/or projection systems.

CONSOLE LAB

One of the first stops for recording students, this lab is built on Soundcraft Ghost LE 24-channel analog recording consoles housed in Argosy studio furniture. Each station also includes a multi-track hard disk recorder, CD recorder, and outboard signal processing. A central Pro Tools system allows instructors to feed audio to all student stations for recording exercises. Students also practice system connection and configuration on several systems designed for this purpose.

DIGITAL AUDIO ESSENTIALS LAB

The Digital audio Essentials lab is where students begin their Pro Tools Operator Certification training. This multi-station lab provides a vehicle for the Pro Tools 101 and 110 curriculum using Apple computers and Pro Tools software.

DIGITAL CONSOLE SUITES

These two labs are where students experience their first studio recording sessions with professional grade equipment. Each Digital Console Suite features an Avid Pro Tools workstation with a D-Command digital work surface.

DUBBING STAGE

The Dubbing Stage is a fully functional 32-seat movie theater with a multi-operator Avid ICON digital work surface and four ProTools HD. Re-recording mixers use this studio to combine all of the different sounds, including the actor's dialogue, the sound effects, and the film's musical score into a final multichannel soundtrack before it is ready to be seen by the audience.

FOLEY/ADR SUITES

Each of these audio postproduction studios provides the student with the resources necessary to replace the dialogue recorded on set or on location when necessary. The Foley/ADR studios also provide an opportunity to create, record, and edit physical sound effects utilizing ProTools digital audio workstations.

GAME PRODUCTION LAB

This multi-station lab provides Game Production students with an environment where they can develop and test video games. Each workstation is equipped with an Alienware workstation, an assortment of game consoles, dual monitors, and a full complement of professional software. In addition, dual projection systems, freestanding arcade games, pinball machines, and plasma displays allow students and staff to complete crucial hands-on research and development tasks.

GREEN SCREEN

The Green Screen stage features a lighting grid and a green screen cyclorama or "cyc" backdrop. This facility allows students to shoot live action in front of the cyc then combine those elements with other images through the process of compositing. It is a key component to visual special effects work.

ICON STUDIOS

These all-digital mixing rooms feature full-blown Avid ProTools HD systems attached to 32-fader ICON D-Control digital work surfaces. Joystick surround panners, a wide variety of plug-ins, and a 5.1 channel monitoring system allow students to complete multichannel music or sound-for-picture projects in full surround.

INTERMEDIATE SOUND LAB

This lab is where students complete the Avid 210 Post coursework in the Pro Tools Operator Certification program using Pro Tools systems running on Apple computers.

Students practice the art and science of sound design, dialogue editing, and other techniques common to postproduction for feature films, television programs, and video games.

IVAR THEATRE

The Ivar Theatre provides 8,000 square feet of multipurpose production space. The Ivar can be used as a theater, meeting place, rehearsal hall, or to house an event as needed.

MASTERING LAB

The mastering lab is designed to train students in the art of audio mastering and CD authoring. This unique lab features 17 stations with 27" Apple iMac workstations and Focusrite Saffire Pro 24 audio interfaces. Students are trained in the process of mastering using Steinberg's Wavelab software and Waves plug-ins.

MIDI LAB

This 16-station lab environment features Apple's logic Pro software on iMac computers. The MIDI lab introduces students to logic Pro and the world of MIDI. Students utilize this space to create and edit MIDI sequences, employ plug in software, and learn basic music theory.

MIXING CONCEPTS AND TECHNIQUES LAB

Students further their Pro Tools knowledge and develop pro-level mixing skills in this lab featuring Apple workstations with Pro Tools software, a varied set of audio plug-ins and Euphonix Artist Series control surfaces.

NEVE VR36 STUDIO

This studio features a 36-channel Neve VR console with Flying Faders automation attached to an Avid ProTools HD2 workstation. Additional equipment includes JBl lSR6328p monitors with subwoofer as well

as a generous selection of high-end outboard signal processing equipment from Empirical labs, TC Electronic, Eventide, lexicon, DBX and more. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

NEVE VR 60 STUDIO

This high-end recording studio features our largest analog console: a 60 channel Neve VR with Flying Faders automation. Multi-track recording is done with a 48 channel ProTools HD system and a 24 track Studer A827 2" analog tape recorder. The studio is also equipped with a diverse collection of microphones and signal processing equipment. The adjacent live room is equipped with a full drum set, a vintage Hammond organ with Leslie rotating speaker cabinet, guitar amplifiers by Marshall and Vox, and an assortment of hand percussion.

OUTBOARD LAB

The Outboard Lab is specifically designed to train beginning audio students in the use of outboard signal processing equipment. The room features 20 student stations featuring equipment from TC Electronic, DBX, and Aphex among others as well as Tascam CD recorders for students to record their results for further study. The stations are fed audio from a central Avid ProTools system that instructors use to lead the class in various exercises.

PERMANENT SET

The permanent set is designed to recreate a small upscale hotel on the California coast for use by students in the Production 1 course. It consists of a hotel reception and sitting area, a dining room and bar, a courtyard, an office and a well equipped kitchen. It is fully decorated, furnished and rigged with lighting to enable filming both day and night interiors. Through the doors and windows, a large-scale painted backdrop provides ocean views.

PRODUCTION DESIGN LAB

In the Production Design Lab students are encouraged to assume the role of production designer and explore their artistic side. The lab is equipped with drafting tables, an extensive library of art and design books, materials for mockups, a conference table, armchairs, and a couch, allowing Production Design and Art Direction students to get creative in comfort while overlooking Hollywood.

PRODUCTION SPACES

The College is home to multiple professionally equipped production spaces with grip and lighting equipment packages on each. Students use these facilities to complete their production coursework, including set design and construction, lighting, cinematography, directing, and all the other aspects of film production as they complete scenes and short films for their courses.

SSL DUALITY SE STUDIO

This studio is home to a48-channel Solid State Logic Duality SE recording / mixing console. The SSL is housed in an acoustically optimized control room that is connected to two large isolated recording rooms, allowing students to take part in complex music production sessions. Multitrack recording is done with a 24 track Studer A827 2" analog tape recorder and an Avid ProTools HD workstation.

Rounding out the package is a diverse collection of industry standard microphones and signal processing gear.

SSL XL9000K STUDIO

This studio features the highly regarded 48 channel Solid State Logic XL 9000K series console interfaced with a 48-channel Avid ProTools HD workstation. The room also includes an incredible 2.1 monitoring system by Dynaudio Acoustics and a large collection of high-end vintage and modern digital outboard signal processing equipment. While this room is primarily used for mixing, it also has an isolation booth for recording and overdubbing.

SYSTEMS SUPPORT LAB

The Systems Support lab features soldering stations and test equipment for training in basic electronic troubleshooting and cable making as well as install components, update drivers, and perform other standard computer maintenance tasks.

DEGREE PROGRAMS
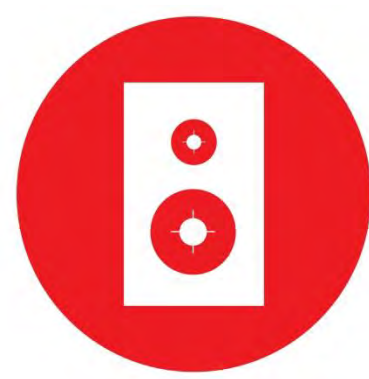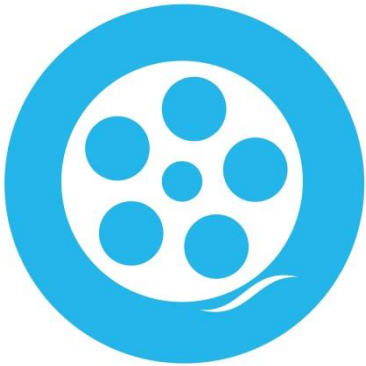
COMPUTER ANIMATION
ASSOCIATE OF SCIENCE

The Computer Animation Associate of Science Degree Program at The Los Angeles Film School is designed to take the student through the production pipeline from modeling to character animation, special effects, and final compositing. The basic principles behind computer-generated models, characters, animation, and visual effects are studied and then those principles are put to use just like animation professionals do when developing films or games. The program uses the same hardware and software used in professional animation studios, so students gain the skills needed to hit the ground running when embarking on a career. To highlight these skills, all students create a demo reel that showcases their best work. To help make the transition from school to career, the College has a team of professionals that can help polish your résumé and interviewing skills. In addition, the Career Development services and advisors will be available for support and assistance throughout your career – not just during your education.

OBJECTIVE

Our goal is to provide you with the focused knowledge and understanding of 3D computer character animation and visual effects needed to qualify for entry-level, industry positions as scene builders, character designers, technical directors, motion animators, visual effects animators, lighters, and renderers. Besides the program's strong 3D computer graphics focus, you will build other skills in peripheral media and digital courses that will enhance your opportunities in related fields. In addition to technical proficiency and creative development, your education will help you develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing you with tools to help sustain a long and productive professional career in the entertainment and media industry.

PROGRAM REQUIREMENTS

The A.S. in Computer Animation program is 66 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE SCHEDULE BY MONTH

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	AVE 100 Fundamentals of Art: Life Drawing	ENG 101 English Composition / AVE 110 Object Perspective	AVE 130 Storyboarding	AVE 140 2D Animation	AVE 150 3D Foundations
7	**8**	**9**	**10**	**11**	**12**
AVE 160 Model Creation	MAT 121 College Mathematics / AVE 185 Sculpting	AVE 190 Digital Sculpting	AVE 210 Fundamentals of Animation	HUM 251 Historical Archetypes and Mythology	AVE 200 Character Design
13	**14**	**15**	**16**	**17**	**18**
AVE 230 Character Rigging	AVE240 Character Animation / SPC 214 Interpersonal Communications	AVE 280 Shading and Lighting	AVE 280 Visual Effects	AVE 180 Compositing Fundamentals	CAN 287 Animation Final Project

ANIMATION AND VISUAL EFFECTS
BACHELOR OF SCIENCE

The Animation and Visual Effects Bachelor of Science Degree Program at the Los Angeles Film School is centered on real-world production processes. From storyboarding, sketching, and modeling to character animation, special effects, and final compositing, the Animation and Visual Effects degree program takes you through the entire production pipeline. The program starts by familiarizing the students with the art concepts behind animation; drawing, sculpting, and other traditional forms of expression that are essential parts of getting art onto the computer. The basic principles behind computer-generated models, characters, animation, and visual effects are taught next. Then those principles are put to use just like animation pros do when developing films, television shows, commercials, and games. By using the same hardware and software as professional animation studios, the skills needed for immediate success on the job are developed. To highlight these skills, all students complete their education by creating a demo reel that showcases their best work.

Learning the essential art and technology elements of this field is just one part of the Animation and Visual Effects program. Courses focusing on computer business applications, personal finance management, communication skills, and how to prepare for a first job in the animation industry are also provided.

OBJECTIVE

The goal of the program is to provide students with the focused knowledge and understanding of 3D computer character animation and visual effects needed to qualify for entry-level, industry positions as scene builders, character designers, technical directors, motion animators, visual effects animators, lighters, and renderers. Besides the program's strong 3D computer graphics focus, other skills are developed in peripheral media and digital courses that will enhance employment opportunities in related fields. In addition to technical proficiency and creative development, the Animation and Visual Effects Bachelor of Science degree will help develop critical thinking, problem solving, and analytical skills that contribute to life learning – tools to help sustain a long and productive professional career in the entertainment and media industry.

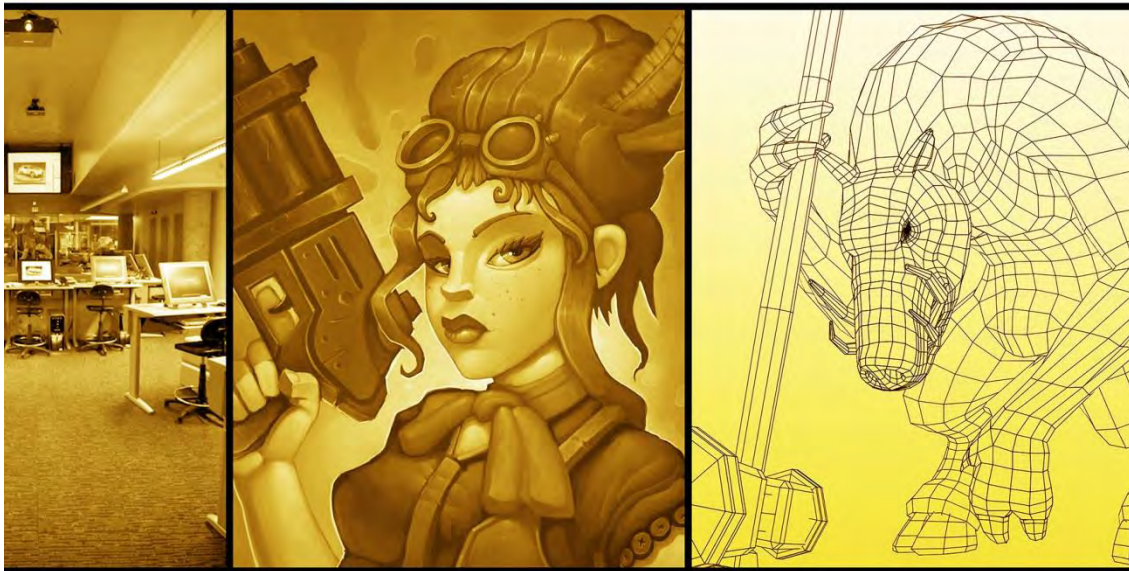# CHRONOLOGICAL COURSE SCHEDULE BY MONTH

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	AVE 100 Fundamentals of Art: Life Drawing	ENG 101 English Composition AVE 110 Object Perspective	AVE 130 Storyboarding	AVE 140 2D Animation	AVE 150 3D Foundations

7	8	9	10	11	12
AVE 160 Model Creation	MAT 121 College Mathematics AVE 185 Sculpting	AVE 190 Digital Sculpting	AVE 210 Fundamentals of Animation	HUM 251 Historical Archetypes and Mythology	AVE 200 Character Design

13	14	15	16	17	18
AVE 230 Character Rigging 1	AVE 240 Character Animation 1 SPC 214 Interpersonal Communications	AVE 280 Shading and Lighting	AVE 290 Visual Effects 1	AVE 180 Compositing Fundamentals	SBS 106 Behavioral Science AVE 170 Art Creation for Games

19	20	21	22	23	24
AVE 200 Character Design and Creation	ENG 326 Professional Writing	AVE 220 Advanced 2D Animation	SBS 410 Technological Literacy	AVE 250 Character Rigging 2	SBS 305 Leadership and Organizational Behavior

25	26	27	28	29	30
AVE 260 Character Animation 2	HUM 420 Contemporary Art	AVE 270 Portfolio Preproduction	AVE 310 Visual Effects 2	AVE 300 Motion Graphics 1	AVE 330 Advanced Motion Graphics

31	32	33	34	35	36
AVE 340 Compositing and Scene Finishing 1	AVE 350 Compositing and Scene Finishing 2	AVE 360 Animation Production	AVE 480 Portfolio Content Creation 1	AVE 485 Portfolio Content Creation 2	AVE 490 Portfolio Assembly

COURSE DESCRIPTIONS

AVE 100 - FUNDAMENTALS OF ART: LIFE DRAWING AND ANATOMY (3 CREDITS)

The Fundamentals of Art I Course prepares students for the virtual world by having them step away from the computer and observe, touch, and create in the real world. These courses suggest that real-world observation and touch is invaluable in the planning of 3D computer graphics.

AVE 110- OBJECT PERSPECTIVE (3 CREDITS)

The Object Perspective course prepares students for the virtual world by creating digital images and digital sculptures. The course includes the traditional study of light, form, shape, and objects using modern tools to realize them. Students learn to use digital tools to create realistic images in the virtual realm.

AVE 120 – CHARACTER DESIGN (3 CREDITS)

In this course, students develop their modeling skills while learning to utilize software tools to build organic character models. Students then learn how to deform those models to follow the motion prescribed by storyboards and character actions.

AVE 130 - STORYBOARDING (3 CREDITS)

In this class students will learn how to take a story from script to storyboard, paying particular emphasis to story structure and the development of character background and personality. Critical review of storyboarding techniques will be covered for both Animation and Feature Film. Students will be taught the use of camera angels, pans, close-ups, etc. so as to be able to "tell a story" with their boards.

AVE 140 - 2D ANIMATION (3 CREDITS)

The fundamental principles of traditional animation. Using pencil and paper to explore this art form, students are physically responsible for controlling and manipulating a subject's volume, weight, proportion, acting, and movement, thus gaining a more thorough understanding of the animation process. This foundation of traditional animation broadens students' skills as computer animators and enhances their creative ability.

AVE 150- 3D FOUNDATIONS (3 CREDITS)

The 3D Foundations Course familiarizes students with the fundamentals of creating 2D and 3D computer graphics using Autodesk Maya and Adobe Photoshop. Students learn the interface and controls of both programs as they learn basic animation skills that prepare them for the more advanced courses later in the Computer Animation Bachelor of Science Degree Program.

AVE 160– MODEL CREATION (3 CREDITS)

Model Creation is the introductory computer modeling, rendering, and animation course. Students are introduced to the modeling tools used in each step of creating a computer model. By learning the capabilities of each tool and the interaction between tools, students develop techniques and strategies for efficiently creating virtual models.

AVE 170– ART CREATION FOR GAMES (3 CREDITS)

The Art Creation for Games course provides students with a strong knowledge of the way real time 3D content is modeled, textured and exported for today's video games. Students develop game resolution models of hard surface environment props while studying various environments in professionally created immersive video game levels.

AVE 180- COMPOSITING FUNDAMENTALS (3 CREDITS)

The seamless integration of computer-generated elements with real-world, live-action video footage. Students are introduced to compositing and integration techniques commonly utilized by film and video professionals in current production pipelines. Students learn how to accurately reconstruct and composite computer-generated elements to properly match a high definition film or video source, while presenting them the opportunity of working in a node-based compositing environment.

AVE 185 – SCULPTING (3 CREDITS)

This course introduces basic sculpture techniques when modeling with clay. Emphasis is placed on understanding issues of line, plane, shape, and volume. Plaster, metal, clay, and wood are utilized as well as "found material" to help the student understand the form and content of sculpture. Historical sculpture topics supplement this course.

AVE 190- DIGITAL SCULPTING (3 CREDITS)

The fundamentals of software-based virtual sculpture. Tutorials and exercises will help develop the skills required for the creation of high-resolution virtual models, high fidelity meshes for use in film, or high-res maps for video games. The students will also create multiple levels of an animated character model with layers of accessories such as body armor, hair, weapons, and garments.

AVE 200- CHARACTER DESIGN AND CREATION (3 CREDITS)

The Character Design and Creation course builds on the concepts introduced in the Model Creation course. In this course, students develop their modeling skills while learning to utilize software tools to build organic character models. Students then learn how to deform those models to follow the motion prescribed by storyboards and character actions.

AVE 210- FUNDAMENTALS OF ANIMATION (3 CREDITS)

The Fundamentals of Animation course provides students with the animation tools & techniques required to create, manipulate, and refine any computer-animated sequence. Building on the traditional animation fundamentals of motion and timing, the course teaches students computer animation techniques and applies them to the process of animating modeled projects.

AVE 220 – ADVANCED 2D ANIMATION (3 CREDITS)

Students will continue their studies in 2D animation, bringing their skills into the digital realm. Utilizing software to explore this art form, students are responsible for controlling and manipulating a subject's volume, weight, proportion, acting, and movement, thus gaining a more thorough understanding of the animation process. 2D Software will be utilized in this class.

AVE 230 - CHARACTER RIGGING 1 (3 CREDITS)

The Character Rigging 1 Course introduces students to the foundations of character rigging, which is the process of adding joints and controls to a character that allows an animator to make the it move in a realistic manner. Similar to making a puppet, rigging gives the artist the ability to control a CG character, making it a pivotal step in the animation process. Students will also be introduced to the fundamentals of python programming, which allows artists to modify systems based on a particular job in the animation world. With these programming techniques, students will be able to develop new tools and systems to aid in the development of their character rig.

AVE 240 - CHARACTER ANIMATION I (3 CREDITS)

A focus on the basics of creating strong character animation in 3D software. Students will develop methods for planning an animation, which helps them learn to create work effectively and efficiently. Students will also explore what is important in creating movement that appears lifelike and believable for a character. The goal of this course is to teach students to create character animation that implements strong posing, good staging, and advanced mechanics of motion, while using an effective and efficient workflow.

AVE 250- CHARACTER RIGGING 2 (3 CREDITS)

The Character Rigging 2 Course builds upon the skills learned in Character Rigging I. Students will explore the process of binding and weighting the skin on models to deform in an organic manner, based on preproduction research. Students will also explore more advanced rigging techniques, such as detailed facial control systems and muscle systems, as well as how to integrate dynamic character systems such as cloth, hair and fur simulation into a production workflow.

AVE 260- CHARACTER ANIMATION 2 (3 CREDITS)

The Character Animation 2 Course continues to strengthen students' animation skills by exploring methods for creating movement that is not only entertaining and appealing, but also depicts actions that are driven by the characters' emotions and personality. Students will also analyze methods for creating solid acting choices that are unique and interesting. By using discussion and analysis, students will be introduced to the importance of evaluating their own work, as well as the work of their peers. This enables them to critique each other's projects with the intent of implementing what they have learned into their own animation, preparing them for situations encountered in the real world.

AVE 270 - PORTFOLIO PREPRODUCTION (3 CREDITS)

The Portfolio Preproduction Course develops students' ability to plan, coordinate, and study assets, using traditional methods to demonstrate their learned strengths as a 3D artist. Working from photograph and video reference, students explore and develop characters, environments, vehicles, rigs, and animation ideas. Successful completion of this course arms students with the knowledge of how to use good reference and artistic studies to create production blueprints.

AVE 280 – SHADING AND LIGHTING (3 CREDITS)

The Shading and Lighting course investigates the look and feel, shadows and shading, reflections and atmospheres, and the mood and lighting that bring scenes and models to life. The course provides

students with an understanding of the methods, resources, and time required to create computer-rendered imagery.

AVE 290- VISUAL EFFECTS 1 (3 CREDITS)

The Visual Effects 1 Course introduces the student to the process of utilizing dynamics systems. Throughout the class, students will learn about the core dynamic capabilities inside of a 3D system that will allow them to recreate various real-world phenomena. By observing the real-world behavior of natural phenomena such as sparks, smoke, and fire, students will learn how to study and evaluate the multiple aspects of a truly dynamic system, applying that knowledge to create their own computer-generated effects. Students will also be introduced to the fundamentals of dynamic particle, rigid body, and soft body simulations in a 3D system.

AVE 300 - MOTION GRAPHICS (3 CREDITS)

Techniques to digitize motion, edit sequences, and developing an understanding of simulated motion. Students gain an understanding of motion capture setup and shooting, data tracking, and skeleton retargeting, as well as animation correction and enhancement. This course gives students a deeper understanding of film and game motion capture pipelines.

AVE 310 - VISUAL EFFECTS 2 (3 CREDITS)

The Visual Effects 2 Course will take students' knowledge beyond the Visual Effects I course by covering advanced simulation techniques and rendering options inside a 3D system. Newer simulation engines covering fluid and nucleus-based dynamics will be covered in depth and will be utilized to recreate various real-world phenomena in a realistic manner. Fluid simulations will be generated, recreating a real- world counterpart based on live action reference, and the intricacies of the interactivity of particle, hair and cloth in a nucleus-based system will also be covered.

AVE 330 – ADVANCED MOTION GRAPHICS (3 CREDITS)

The Advanced Motion Graphics will expand upon the techniques learned in Motion Graphics. allowing for the student to incorporate their skills such as digitizing motion, edit sequences, and understanding of simulated motion into an advanced project. This course gives students a deeper understanding of film and game motion capture pipelines.

AVE 340 - COMPOSITING AND SCENE FINISHING 1 (3 CREDITS)

Compositing and Scene Finishing 1 will broaden the base of students' knowledge by offering insight into the process of combining computer-generated imagery with audio and video elements. By learning what happens when rendered imagery is integrated into the post-production process, students will better understand the guidelines of compositing and scene finishing.

AVE 350 - COMPOSITING AND SCENE FINISHING 2 (3 CREDITS)

The Compositing and Scene Finishing 2 course expands the student's skills in the techniques used to meld live action video and audio content with computer-generated images. Students will learn advanced visual effects techniques used in feature films and television.

AVE 360 - ANIMATION PRODUCTION (3 CREDITS)

The Animation Production Course develops students' ability to plan, coordinate, and study assets, using traditional methods to demonstrate their learned strengths as a 3D artist. Working from photograph and video reference, students explore and develop characters, environments, vehicles, rigs, and animation ideas. Successful completion of this course arms students with the knowledge of how to use good reference and artistic studies to create production blueprints.

AVE 480 - PORTFOLIO CONTENT CREATION 1 (3 CREDITS)

The Computer Animation Project I Course is designed to allow students to review and continue advancing their overall knowledge of computer animation workflow, timeline, professional behavior, and mind set. This course prepares students to experience a four-week production deadline, and introduces working under production constraints. Students use their artistic skills and technical knowledge to create a professional quality asset based on reference compiled during Animation Preproduction. All assets are managed and critiqued by an in-lab art director, to help guide projects towards photorealistic expectations under defined deadlines.

AVE 485 - PORTFOLIO CONTENT CREATION 2 (3 CREDITS)

Continued development of asset completion to deadline. The students will incorporate knowledge developed from Portfolio Content Creation1 to improve their artistic sensibilities, workflow, skill sets, technical knowledge, and personal time management. Students will continue working with the in-lab art directors and within the critique process as they work to create photorealistic content. Using the knowledge obtained during previous months, students will work toward meeting their final four-week production deadline. In this course, students work at optimal speed and precision, having a strong understanding of artistic appeal, time management, asset creation, and professional behavior – preparing them for the methods, environments, and conditions experienced in the production arena.

AVE 490 - PORTFOLIO ASSEMBLY (3 CREDITS)

The Portfolio Assembly Course provides students with the time to develop a demo reel commonly expected during interviews. During this time, students take the content developed throughout their degree program and assemble it into a presentable package. Prior to the creation of the demo reel, a student's content is reviewed in an effort to help the student determine the best material for showcasing their talents as a computer animation artist.

ENTERTAINMENT BUSINESS
BACHELOR OF SCIENCE

The Los Angeles Film School's Entertainment Business Bachelor of Science degree program is offered in two formats: a 36-month course of study, or an 18 month "completion" degree designed for individuals who already possess an associate's degree. Both program formats are designed to provide a well-rounded study of the fundamentals of business with a focus on how that knowledge can be applied to the entertainment industry. Students receive training in management, leadership, marketing, accounting, finance, intellectual property, and other aspects of contemporary business. Additionally, the program emphasizes business ethics and corporate social responsibility as well as communication skills and the role personal values may play in the professional life of a business leader. Students receive training in management, leadership, marketing, accounting, finance, intellectual property, and other aspects of contemporary business. Students explore topics that are specific to the business of entertainment – artist management, distribution, and more – providing insight into the inner workings of the industry. Throughout the degree program, students work in a professional, project-based environment, designed to recreate the challenges and opportunities typical in the world of entertainment business.

PROGRAM OBJECTIVES

The goal of the program is to help students develop the skills and knowledge necessary to become successful in a competitive entertainment industry. By providing tools, resources, and practical experiences, graduates will be qualified for entry-level positions in the business.

DEGREE COMPLETION PROGRAM REQUIREMENTS

The B.S. in Entertainment Business Completion Degree is a 60 credit hour baccalaureate completion program 18 months in length. Students must have an earned Associate of Science or Associate of Arts degree from an accredited institution and complete all required program coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER BY MONTH – ENTERTAINMENT BUSINESS COMPLETION DEGREE

1	2	3	4	5	6
EBS 300 Management Principles	SBS 305 Leadership and Organizational Behavior	EBS 410 Business Law	EBS 301 Entertainment Marketing	MAT 310 Statistical Applications	EBS 303 Business Ethics and Social Responsibility
7	**8**	**9**	**10**	**11**	**12**
EBS 411 Intellectual Property	EBS 416 Strategic Planning	EBS 480 Contract Negotiations	EBS 425 Business and Entrepreneurship	EBS 440 Artist Management	EBS 430 Entertainment Media Distribution SBS 410 Technological Literacy
13	**14**	**15**	**16**	**17**	**18**
EBS 420 Venture Capital and Finance HUM 420 Contemporary Art	EBS 302 Accounting Principles	EBS 441 Event Management	ENG 326 Professional Writing	EBS 460 Information Systems and E-Commerce	EBS 490 Final Project

BACHELOR DEGREE PROGRAM REQUIREMENTS

The B.S. in Entertainment Business is a 120 credit hour baccalaureate program 36 months in length. Students must be high school graduates degree from an accredited institution and complete all required program coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER BY MONTH- BACHELOR DEGREE

Students who complete the Entertainment Business Bachelor of Science degree program in 36 months do so by following the schedule shown below. It is possible to complete the program in a shorter time period by carefully planning a schedule with an academic advisor.

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	EBS 101 Overview of Business in the Media and Entertainment Industries	ENG 101 English Composition	EBS 110 Introduction to Management SBS 106 Behavioral Science	HUM 223 Popular Culture in Media	EBS 120 Introduction to Marketing
7	**8**	**9**	**10**	**11**	**12**
MAT 121 College Mathematics	SBS 250 Introduction to Economics HUM 222 Aesthetics and Culture	EBS 141 Excel and Data Reporting	EBS 160 Principles of Business Finance	EBS 200 New Media Distribution Channels	EBS 220 International Business
13	**14**	**15**	**16**	**17**	**18**
EBS 240 Audience Metrics	EBS 250 Business Project Management	EBS 260 Website Design and Editing	EBS 270 Professional Selling	EBS 280 Media Communications and Public Relations	EBS 290 Business Storytelling and Brand Development
19	**20**	**21**	**22**	**23**	**24**
EBS 302 Accounting Principles	SBS 305 Leadership and Organizational Behavior ENG 326 Professional Writing	EBS 303 Business Ethics and Social Responsibility	MAT 310 Statistical Applications	SBS 410 Technological Literacy	EBS 410 Business Law
25	**26**	**27**	**28**	**29**	**30**
EBS 411 Intellectual Property	EBS 416 Strategic Planning	EBS 420 Venture Capital	EBS 425 Business and Entrepreneurship	EBS 445 Entertainment Business Models	EBS 460 Information Systems and E-Commerce
31	**32**	**33**	**34**	**35**	**36**
EBS 470 Digital Marketing HUM 420 Contemporary Art	EBS 480 Contract Negotiations	EBS 300 Human Resources Management	EBS 440 Artist Management	EBS 441 Event Management	EBS 490 Strategic Business Management

COURSE DESCRIPTIONS

EBS 101 - OVERVIEW OF BUSINESS IN THE MEDIA AND ENTERTAINMENT INDUSTRIES (3 CREDITS)

The Overview of the Media Design and Technology Industries Course explores the evolving infrastructures within the industry's various sectors. Students will examine the innovative business methods that reinforce the importance of monetizing the emotional connections fostered within these creative industries, as well as the industry's current business trends. Students will also identify the variety of careers available for business professionals in these industries and their respective skill sets, with an eye toward developing the abilities that relate to their chosen fields.

EBS 110 – INTRODUCTION TO MANAGEMENT (3 CREDITS)

The Introduction to Management Course analyzes the management principles that lead to a successful company, as well as the nature of business decisions. Students learn about creating and maintaining organizational structure within leadership and legal contexts, and further examine human resource principles. The course also contains an introduction to risk management principles and practices, provides different types of risks and the strategies used to minimize them in relation to physical assets, legal liability, employee benefit programs, taxes, and retirement costs.

EBS 120 – INTRODUCTION TO MARKETING (3 CREDITS)

The Introduction to Marketing Course explores general marketing concepts as they relate to the nuances of the entertainment business field. Students construct strategic plans in the selection and development of media products, and are introduced to entertainment licensing concepts and promotional avenues, such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined.

EBS 141 - EXCEL AND DATA REPORTING (3 CREDITS)

The Excel and Data Reporting Course develops the ability to use Microsoft Excel for common business purposes, including analysis and reporting. Course topics include: working with formulas and functions, formatting spreadsheets for effective analysis, creating charts, selecting appropriate chart types, and analyzing entertainment business data. Students identify trends in data and leverage data to convey various business messages.

EBS 160 - PRINCIPLES OF BUSINESS FINANCE (3 CREDITS)

The Principles of Business Finance Course provides students with the skills needed to make financial decisions in a business environment. Students examine the process of financial analysis, financing operations and growth, and the concept of risk versus return. In addition, fundamental financial topics are covered, such as the time value of money, capital budgeting, business valuation, risk management, and personal finance.

EBS 200 - NEW MEDIA DISTRIBUTION CHANNELS (3 CREDITS)

The New Media Distribution Channels course teaches students how to analyze new media distribution channels to determine how to market and deploy their products or services over a multitude of platforms. Students will examine a variety of advanced media components, assess which distribution channels can best help them to accomplish their marketing goals, and then integrate their product/service into those channels, making alterations as needed. The course takes students through the following new media distribution channels: Web 2.0, mobile devices, video games, virtual worlds, web mash-ups, blogs and wikis, email, social media, interactive TV, and podcasting.

EBS 220 - INTERNATIONAL BUSINESS (3 CREDITS)

The International Business Course addresses the complexity and the diversity of business practices in the international business marketplace. A variety of related topics are addressed, including: consumer differences across key international markets; international marketing strategies; economic policies; political and cultural environments and their effect on international business; the impact of geography on business transactions and distribution; and laws, treaties and international labor issues that affect international business.

EBS 240 - AUDIENCE METRICS (3 CREDITS)

The Audience Metrics Course examines how companies in the entertainment industry use key measurements and data sources to make business decisions. Students assess how audience data is used for content development and media buying. Students also learn how companies collect, analyze, summarize, and interpret real-world data related to media.

EBS 250 - BUSINESS PROJECT MANAGEMENT (3 CREDITS)

The Business Project Management Course is a direct study of business management organizational structures through the creation of a project that allows an interactive examination of the principles of organizing, operating, financing, and employing single- and mixed-use projects from the perspectives of a business executive. Students construct strategic plans in the selection and development of sports business initiatives and strengthen their understanding of analytical tools and strategic analysis of the industry. Students also begin developing their individual business proposal for their Final Project course and are challenged to pull together ideas and information from their program of study as they develop their proposal and explore its potential for becoming a viable business.

EBS 260 - WEBSITE DESIGN AND EDITING (3 CREDITS)

The Web Design and Editing Course provides students with the tools they need to develop website branding and messaging through design, technology, and presentation. Students learn how to structure applications and prepare media for different types of delivery platforms, with an emphasis on creating opportunities for the Web. Outcomes include the creation of video elements, feature stories, business presentations, advertising and signage, and other industry uses of content for presentation and distribution.

EBS 270 - PROFESSIONAL SELLING (3 CREDITS)

The Professional Selling Course teaches students the importance of the business development and client relationship management roles in both large and small companies, which are critical to the success of a

business. Students learn best practices in a professional sales environment and develop methods to overcome common hurdles in meeting sales objectives. Course topics include building the customer relationship, distinguishing types of sales, the relationship and differences between sales and marketing, and methods of sales forecasting and reporting. Students also learn how to deliver an effective sales presentation and explore the multitude of related career opportunities within the industry.

EBS 280 - MEDIA COMMUNICATIONS AND PUBLIC RELATIONS (3 CREDITS)

In the Media Communications and Public Relations Course students will explore the arranging, handling, and evaluating of public relations and media communications programs. The course will convey to students how the effective use of media can strengthen a public relations strategy. Students will work with relevant case histories and deal with contemporary topics using media in public relations.

EBS 290 - BUSINESS STORYTELLING AND BRAND DEVELOPMENT (3 CREDITS)

This course covers the two main aspects to building a strong presence in the business and consumer market: storytelling and brand development. In this course, students learn how to implement brand development strategies that help companies become icons within their industry. Students also learn how to use storytelling principles to strengthen a business and deliver a superior customer experience.

EBS 300 – HUMAN RESOURCES MANAGEMENT (3 CREDITS)

The Human Resources Management Course teaches students the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success.

EBS 302 - ACCOUNTING PRINCIPLES (3 CREDITS)

The Accounting Principles course examines the accounting cycle, accounting terminology, the collection of accounting data, the recording of data into the accounting system, and the preparation and interpretation of basic financial statements. This course will focus on introductory accounting as it relates to the entertainment business world.

EBS 303 - BUSINESS ETHICS AND SOCIAL RESPONSIBILITY (3 CREDITS)

The Business Ethics course affords an examination of the complex, real-world ethical problems associated with the management of a business. Through the study of historical and current case studies, students will debate the responsibilities of managers, broaden their awareness of personal, professional, and business ethics, and address the social responsibility of the entertainment industry.

EBS 410 - BUSINESS LAW (3 CREDITS)

The Business Law course offers an overview of general business practices, including entity formation, insurance, taxes, accounting, the laws protecting intellectual property in relation to protecting one's own work and legally incorporating the works of others, and the law and practices of contracts and negotiations. All concepts are explored through legal case studies and applied business projects.

EBS 411 - INTELLECTUAL PROPERTY (3 CREDITS)

The Intellectual Property course provides an examination of trade secrets, trademarks, patents, and copyrights in connection with methods of protecting creative works. Students explore acquisition,

licensing, sale, and transfer of rights as they relate to music, digital media, animation, interactive entertainment, film, and show production. Rights and issues related to independent contractors and work-for-hire employees are also addressed.

EBS 416 - STRATEGIC PLANNING (3 CREDITS)

Strategic Planning is an exploration of marketing concepts as they relate to the nuances of the entertainment business industry. Students construct strategic plans in the selection and development of media products and are introduced to entertainment licensing concepts and promotional avenues such as trade shows, trade publications, and the Internet. In addition, this course strengthens students' understanding of analytical tools and strategic analysis of the entertainment business industry, knowledge that can facilitate the success of their creative work. Consumer behavior and its effect on the success of entertainment products are also examined.

EBS 420 - VENTURE CAPITAL (3 CREDITS)

The Venture Capital and Financing course provides students with essential knowledge to start and finance an entertainment business. Core business concepts, such as obtaining business licenses and insurance, securing business assets, hiring employees, and signing employee agreements and non-disclosures, are covered. Students examine financing avenues, create capital and operating budgets, and explore principles of investing, returns, and risk.

EBS 425 - BUSINESS AND ENTREPRENEURSHIP (3 CREDITS)

The Business and Entrepreneurship course delivers an overview of the principles and practical aspects of entrepreneurship as they relate to the entertainment business industry. Students explore the differences between legal entities, such as sole proprietorships, partnerships, corporations, limited liability corporations, and limited partnerships. At the same time, they begin to develop an entrepreneurial state of mind through the study of starting new ventures, acquiring other businesses, and making existing enterprises profitable.

EBS 440 - ARTIST MANAGEMENT (3 CREDITS)

The Artist Management course explores the career path of the manager. This position plays a significant role in the music business community and in the career of an artist/band. Coursework includes the artist-manager relationship, launching an artist's career, management contracts, and career path management.

EBS 441 - EVENT MANAGEMENT (3 CREDITS)

The Event Management course delivers an examination of the business of event management, including researching the product and company brand, identifying the target audience, creating an event concept, and developing a project management plan. The application of project management tools for successful event planning and management.

EBS 445 - ENTERTAINMENT BUSINESS MODELS (3 CREDITS)

The Entertainment Business Models Course is a detailed study of the various ways that entertainment organizations operate and generate profit from operations. Students analyze traditional and emerging business models in various segments of the industry. Students explore career opportunities based on current and evolving models.

EBS 460 - INFORMATION SYSTEMS AND E-COMMERCE (3 CREDITS)

The Information Systems and E-Commerce addresses emerging technologies and their impacts on business management within the music entertainment industry. In this course, students explore the proliferation of new technologies and how they are utilized to achieve business goals. Students also learn how to leverage new technologies to reach customers, manage customer relationships, increase revenue and profitability, and optimize their business practices. They learn how to evaluate competing technologies to achieve business goals, and they explore resources that will help them stay current with emerging technologies that can change the industry.

EBS 470 - DIGITAL MARKETING (3 CREDITS)

The Principles of Digital Marketing Course examines the role of marketing in the 21st century. Students explore digital and mobile marketing, discussing the most prevalent types of tools, their purposes and their effectiveness in relation to the entertainment industry. Comparison to traditional marketing tactics and examples of current marketing mixes are addressed. In addition, this course builds student understanding of search engine optimization and social media marketing tools.

EBS 480 - CONTRACT NEGOTIATIONS (3 CREDITS)

The Contract Negotiations course revisits and further expands on entertainment law as it relates to the music business industry. Students are introduced to contract to writing strategies as they examine strengths and weaknesses of real world contracts. Students are given the opportunity to learn and practice various negotiating skills and tactics specific to the music business. Finally, the role of lawyers, business managers, and agents in the music business is addressed.

EBS 490 – STRATEGIC BUSINESS MANAGEMENT (3 CREDITS)

The Strategic Business Management Course presents students with complex, real-world business scenarios related to the entertainment industry. Students analyze the scenarios, assess potential action steps, and develop strategic plans to address the scenarios. Through this process, students evaluate the management, marketing, financial, legal, and ethical decisions that affect real-world business decisions. Students also assess external entrepreneurial opportunities that these scenarios could generate.
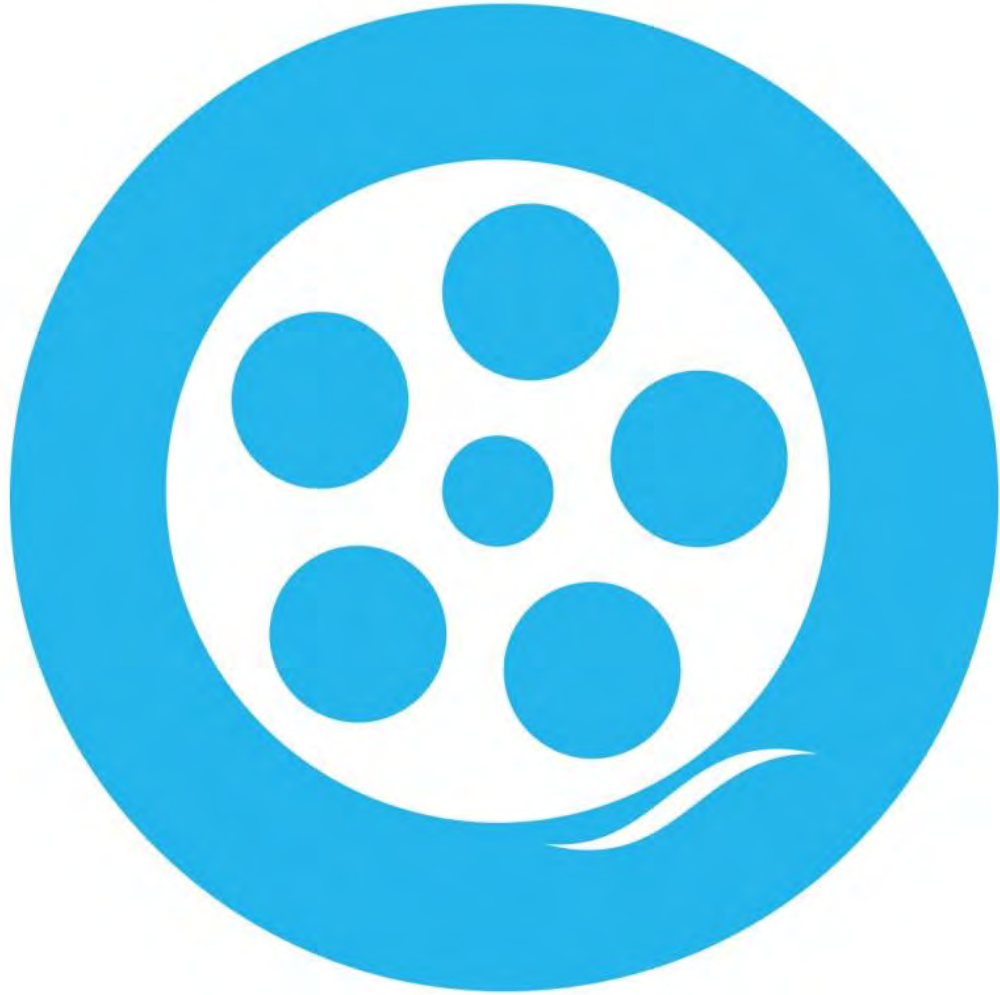
FILM
ASSOCIATE OF SCIENCE

OVERVIEW

The Los Angeles Film School Associate Degree Program is built around actual industry workflow, so students learn the way around a set while in school. The Film curriculum will have you planning productions, writing scripts, creating storyboards, and learning how to shoot on a variety of cameras and in a variety of styles. You will build sets (and break them down) in production spaces and hold casting calls, and when the film is "in the can" you will edit, polish the sound, and prepare for viewing on the big screen. In addition to film production, you will also learn production budgeting, communication skills, and how to prepare yourself for that first step into the film industry.

To help you make that transition, we have a team of Career Development professionals to help understand the unique employment conventions of the entertainment industry and to help polish your interviewing skills and resume`. The Career Development team also assists students with networking and job search techniques.

OBJECTIVE

The goal of the film production associate degree program is to provide the focused knowledge and understanding of film theory and craft needed to qualify for entry-level, industry positions as independent filmmakers, production assistants, editors, sound designers, assistant directors, unit production managers, art directors, video editors, lighting technicians, director's assistants, dialogue editors, and a variety of other positions in the film and video industry. This program will also help develop team building skills necessary for the film industry and instruct you in the professional presentation of film projects. In addition to technical proficiency and creative development, your education will help you develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing you with tools to help sustain a long and productive professional career in the entertainment and media industry.

PROGRAM REQUIREMENTS

The A.S. in Film program is 60 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	ENG 101 English Composition	SPC 214 Interpersonal Communications	FMP 221 Film Theory	MAT 121 College Mathematics	FMP 283 Producing Independent Film
		FMP 126 Screenwriting I	FMP 235 Screenwriting 2	FMP 163 Producing	FMP 126 Screenwriting I
7	**8**	**9**	**10**	**11**	**12**
FMP 153 Production I	FMP 175 Cinematography and Directing I	FMP 243 Production Design	FMP 185 Cinematography and Directing 2	FMP 251 Art Direction	FMP 271 Production 2
		FMP 245 Sound Design			
13	**14**	FMP 245 Sound in Film	**16**	**17**	**18**
FMP 274 Postproduction	FMP 255 Cinematography and Directing 3	FMP 291 Final Project	FMP 294 Advanced Postproduction A	HUM 222 Aesthetics and Culture	FMP 294B Advance Postproduction B

COURSE DESCRIPTIONS

FMP 125 - SCREENWRITING 1 (3 CREDITS)

The foundations of the art and craft of screenwriting, including proper screenplay formatting, story structure, character development, dialogue, descriptive prose, visual exposition, narrative strategies, and thematic exploration. Primary emphasis will be placed on the short format through the examination of skills and concepts applicable to short films, commercial advertising, and various forms of web-based content. Secondary emphasis will be placed upon the art and craft of adaptation from various literary forms.

FMP 153 - PRODUCTION 1 (4 CREDITS)

The production of part of a 30-minute comedy or drama. Students crew for, and are mentored by, a Director, 1st Assistant Director, Cinematographer, Gaffer, Sound Mixer, and Script Supervisor -- the key positions normally found on production. The students learn the specific skills required in the various departments and the communication channels and collaboration essential to becoming successful filmmakers.

FMP 163 - PRODUCING (1 CREDIT)

In this course, students will explore film development and production. Students will learn how to choose, acquire and develop projects; attach talent and director; interact with agents and managers; and prepare marketing and distribution plans. The course will also investigate financing sources and resources as well as the role of the producer in preproduction, production and postproduction.

FMP 175 – CINEMATOGRAPHY AND DIRECTING 1 (4 CREDITS)

An introduction to the process of creating motion footage that communicates both narrative and emotional content to an audience. The understanding of how motion footage was created with film technology and photochemical processes will prepare students to better understand the functions of a digital camera and non-linear digital work flow. This course will train the students in the safe use of standard grip and lighting equipment, as well as understanding electricity and proper power distribution on a set. In depth training on the terminology that is used in the world of Cinematography, as well as proper training on the operation and choices that one has when using a digital camera will be examined here in this introductory class.

FMP 185 – CINEMATOGRAPHY AND DIRECTING 2 (4 CREDITS)

The fundamental skills and theoretical principles crucial to successful film direction. Topics covered include: film language and grammar, script analysis to identify emotional and narrative beats, the spine of the story, the characters and their relational dynamics, pivotal moments, working with actors, blocking, staging for the camera, the 180 degree rule, screen direction and film time.

FMP 221 - FILM THEORY (3 CREDITS)

Film Theory is the introductory course into the film program designed to provide the student with the opportunity to experiment and explore their aesthetic and professional goals as they begin to shoot quickly and expressively right from the very first day. Students will spend these 4 weeks collaborating on

a series of short film projects that will explore everything from basic story structure, lighting techniques, screenplay analysis and director's preparation.

FMP 235 - SCREENWRITING 2 (3 CREDITS)

Screenwriting 2 will build upon the foundational premises established in Screenwriting *I*, with attention to all forms and formats, including feature length screenplays. By exploring the central principles underlying formatting, idea generation, story structure, character development, dialogue, exposition, thematic exploration, and market expectations, Screenwriting 2 will help the student become facile with the rigors and complexities of writing effective and engaging dramatic narratives.

FMP 243 - PRODUCTION DESIGN (3 CREDITS)

This course focuses on the techniques of pre-visualization that are used in the art department to communicate to the Director, Special Effects departments, Set Decorating and Construction departments, Producers, and Cinematographers. It introduces the principles of Production Design and addresses the language of design for film: How to tell the story in the physical aspects of filmmaking, character and story manifestations in the environment of the film through set design, location modification, color, shape, and costumes. In addition, the student will learn drawing, drafting, exploring 3D space and computer programs that are used in the industry.

FMP 245 - SOUND DESIGN (3 CREDITS)

An introduction to the use of audio in filmmaking, specifically as it pertains to post-production. Using Avid Pro Tools software along with materials generated in the Post-Production class, students are taught the basic elements that comprise the audio portion of a film's soundtrack inducing dialogue, music, sound effects, Foley and background ambiences. Special emphasis will be on ways in which sound is employed to engage the viewer emotionally by creating an audio landscape which reinforces both the story and the film's thematic conceits.

FMP 251 - ART DIRECTION (3 CREDITS)

This course uses classroom presentations and hands-on experience to teach the student professional methods of designing towards the implementation of a script. Working with a student's final project script, the student will receive instruction on drafting, including elevations and illustrations from plans and research, scenic painting, set dressing, prop construction, costumes, model building, and designing for set and location, moving the student from concept toward realization of the final project "thesis" films.

FMP 255 - CINEMATOGRAPHY AND DIRECTING 3 (4 CREDITS)

Cinematography/Directing provides students with the opportunity to begin integrating the basic skills introduced in the preceding Cinematography and Directing courses, respectively, and to communicate precise emotions to an audience. The Director and the Cinematographer work harmoniously to engage the audience and use their respective skills to enhance the visual stories that they are telling. The aesthetics of lens choices and the use of color to communicate emotions will be introduced. The course will solidify and expand on concepts central to cinematographic principles, including lighting and electrics, camera operation, composition, and camera placement and movement. The directing classes will focus on: creating floor plans, the placing of the ubiquitous unwritten character, staging for the

camera, and coverage which anticipates assemblage of sequences exhibiting narrative clarity. Emphasis will be placed on casting, auditions, table reads, rehearsals, and on-set function.

FMP 271 - PRODUCTION 2 (4 CREDITS)

Students produce short films by serving in many of the positions involved in a professional film production.   These short films are prepared in the preceding months in Art Direction and Cinematography/Directing I. Subjects covered include set construction, scenic painting, set decorating, prop rentals, directing prep, working with talent, cinematography, lighting choices, lens selections, production organization and hierarchy, with a focus on safety, collaboration and the role of the crafts in storytelling.

FMP 274 - POST-PRODUCTION (3 CREDITS)

In the Postproduction course, students examine the standard definition non-linear postproduction process using industry standard digital video editing workstations. Students learn timing and transitions to enhance the story telling process while working with using various forms of content.

FMP 283 – PRODUCING INDEPENDENT FILM (3 CREDITS)

An exploration of the world of line producing, production management, and the infrastructure of various forms of production. Students will learn how to breakdown a script, the scheduling process, budgeting, casting, crewing, location scouting, and a wide range of concepts pertaining to planning and executing a successful production. In addition, they will learn how to navigate the regulatory and legal aspects pertaining to production.

FMP 291 - FINAL PROJECT (3 CREDITS)

In the Final Project course, students will apply what they have learned throughout the program to the creation of short film "thesis productions." The student will work in different roles on several different student-produced productions. This will enable the student to combine the skills that have been learned into a short film finished to industry standards for inclusion on their demo reel.

FMP 294 - ADVANCED POST-PRODUCTION A (3 CREDITS)

The Advanced Postproduction-A course focuses on advanced non-linear online editing techniques using multiple platforms. Students study advanced aspects of editing theory, editing technique, video effects, compositing, color correction, and edit lists. Throughout the course, students are working to meet milestones on time and deliver a completed final cut for evaluation.

FMP 294B - ADVANCED POST-PRODUCTION B (3 CREDITS)

The Advanced Post Production B course takes the student into advanced audio postproduction techniques in a project-based setting. Students work to complete the sound design, soundtrack and score for film projects in surround sound utilizing digital audio workstation and postproduction techniques from previous coursework. Students collaborate to meet project deadlines in delivering a completed film for theatrical presentation.

GAME PRODUCTION
ASSOCIATE OF SCIENCE

OVERVIEW

The curriculum in the Game Production Degree Program is comprised of creation of game assets, game design and production courses that take you deep into the game development pipeline. You'll expand and advance your project and design skills through hands-on exercises in game art, game design, and game production while you learn the skills you'll need to advance your career in the game production industry. To help the student make the transition into the game industry, our team of Career Development professionals is ready to help students understand the unique employment conventions of the business. The Career Development team assists students with resume development, interviewing and networking skills, and job search techniques, and is available even after graduation.

OBJECTIVE

Our goal is to provide students with the focused knowledge and understanding of game development necessary to be successful in qualifying for entry-level design and production positions. Completion of this degree program will greatly enhance the ability to work in the fast-paced environment of a game studio in an entry-level production role. The curriculum in this program develops executive leadership skills, project and team management abilities, and teaches the production methodologies used by major game studios. The training received in this program provides graduates with the tools to help sustain a long and productive career in the game and entertainment industries.

PROGRAM REQUIREMENTS

The A.S. in Game Production program is 66 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	GMP 130 Survey of the Video Game Industry	GMP 140 Game Art 1	GMP 141 Game Art 2 MAT 121 College Mathematics	GMP 210 Level Design	GMP 150 Game Audio HUM 251 Historical Archetypes and Mythology
7	**8**	**9**	**10**	**11**	**12**
GMP 160 Game Programming 1	GMP 115 Applied Mathematics and Logic	ENG 101 English Composition SPC 214 Interpersonal Communications	GMP 170 Game Programming 2	GMP 180 Game Design 1	GMP 120 Analog Game Theory
13	**14**	**15**	**16**	**17**	**18**
GMP 250 Game Design 2	GMP 200 Game Assets SBS 106 Behavioral Science	GMP 230 Concepting	GMP 260 Game Production 1	GMP 270 Game Production 2	GMP 280 Game Production 3

GAME PRODUCTION AND DESIGN
BACHELOR OF SCIENCE

The Los Angeles Film School Game Production and Design Bachelor's Degree curriculum is designed to develop the programming skills and game theory needed to excel in the world of game development. The first part of the program is spent developing a foundation of programming skills and improving the grasp of the design concepts used to create content. The details of a game development cycle from preproduction to finished product will be covered, students begin to create simple games that will help to develop programming and design skills. Later, instruction moves into more complex and detailed tasks in courses like DirectX, OpenGL, Machine Architecture, Optimization, and Software Architecture. Finally, all those skills are focused on a final group project – a complete playable game that is designed, developed, and produced from start to finish. In addition to learning the game development process, other courses focus on computer business applications, personal finance management, communication skills, and how to prepare for positions in the gaming industry. The courses and developmental activities are a complete game development education that will prepare students to face the demands of the professional game world.

OBJECTIVE

The goal of the program is to provide the focused knowledge and understanding of game development useful in qualifying for entry-level, industry positions as game programmers, tool builders, network programmers, I/O programmers, collision detection developers, artificial intelligence programmers, engine builders, and interface programmers. Completion of this degree program will greatly enhance the graduate's ability to create program code for 3D graphic display, multiplayer gaming, artificially intelligent opponents, and real time virtual environments. Additional skills developed will include an understanding of the proper presentation of game docs as well as an understanding of the math and physics required to model a realistic game world. In addition to technical proficiency and creative development, the assignments and projects will help develop critical thinking, problem solving, and analytical skills that contribute to life learning, providing tools to help sustain an extended and productive professional career in the entertainment and media industry.

PROGRAM REQUIREMENTS

The B.S. in Game Production and Design is a 120 credit hour baccalaureate program 36 months in length. Students must be high school graduates degree from an accredited institution and complete all required program coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	GMP 130 Survey of the Video Game Industry	GMP 140 Game Art 1	GMP 141 Game Art 2 MAT 121 College Mathematics	GMP 210 Level Design	GMP 150 Game Audio HUM 251 Historical Archetypes and Mythology
7	**8**	**9**	**10**	**11**	**12**
GMP 160 Game Programming 1	GMP 115 Applied Mathematics and Logic	ENG 101 English Composition SPC 214 Interpersonal Communications	GMP 170 Game Programming 2	GMP 180 Game Design 1	GMP 120 Analog Game Theory
13	**14**	**15**	**16**	**17**	**18**
GMP 250 Game Design 2	GMP 200 Game Assets SBS 106 Behavioral Science	GMP 230 Concepting	GMP 260 Game Production 1	GMP 270 Game Production 2	GMP 280 Game Production 3
19	**20**	**21**	**22**	**23**	**24**
ENG 326 Professional Writing	GMP 323 Storytelling for Games	SBS 305 Leadership and Organizational Behavior	HUM 420 Contemporary Art	GMP 310 Art Implementation	GMP 315 Critical Game Studies
25	**26**	**27**	**28**	**29**	**30**
GMP 320 Game Animation	GMP 330 Marketing and Monetization	SBS 410 Technological Literacy	GMP 340 Visual Programming	GMP 350 Interactive Audio	GMP 400 World Building
31	**32**	**33**	**34**	**35**	**36**
GMP 410 Game Mechanics	GMP 430 Prototyping	GMP 440 Preproduction	GMP 480 - Game Design Project I	GMP 485 Game Design Project 2	GMP 490 Portfolio Creation

COURSE DESCRIPTIONS

GMP 115 - APPLIED MATHEMATICS AND LOGIC (3 CREDITS)

The Applied Mathematics and Logic course familiarizes students with fundamental math and logic techniques used in game production. The logic section of the course introduces essential logical tools such as truth tables, logical connectives and propositional algebra; and the applied math section of the course introduces a variety of techniques for mathematical problem solving encompassing algebra, geometry, trigonometry, linear algebra and set theory.

GMP 120 - ANALOG GAME THEORY (3 CREDITS)

Students are introduced to game design theory and to board and card games that do not require technology to create engaging experiences. Without the constraints of a technological platform, students are free to explore game concepts and mechanics that might otherwise be impractical, concentrating on game play rather than technology.

GMP 130 - SURVEY OF THE VIDEO GAME INDUSTRY (3 CREDITS)

This course is an introduction to the video game industry and to games as a form of entertainment. Topics include business and economic concepts as applied to the game industry, the history of video games, success factors for industry professionals, fundamental game design analyses and perspectives, as well as controversial, societal issues facing games and the game industry of today.

GMP 140 - GAME ART 1 (3 CREDITS)

In this course, students learn fundamental skills for creating art assets using popular industry software as well as developing artistic technique. Characters, objects, and environments, will be created in 2D. Concept art through the form of model sheets will also be created. This work will serve as the basis for students' 3D models in the Game Art 2 course.

GMP 141 - GAME ART 2 (3 CREDITS)

Building upon the concept art projects from the previous Game Art 1 course, students will model 3D props and environments using popular industry software. Students will learn industry-standard techniques that are prevalent in current- generation 3D games.

GMP 150 - GAME AUDIO (3 CREDITS)

Game Audio emphasizes the emotional power behind a game with innovative sound design. Students are introduced to sound theory and its significant role within a game. Students gain practical experience by using the most widely acclaimed audio industry tools to record, edit, design, mix, format, and deliver their own audio assets.

GMP 160 - GAME PROGRAMMING 1 (3 CREDITS)

This course introduces students to computer programming from a game development perspective. Utilizing an industry standard scripting language, students learn fundamental programming concepts while writing interactive projects and mini-games.

GMP 170 - GAME PROGRAMMING 2 (3 CREDITS)

Building on the foundation of Game Programming 1, students tackle more advanced programming concepts and utilize modern software development methodology to create more ambitious interactive projects.

GMP 180 - GAME DESIGN 1 (3 CREDITS)

This course focuses on the development of solid holistic game design fundamentals and on establishing a framework for the analysis, problem-solving and design of games. Students learn how to deconstruct, re-construct and build core mechanics in game systems through the application of design criteria. The course also lays foundations for effective and constructive evaluation of and communication about other students' work and projects.

GMP 200 - GAME ASSETS (3 CREDITS)

The course provides a hands-on introduction to the asset creation and management process utilized during game production. Students learn how to share assignments and work together efficiently on the same art, sound, and programming assets, as is common in the game production pipeline environment. In addition, students begin to breathe life into their own game concepts and prototypes by creating concept art, audio and programming assets.

GMP 210 - LEVEL DESIGN (3 CREDITS)

In this course, students use level editors and other tools to design game environments, placing physical obstacles and rewards along with non-physical elements such as event triggers. Students learn to create levels that offer variety within a cohesive experience, keeping in mind pacing, escalating tension, and climaxes.

GMP 230 - CONCEPTING (3 CREDITS)

This course is designed to stimulate the creative and collaborative process of pre-producing a video game project. Each student develops and pitches at least one original game concept in an environment that fosters constructive feedback. Much of the course specifically focuses on preproduction planning and documenting the scope of work of the Final Project games. Approved proposals will serve as the basis of Final Projects developed during the Game Production courses.

GMP 250 - GAME DESIGN 2 (3 CREDITS)

This course expands and refines study from previous design courses with an emphasis on learning to put design principles into practice. Students will learn how to focus their designs around key ideas and features. Topics include single-player design, multiplayer design, ethics versus purposeful irresponsibility and interactive design processes.

GMP 260 - GAME PRODUCTION 1 (3 CREDITS)

In this course, game teams finalize various planning and workflow management issues relating to production of their team's Final Project, including design, documents, milestone scheduling, test plans, tools and asset pipelines. Each team will name their production team and assign roles to each team member. Once roles have been established and duties assigned, the development work begins.

GMP 270 - GAME PRODUCTION 2 (3 CREDITS)

In this second phase of the Final Project cycle, the skills learned during the prerequisite courses in the game production program come into play as the creative teams work toward completion of their games. Students will continue to develop and troubleshoot their projects while adhering to the schedule of milestone deliverables.

GMP 280 - GAME PRODUCTION 3 (3 CREDITS)

In this final production course, the culmination of skills learned during the game program will demonstrate students' mastery of game production techniques. Each game team will complete and deliver their projects and adhere to the established schedule. Evaluation of projects is based on milestone targets met, documentation, team work and Final Project presentation. The final week of the class will include review of the Final Projects by both faculty and fellow students.

GMP 310 - ART IMPLEMENTATION (3 CREDITS)

Exploring modeling and texturing for real-time 3D content in video games is the focus of this course. In addition, students learn about art pipeline processes to export content from art and modeling software packages to game engines.

GMP 315 - CRITICAL GAME STUDIES (3 CREDITS)

An interdisciplinary study of games as art and entertainment, including an examination of the cultural, educational and social functions of games. Students play and analyze games from a variety of perspectives while studying current research and theory. An exploration of the nature of gameplay, the relationship of digital games to other forms of media, and the role that games play in society.

GMP 320 - GAME ANIMATION (3 CREDITS)

Learning to bring believable motion to their characters and props, students study tools and workflows to create and modify blend trees, state machines and controllers.

GMP 323 - STORYTELLING FOR GAMES (3 CREDITS)

The Storytelling for Games Course introduces students to the challenges and opportunities of writing stories for the game industry, from character and world development to industry conventions and documentation. Students will examine storytelling as a practical tool for communicating information and ideas, and explore storyboarding techniques. Particular attention is paid to how video games can use storytelling to build narrative depth, emotional impact, and theme, which all work toward greater player immersion.

GMP 330 - MARKETING AND MONETIZATION (3 CREDITS)

The Marketing & Monetization Course covers the fundamental concepts and principles of monetization and marketing as they relate to the game industry. The course covers monetization of games in different forms and as applied to companies of varying sizes, including independent developers. The course also addresses marketing opportunities and challenges that face the game industry today.

GMP 340 - VISUAL PROGRAMMING (3 CREDITS)

Students learn to express game logic using a Visual Programming Language, working with programming elements visually rather than through text. Topics include states, events, data and control flow.

GMP 350 – INTERACTIVE AUDIO (3 CREDITS)

The Interactive Audio Course addresses advanced sound design and recording techniques for interactive media. The curriculum expands upon the concepts introduced in the Game Audio course, by applying these foundational techniques to advanced project work and expanding established technical skills. Students in this course learn interactive media concepts including game audio applications and sound design principles. Students also learn the role of a sound designer for games, as they explore the overall process of creating various sound elements for games.

GMP 400 - WORLD BUILDING (3 CREDITS)

The World Building Course teaches students how to create a level based on game interactions and features. Designing a level by interaction allows the game designer to map out the perfect game scenarios to give to the player. Since games allow a degree of free will, it is the designer's responsibility to present the player with optimal situations to utilize and master game features. This is achieved by linking well thought out interactive scenarios. Using the tools learned in Level Design, students follow simple steps to creating an interaction-driven level. Advanced concepts such as modularity and combat scenarios are also covered in this class.

GMP 410 - GAME MECHANICS (3 CREDITS)

The course is an exploration of theories and principles employed in rule-based game systems. Students learn how game mechanics are built and used, and how these mechanics interact with thematic structures and with players to generate engaging and meaningful play. Students also gain an understanding for the importance of play testing, feedback mechanisms and design iteration to create successful games for the intended target audience.

GMP 430 - PROTOTYPING (3 CREDITS)

The application of game design principles, and techniques, as well as skills learned in other courses, to create original game concepts. The course will also address the importance of scope, platform, target audience and meeting deadlines. At the end of the course, the students will have created complete game concept documents that can be critiqued and evaluated.

GMP 440 – PREPRODUCTION (3 CREDITS)

The Preproduction course revolves around planning. Students compose documents that describe all the tasks, schedules and estimates necessary for a successful game development project.

GMP 480 - GAME DESIGN PROJECT I (3 CREDITS)

In the Game Design Project I Course, students will develop a project plan and begin its implementation towards a vertical slice – a game prototype showcasing the game's main mechanics and a subset of the experience that is expected of the final product. After the vertical slice, the team will continue to expand content in the game.

GMP 485 - GAME DESIGN PROJECT II (3 CREDITS)

In the Game Design Project II Course, the students continue developing their game. Early in the course, students will identify what remaining features need to be implemented in their game in order to plan and prepare for what is known as the "feature complete" milestone. Near the end of the course, the students will add any remaining content in the game to prepare for beta testing the game.

GMP 490 - PORTFOLIO CREATION (3 CREDITS)

The Portfolio Creation Course prepares students for presenting their work and skills to the game industry. Students work with existing assets that they have created during the program, including their final Game Design project, as they develop a professional portfolio. Students also learn how to transition effectively to a professional environment as well as how to launch and maintain a successful career.

MUSIC PRODUCTION
ASSOCIATE OF SCIENCE

OVERVIEW

The Associate of Science Degree Program in Music Production provides an education track for individuals who would like to expand their passion for creating music into the production of music for diverse media applications using today's latest digital music technology. The demand for original music content in all media continues to increase as the entertainment industry expands the use of online delivery of content and multi-media programming.

The Music Production Degree Program's curriculum presents the learner with comprehensive courses that focus on music theory, genres, and composition, digital music production and music recording, and mixing and mastering for various media. Included with this focus on the creative aspects of music production are courses in entertainment business structure, industry conventions and intellectual property. General education courses round out the program. These courses build a foundation for the student as a working professional in the entertainment industry.

The degree's content covers the many different procedures and applications found in the modern music production world. Through coursework that utilizes digital technology, including the student's Apple laptop computer and professional audio software programs, students gain the confidence and skills needed to succeed in a variety of music production environments after graduation.

To help the student make the transition into this industry, our team of Career Development professionals is ready to help students understand the unique employment conventions of the entertainment industry. The Career Development team assists students with resume development, interviewing and networking skills, and job search techniques.

OBJECTIVE

The goal is to provide the student with the knowledge and understanding of music production technology and the skills and concepts needed to qualify graduates for entry-level industry positions such as music recording engineers, MIDI/digital audio workstation operators and programmers, music editors, music supervisors, music arrangers, and composers for film, video games, multimedia content, and a variety of other positions in the audio and entertainment industries. In addition to gaining technical proficiency, the students' education will help develop critical-thinking, problem-solving, and analytical and creative skills that contribute to lifelong learning. Students leave the program with tools to help sustain a long and productive professional career in the entertainment and media industry.

PROGRAM REQUIREMENTS

The A.S. in Music Production program is 60 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE SCHEDULE BY MONTH

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	MPR 100 Music Listening and Identification	MPR 121 Music Theory	MPR 130 Music Composition Programming	ENG 101 English Composition	MPR 131 Sequencing Technologies
7	**8**	**9**	**10**	**11**	**12**
MPR 201 Songwriting and Development	SBS 106 Behavioral Science	MPR 221 Musical Arrangement	MPR 230 Advanced Music Composition and Programming	MAT 121 College Mathematics	MPR 240 Digital Recording Principles
13	**14**	**15**	**16**	**17**	**18**
MPR 245 Audio Workstations	SPC 214 Interpersonal Communications	MPR 250 Music Copyright and Publishing	MPR 250 Music Production for Media	MPR 255 Music Business Management	MPR 270 Advanced Production and Industry Skills

COURSE DESCRIPTIONS

MPR 100 - MUSICAL LISTENING AND IDENTIFICATION (3 CREDITS)

This course surveys the evolution of modern music from its roots through to the present. Students learn characteristics of a wide spectrum of musical genres and explore their transformative effects on music and culture. Using Apple's Logic software this course teaches an overview of essential song structure and digital audio workstation techniques.

MPR 121 - MUSIC THEORY (4 CREDITS)

The goal of this course is to develop a solid basis in the language of music. Music Theory equips the student with the tools needed to effectively use and communicate musical concepts. Topics include note identification, interval recognition, major scale construction, rhythmic notation and ear training.

MPR 130 - MUSIC COMPOSITION PROGRAMMING (3 CREDITS)

Students expand on their understanding of music theory through study of melody and accompaniment using music composition software. The course further explores song form analysis and chord movement, along with techniques in subtractive synthesis and sound design.

MPR 131 - SEQUENCING TECHNOLOGIES (4 CREDITS)

Students explore the principles and theory of MIDI (Musical Instrument Digital Interface). Topics include: MIDI, software based sequencing, synthesis techniques, advanced musical and rhythmic programming, digital audio editing, and applications in musical content creation.

MPR 201 - SONGWRITING AND DEVELOPMENT (3 CREDITS)

Students apply and expand the concepts of music theory into songwriting, developing a strong sense of form, melody, harmony, and rhythm. Topics include: lyrical considerations, meter, rhyme and song analysis.

MPR 221 - MUSICAL ARRANGEMENT (3 CREDITS)

Through the use of modern production software, this course addresses instrumentation and arranging techniques covering a variety of traditional and modern instrument families and their applications in contemporary music production.

MPR 230 - ADVANCED MUSIC COMPOSITION PROGRAMMING (4 CREDITS)

This course explores the creative use of digital audio workstation software by composers and producers. Students learn advanced composition techniques using automation, processing, and plug-ins, developing new compositional perspectives through listening, analysis, and creation.

MPR 240 - DIGITAL RECORDING PRINCIPLES (3 CREDITS)

This course teaches the application of live recording and production techniques used in the modern digital studio environment. Students explore microphone application and placement techniques needed to obtain professional-sounding results from the laptop-based project studio to the modern commercial studio environment. Additional content includes signal flow and techniques of vocal production.

MPR 245 - AUDIO WORKSTATIONS (4 CREDITS)

Students work in the digital audio workstation environment using plug-in technologies to learn signal routing, processing, mixing and mastering techniques. Students gain practical experience applying these techniques to refine content they have created.

MPR 250 - MUSIC COPYRIGHT AND PUBLISHING (3 CREDITS)

Students explore the business mechanisms affecting the commercial use of musical compositions. Topics include intellectual property rights, copyright registration, licensing, songwriter agreements, publishing companies, and performance rights organizations.

MPR 260 - MUSIC PRODUCTION FOR MEDIA (4 CREDITS)

Students focus on the creation and production of music for film, television, advertising and other media. Topics include industry workflow, conventions of spotting and scoring for picture, and music production techniques used in marketing and advertisement for traditional and online environments.

MPR 255 - MUSIC BUSINESS MANAGEMENT (3 CREDITS)

Students learn music industry structure and business practices. Topics include industry money flow, record label structure, record and production contracts, management configuration, and support companies that assist in the development and distribution of music.

MPR 270 - ADVANCED PRODUCTION AND INDUSTRY SKILLS (4 CREDITS)

This course helps to develop students' understanding of industry standards, workflow, protocol, and etiquette. Students use the creative and technical skills developed throughout the program to build content to showcase their abilities to the industry. Additional topics include resume building, freelancing and personal branding.

RECORDING ARTS
ASSOCIATE OF SCIENCE

OVERVIEW

Beyond just teaching how to capture an artist's sound in the studio, the Recording Arts program is a thorough, constantly developing curriculum that encompasses analog and digital recording, live sound production, and audio postproduction for film, television, and video games. From acoustic principles, amplification technology, and signal flow, to interactive audio, MIDI techniques, and sound effect design, the many different procedures, formats, and applications found in the recording arts world are covered. By working with the same gear found in some of the finest professional studios, students gain the confidence and skills needed to succeed in these environments after graduation. In addition to recording production skills and techniques, the program also develops communication skills, critical listening, entertainment business, and how to prepare for that first step into the recording industry. To help make the transition to employment, the College has a team of Career Development professionals to develop interviewing skills and résumés. In addition, Career services and advisors will be available for support and assistance throughout graduates' careers – not just during their education.

OBJECTIVE

The program's goal is to provide students with the focused knowledge and understanding of audio needed to qualify for entry-level industry positions as assistant engineers, music recording engineers, postproduction audio engineers, MIDI/digital audio workstation operators and programmers, music/effects/dialogue editors, live production engineers, assistant maintenance technicians, and a variety of other positions in the audio industry. In addition to technical proficiency and creative development, students' education will help develop critical thinking, problem solving, and analytical skills that contribute to life learning, and provide tools to help sustain a long and productive professional career in the entertainment and media industry.

PROGRAM REQUIREMENTS

The A.S. in Recording Arts program is 60 credit hours and 18 months in length. Students must successfully complete all required coursework with a minimum cumulative grade point average of 2.0.

CHRONOLOGICAL COURSE ORDER

1	2	3	4	5	6
SBS 101 Pathways to Personal and Professional Productivity	RCA 111 Introduction to Recording Arts	RCA 221 Sound Foundations	ENG 101 English Composition	RCA 231 MIDI	MAT 121 College Mathematics
7	**8**	**9**	**10**	**11**	**12**
RCA 241 System Support	SBS 106 Behavioral Science	RCA 252 Digital Audio Essentials	RCA 292 Film Sound	RCA 235 Mixing Concepts and Techniques	RCA 272 Advanced Digital Audio
13	**14**	**15**	**16**	**17**	**18**
RCA 243 Advanced Recording 1	RCA 295 Intermediate Film Sound	RCA 291 Advanced Recording 2 / SPC 214 Interpersonal Communications	RCA 281 Mastering	RCA 294B Advanced Film Sound	BUS 285 Introduction to Entertainment Business / RCA 245 Introduction to Show Production

COURSE DESCRIPTIONS

RCA 111 - INTRODUCTION TO RECORDING ARTS (3 CREDITS)

This course is designed to introduce students to the many aspects of the recording arts. This course provides the foundations of terminology, history, and the basic fundamentals of recording. This course explores the fundamental concepts of audio theory and practice. Students will learn recording console signal flow, multi-track recorder operation, microphone technology, and professional audio techniques as the basic building blocks of their audio education.

RCA 221 - SOUND FOUNDATIONS (4 CREDITS)

The Sound Foundations course covers the fundamental physics of sound and audio signal. In this course, students study the world of outboard signal processors such as noise gates, compressors, reverbs, delays, flangers, spatial effects and more. Discussions on patch bays, wiring techniques and equipment parameters and controls prepare students for connection and operation of studio outboard equipment.

RCA 231 - MIDI (3 CREDITS)

Musical Instrument Digital Interface is the electronic marriage of music and computer technology that revolutionized music composition, recording, and arrangement. Students are introduced to the history of the MIDI concept, its principles and theory, MIDI production techniques, MIDI control,

troubleshooting, and the design of MIDI systems. Fundamentals of music theory are also included in this course.

RCA 235 - MIXING CONCEPTS AND TECHNIQUES (3 CREDITS)

The Mixing Concepts and Techniques course builds on the fundamentals learned in Introduction to Recording Arts and Sound Foundations. Song assessment, developing and implementing mix strategies, and problem solving within a mix are the skills students will be learning in this course. Mixing Concepts and Techniques also provides an in-depth and more advanced look at signal processors and effects devices, and how they are utilized in mixing.

RCA 241 - SYSTEMS SUPPORT (4 CREDITS)

Systems Support provides an understanding of the proper utilization and maintenance of the advanced audio hardware and software found in modern studios. It begins with fundamental electronics and teaches the use of audio test equipment. Students also explore the installation, maintenance, and troubleshooting of computer-based digital audio workstation software and components. Emphasis is placed on the application of lecture information through individual lab projects and classroom demonstrations. Students are challenged to solve a variety of real-world technical problems that often arise in the audio industry.

RCA 243 - ADVANCED RECORDING 1 (4 CREDITS)

This course introduces the theory and operation of large format audio consoles and digital audio control surfaces. Students will master the audio signal flow of the consoles and control surfaces as well as the computer automation and recall systems they employ.

RCA 245 - INTRODUCTION TO SHOW PRODUCTION (2 CREDITS)

The curriculum provides students concepts and theory to prepare for a career in the live event field: concert and touring market, corporate productions, conventions, audio/ visual installations, or other disciplines. Focus is on the construction and interface of show production systems, as well as the stage setups, the business aspects of live sound and various job descriptions in the field.

RCA 252 - DIGITAL AUDIO ESSENTIALS (3 CREDITS)

The Digital Audio Essentials course explores the digital audio workstation environment through extensive study of digital audio concepts and practices. Students receive detailed instruction and hands-on practical experience with cutting- edge, computer-based recording systems typically found in the modern recording industry.

RCA 272 - ADVANCED DIGITAL AUDIO (3 CREDITS)

Advanced Digital Audio provides students with an opportunity to expand their knowledge and skills in digital audio workstation theory and technique. Within this course, students will apply their workstation skills to highly specialized concepts and procedures, such as multi-track drum editing, advanced hardware I/O setup, MIDI routing and hardware/ software integration.

RCA 281 - MASTERING (3 CREDITS)

This course introduces the technical art of mastering, which involves setup and fine-tuning of the finished product before final duplication. The class focuses on ear training, audio cleanup/restoration,

level matching/dynamics, multi-band processes and final album assembly. Students learn the process of taking a collection of mixed songs, and compiling them into one finished album with compact disc authoring.

BUS 285 - INTRODUCTION TO ENTERTAINMENT BUSINESS (2 CREDITS)

In the Entertainment Business course students learn the foundations of copyright law, contracts, client relations, artistic collaboration, record label operation and structure and music production among others. Students will learn music project pitching, project budgeting, session management and other skills that a music producer will require to start and complete a recording project.

RCA 291 - ADVANCED RECORDING 2 (1 CREDITS)

Advanced Recording 2 provides extensive experience in the practice of contemporary music production in a world class studio facility. Students utilize industry standard audio recording technology for advanced studies in order to gain expertise in the art and science of music production.

RCA 292 - FILM SOUND (3 CREDITS)

Film Sound provides an in-depth study of the fundamental aspects of creation and recording of soundtracks for feature film, television, and video games. Subjects include field recording, sound-effects design, Foley recording, dialogue recording and editing, automated dialogue replacement (ADR), music editing, surround sound, and mixing to picture.

RCA 294B - ADVANCED FILM SOUND (3 CREDITS)

This course expands on the audio postproduction knowledge gained in previous courses, with an intense analysis of sound's contribution to the story in films and other visual media. Students also increase their depth of knowledge in mixing for postproduction and music production, with a focus on workstation control surface technology and surround sound.

RCA 295 - INTERMEDIATE FILM SOUND (4 CREDITS)

The Intermediate Film Sound course includes advanced postproduction related digital audio workstation techniques for dialogue recording and automated dialogue replacement (ADR), Foley recording and editing, sound effects design and editing, and file management. Also discussed is SMPTE time code, functions of synchronizers, video sync, word clock and frame rates.

GENERAL EDUCATION

At least 25% of the credits earned in a degree program must be general education courses. The General Education course requirements at The College are designed to ensure that graduates of a degree program are able to:

➢ Communicate effectively through speaking and writing,
➢ Use mathematical and scientific models to collect data and analyze information,
➢ Understand the development of human culture through the humanities and the arts, and
➢ Demonstrate the ability to think critically.

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

All students must satisfy general education course requirements as part of their Associate of Science degree program as depicted in the following chart:

General Education Courses – AS Programs	Credits	Programs				
		CA	GP	RA	F	MP
SBS 106 Behavioral Science	3		X	X		X
MAT 121 College Mathematics	3	X	X	X	X	X
ENG 101 English Composition	3	X	X	X	X	X
HUM 222 Aesthetics and Culture					X	
HUM 251 Historical Archetypes and Mythology	3	X	X			
SPC 214 Interpersonal Communications	3	X	X	X	X	X
SBS 101 Pathways to Personal and Professional Productivity	3	X	X	X	X	X
TOTAL		15	18	15	15	15

BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS

Bachelor's degrees also have general education requirements – at least 30 semester units per degree. The objective of the general education requirements at the upper division level is the same as for the associate degree programs: to develop in students the abilities to communicate effectively through speaking and writing, to use mathematical and scientific models to collect data and analyze information, to understand the development of human culture through the humanities and the arts, and to demonstrate the ability to think critically. All students must satisfy general education course requirements as part of their bachelor's degree program as depicted in the following chart:

LAFS General Education Courses – BS Programs	Credits	Programs*				
		AVE	EBC	EB36	GPD	FP
DIG 101 Digital Literacy	3					
ENG 101 English Composition	3	X		X	X	X
ENG 226 Creative Writing	3					X
ENG 326 Professional Writing	3	X	X	X	X	X
HUM 222 Aesthetics and Culture	3			X		X
HUM 223 Popular Culture and Media	3			X		
HUM 251 Historical Archetypes and Mythology	3	X			X	
HUM 420 Contemporary Art	3	X	X	X	X	X
MAT 121 College Mathematics	3	X		X	X	X
MAT 310 Statistical Applications	3		X	X		
SBS 101 Pathways to Personal and Prof. Prod.	3	X		X**	X	X
SBS 106 Behavioral Science	3	X		X	X	X
SBS 250 Introduction to Economics	3			X		
SBS 305 Leadership and Organization Behavior	3	X	X	X	X	
SBS 410 Technological Literacy	3	X	X	X	X	X
SPC 214 Interpersonal Communications	3	X			X	X
TOTAL		30	18	36	30	30

*AVE=Animation and Visual Effects, DFM=Digital Filmmaking, EBC=Entertainment Business Completion, EB36= Entertainment Business 36 month program, GPD=Game Production and Development, FP=Film Production.

** For the online version of the Entertainment Business 36 month program, DIG 101 will replace SBS 101.

COURSE DESCRIPTIONS

DIG 101 DIGITAL LITERACY (3 CREDITS)

The Digital Literacy course offers a fundamental understanding of the critical and practical aspects of digital tools, technologies, and resources. Students will learn how to navigate, evaluate, create, and critically apply information by using a wide variety of digital technologies. Through applying their knowledge to their academic studies and professional development, students will recognize digital literacy's significance in information sharing, community building, citizenship, and education.

ENG 101 - ENGLISH COMPOSITION (3 CREDITS)

The English Composition course is designed to help students refine their own writing processes while developing an in-depth personal and intellectual inquiry into a subject of their choosing. The course connects personal reflection with critical analysis, providing varied opportunities for wiring and for strengthening language skills. As the course unfolds, a series of assignments leads students through a continually deepening creative research process, which then develops into a complex and detailed written project.

ENG 226 – CREATIVE WRITING (3 CREDITS)

The Creative Writing course trains students to explore writing in a variety of genres. Building on the knowledge gained in English Composition, students in this course incorporate common literary devices and narrative structures into creative endeavors. The course covers topics such as, brainstorming, narrative structure and causality, literary devices, criticism and the editing process including final revisions.

ENG 326 - PROFESSIONAL WRITING (3 CREDITS)

The Professional Writing course is designed to introduce students to a variety of factors that contribute to strong and well-organized writing skills. The course provides an opportunity for students to develop and sharpen personal writing skills that will be essential for writing projects throughout the program. Students identify different styles, forms, and purposes of writing that are critical to becoming a successful communicator in a professional setting. Students who successfully complete Professional Writing will be able to organize their thoughts in a logical manner and present their ideas effectively, identify and utilize the appropriate style of writing for a given situation, and efficiently convey concepts.

HUM 222 - AESTHETICS AND CULTURE (3 CREDITS)

Aesthetics and Culture is designed as a chronological survey of the social organizations, systems of government, intellectual/philosophical traditions, aesthetic assumptions, art and architecture, theatre, music, and literature of a wide array of historical periods and geographical regions. While examining important artists, cultural figures, theorists, critics, genres, and experimental forms, Aesthetics and Culture will attempt to illustrate how fluid cultural values have affected the various manners of artistic conception, creation, and reception. Primary emphasis will be placed upon locating and defining the idiomatic, idiosyncratic scheme of cultural assumptions, socio-political structures, and aesthetic values which characterize the various epochs and regions under consideration; secondary emphasis will be placed upon the manner in which those values have influenced our own tastes, trends, and attitudes.

HUM 223 – POPULAR CULTURE AND MEDIA (3 CREDITS)

Popular Culture and Media explores media's impact on society and culture historically through the present day. Areas of concentration including advertising, ethics, censorship, globalization, and cultural diversity, are examined from psychological and sociological perspectives. The use of in-class discussion, lecture, visual media, research, and project-based assignments allows students to develop life and career skills.

HUM 251 - HISTORICAL ARCHETYPES AND MYTHOLOGY (3 CREDITS)

The Historical Archetypes and Mythology course explores how myths, folklore, gods, heroes, and monsters link cultures together in today's entertainment marketplace. These cross-cultural themes are frequently represented in a variety of contemporary media such as computer animation, video games, and movies. The course topics are examined primarily through Jungian psychological and literary theory, as well as Joseph Campbell's Hero Cycle. The class provides a foundation for understanding the connections between culture, history, and iconic archetypes often represented in various forms of visual media and entertainment. Students apply the course concepts through artistic creation of project such as archetypical characters and original stories.

HUM 420 - CONTEMPORARY ART (3 CREDITS)

The Contemporary Art course provides an in-depth study of key modern artwork. A study of contemporary art's succession of contending and often conflicting ideas, styles, and movements such as pop, minimalism, and conceptualism are examined. The course provides an overview of the impulses, interests, and innovations that have driven the art world from the middle of the 20th century to the present. Students who successfully complete the Contemporary Art course will be able to identify themes and stylistic movements in modern art, employ the language commonly used to describe the works, and demonstrate knowledge of the most significant artists of the period through their work.

MAT 121 - COLLEGE MATHEMATICS (3 CREDITS)

The College Mathematics course is designed to enable students to build skills and confidence in algebra that are required to succeed in math and core courses. Students will begin with basic concepts and build upon these ideas by completing work that uses algebra in practical situations.

MAT 310 - STATISTICAL APPLICATIONS (3 CREDITS)

The Statistical Applications course introduces statistics as a tool for decision-making. The first part of this course reviews how to collect, present, and organize data. It explores measures of central tendency and dispersion and how to calculate them. The course concentrates on representing data visually by creating and interpreting charts and graphs, exploring relationships found in data through correlation analysis, and assigning probability and calculating the likelihood of the occurrence of events. This knowledge is applied in solving problems and making decision based on quantifiable data. By successfully completing Statistical Applications, students will be able to quantify and measure intangibles, collect, organize, analyze, and graphically represent data, calculate probability, and make decisions based on risk analysis.

SBS 101 - PATHWAYS TO PERSONAL AND PROFESSIONAL PRODUCTIVITY (3 CREDITS)

This course helps students develop persistence and high achievement skills to establish a foundation upon which to build essential academic skills for enhanced and continued learning. The concept that individuals are responsible for their own actions and can regulate their own behavior and success through goal setting, self-reflection, self-management, and self-evaluation is central to the philosophy for this course. Students are exposed to basic motivation and success theories, values clarification, and philosophic principles. The nuances of professional and technical communication are introduced and students develop critical thinking skills through reading and written exercises. The elements of several popular computer software programs in word processing and presentation design are taught in the context of completing assignments and communicating ideas.

SBS 106 - BEHAVIORAL SCIENCE (3 CREDITS)

The Behavioral Science course introduces students to the science behind human development, personality, and social behavior. This course provides an overview on current and historical theory as it pertains to the above-mentioned areas.

SBS 250 - INTRODUCTION TO ECONOMICS (3 CREDITS)

The Introduction to Economics course examines the principles of economics that influence decision-makers, both consumers and producers, within the global economic system. Students examine the features of and reasons for different economic systems throughout the world. Supply and demand, fiscal and monetary policies, and international trade benefits and costs are discussed. The course provides a solid understanding of economics and how economics affects the entertainment business industry.

SBS 305 - LEADERSHIP AND ORGANIZATIONAL BEHAVIOR (3 CREDITS)

The Leadership and Organizational Behavior course consists of an inquiry into the characteristics essential for inspiring others to action. Students identify their personal strengths and weakness through self-assessment, expanding their awareness of these qualities to include their effect on other individuals and on group behavior. The course provides strategies for decision-making and building effective teams and encourages students to explore the difficulties, compromises, and rewards of the collaboration process. At the successful conclusion of the Leadership and Organizational Behavior course, students will be able to identify the major leadership strengths and weaknesses, examine personal leadership strengths and weaknesses, and analyze factors that contribute to the success of organizations.

SBS 410 - TECHNOLOGICAL LITERACY (3 CREDITS)

The Technological Literacy course is an exploration of technological concepts and their impact on individuals, society and human culture. Technology as a human adaptive system and its relationship to sociological and ideological systems is explored. Upon completion of the Technological Literacy course, students will understand the effect of changing technology on society, identify trends and patterns in technological evolution, and assess the potential impact of new technology. ***Only offered online***

SPC 214 - INTERPERSONAL COMMUNICATIONS (3 CREDITS)

The Interpersonal Communications course is designed to provide the strategies and skills necessary for a lifetime of effective career-related communication. Students engage in a variety of activities that develop their mastery of spoken and written communication, active listening, image management, and stress and conflict management.

EXTENDED STUDIES IN THE ENTERTAINMENT MEDIA INDUSTRY

INTERNSHIP

An optional internship course, coordinated with the Career Development Department, is specifically tailored to further prepare degree students for the careers of their choice. The College works with numerous entertainment media facilities that participate in the internship course. A Career Development advisor works directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment.

COURSE OUTLINE

Career Consultation and interview techniques, résumé review, employment tactics and internship.

TOTAL CREDIT HOURS 1.—5.0 CREDITS DEPENDING ON THE LENGTH OF THE INTERNSHIP COURSE LENGTH (6-12 WEEKS)

INTERNSHIP COURSE OBJECTIVE

To give students the opportunity to put all that they have learned into practice during a comprehensive, hands-on working experience in a real-world production environment. Graduates gain a solid understanding of their chosen field in the entertainment media industry.

Note: students must graduate from a College Degree Program before applying for an internship. A certificate is awarded upon successful completion of the extended studies in the entertainment media industry program

THE LOS ANGELES FILM SCHOOL INSTRUCTORS (BY PROGRAM)

COMPUTER ANIMATION INSTRUCTORS

Hammond, Lori – Program Director
Master of Fine Arts, Pratt Institute
Subject Area: Digital Arts, 3D Animation

Black, Joffrey
Bachelor of Fine Arts, Arizona State University
Subjects Areas: Model Creation, Computer Animation Project

Bonitatis, Michael
Master of Art, Academy of Art (in progress)
Subjects Areas: Animation Pre-production, 3D Foundations

Bossin, Brian
Bachelor of Fine Arts, The Art Institute of Chicago
Subjects Areas: 3D Foundations, Shading and Lighting

Fiske, Daniel
Associate of Science, Art Institute of Los Angeles
Subjects Areas: Fundamentals of Animation, Character Animation

Silva, Robert A.
Bachelor of Science, Art Institute of California, Los Angeles
Subjects Areas: Art Creation for Games, Demo Reel Creation

Szeibert, Damian
Associate of Arts, The Los Angeles Film School
Subjects Areas: Digital Sculpting, Character Design and Creation

GAME PRODUCTION INSTRUCTORS

Hammond, Lori – Program Director
Master of Fine Arts, Pratt Institute
Subject Area: Digital Arts, 3D Animation

Im, Sungpil (Allen)
Bachelor of Fine Arts, Art Center College of Design
Subjects Areas: Object Perspective, Game Art 1

Dawson, Michael
Bachelor of Science, University of Southern California
Subjects Areas: Game Programming 1, Game Programming 2

McMullan, Karen
Bachelor of Arts, Texas A and M University
Subjects Areas: Game Design 1, Game Design 2

Mullich, David
Bachelor of Arts, California State University Northridge
Subjects Areas: Survey of the Video Game Industry, Game Production

Saslow, Adam
Bachelor of Arts, Drexel University
Subjects Areas: Applied Math and Logic

Watson, Sean
Bachelor of Arts, Art Institute of Los Angeles
Subjects Areas: Game Production

Zimmitti, Amy
Bachelor of Arts, University of Rhode Island
Subjects Areas: Game Audio, Game Assets

GENERAL EDUCATION INSTRUCTORS

Sweeney, Robert – Program Director
PhD., California Institute of Technology
Subjects Areas: Mathematics

Bates, Leslie
Master of Fine Arts, American Film Institute
Subjects Areas: English, Interpersonal Communications

Giannini, Tara
Master of Fine Arts, Hunter College
Subject Areas: Art

Kliengklom, Tattiya
Master of Arts, San Francisco State University
Subject Area: English

Lisker, Inna
PhD., Capella University
Subject Areas: Technological Literacy

McGary, Jeffrey
PhD., European Graduate School
Subjects Areas: Behavioral Science, Communications, Business

Mickels-Miller, Rosalind
Master of Science, National University
Subject Areas: Mathematics

Sinclair, Morgaan
Master of Arts, Pacifica Graduate Institute
Subjects Areas: Mythology, English, Psychology

Stein, Eliot
PhD., American Institute of Hypnotherapy
Subjects Areas: Media and Society, Behavioral Science

Sweeney, Joseph
Master of Science, University of Phoenix
Subject Areas: English

ENTERTAINMENT BUSINESS INSTRUCTORS

Lieberman, Hal – Program Director
Master of Arts, University of Chicago
Subject Areas: English Literature

Brae, C. Michael
Bachelor of Fine Arts, University of San Francisco/Bachelor of Fine Arts, Academy of Art University
Subject Areas: Business and Entrepreneurship, Marketing, Distribution

Butler, Tonya
Juris Doctorate, Southwestern University, School of Law
Subject Areas: Entertainment Marketing, Entertainment and Media Law, Internet Marketing and Distribution

Krasno, John
Bachelor of Arts, University of California – Los Angeles
Subject Areas: Final Project, Contract Negotiations

Langvardt, Guy
PhD., Capella University
Subject Areas: Statistics, Organization and Management, E-Business, International Management

LeBlanc, MiMi
Juris Doctorate, Paul M. Herbert Law Center, Louisiana State University
Subject Areas: Intellectual Property, Strategic Planning, Business and Entertainment Law, International Marketing, Finance

McLaughlin, Brian
Master of Business Administration, Boston University
Subject Areas: Business Management, Leadership and Organization

Reina, Ana
Bachelor of Science, Appalachian State University
Subject Areas: Artist Management, Event Management, Strategic Planning, Marketing, Music Business
Management

Thomas, Marcus
Juris Doctorate, Georgia State University
Subject Areas: Business Ethics and Social Responsibility, Music and Industry Management, Public
Relations

Sheetz, Michael
Juris Doctorate, University of Miami School of Law
Subject Areas: Labor and Employment Law, Strategic Planning, Accounting

Woods, Robert – Associate Program Director
Juris Doctorate, Oklahoma State University
Subject Areas: Entertainment Law

FILM INSTRUCTORS

Levy, Ariel – Program Director
London University
Subject Areas: Production

Armstrong, David
Master of Fine Arts, American Film Institute
Subject Area: Cinematography

Balmagia, Lawrence
Bachelor of Science, University of California, Los Angeles
Subjects Areas: Screenwriting

Beintema, Thomas
Bachelor of Arts, Cal Poly Pomona
Subject Area: Gaffer, Production 1

Bennett, Claire
Master of Fine Arts, University of California, Davis
Subjects Areas: Production Design

Bolus, Michael P.
Doctoral Degree, City University of New York
Subjects Areas: Film and Society, Aesthetics of Culture

Coburn, James
Associate of Science, The Los Angeles Film School
Subjects Areas: Production 1

Cohn, Lee
Master of Fine Arts, University of California, Riverside
Subjects Areas: Film Theory, Screenwriting, English Composition

Cook, Steven
Associate of Science, The Los Angeles Film School
Subjects Areas: APPA

Cowgill, Linda J.
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Screenwriting

Detwiler, Heather
Bachelor of Science, College of Charleston
Subjects Areas: Production 1, Script Supervisor

Dunn, Alexandra
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Production Design, Art Direction

Dunphy, Barbara E.
Associate of Arts, Ontario College of Art and Design
Subjects Areas: Production Design, Art Direction

Finch, Henry L.
Bachelor of Arts, Hampshire College
Subjects Areas: APPB

Finestone, Steven
Bachelor of Fine Arts, State University of New York
Subjects Areas: CD 1, CD 2

Gianakopoulus, Tom
Bachelor of Fine Art, Emerson College
Subject Area: Production Department Coordinator, Final Project

Heselov, Martin
Master of Arts, Miami University
Subjects Areas: Post Production

Hora, John C.
Bachelor of Arts, University of Southern California
Subjects Areas: APPA

Kanganis, Charles
Master of Arts, University of Akron
Subject Area: Directing, Production 2

King, Roger L.
Bachelor of Arts, University of Montana
Subjects Areas: Production Design / Art Direction

Koletes, John
Associate of Arts, Los Angeles Valley College
Subject Area: Final Project, Post Production

Kramer, Samuel
Associate of Science, The Los Angeles Film School
Subjects Areas: Production Design, Art Design

Kroeger, Dana
Bachelor of Fine Arts, University of Colorado
Subject Area: Director of Photography, Production 1

Lenbergs, Ellen
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Production Design, Art Direction

Legrand, Carrie
Master of Fine Arts, San Diego State University
Subject Area: Producing Independent Film

Lynch, Thomas
Bachelor of Science, Montana State University
Subjects Areas: Production 1

Malenfant, Robert
Master of Fine Arts, University of Southern California
Subjects Areas: Production 1

Pasternak, James
Master of Arts, University of California, Los Angeles
Subjects Areas: CD 1, CD 2

Rendulic, Sasha
Master of Fine Arts, University of Zagreb - Croatia
Subjects Areas: CD 1, CD 2

Riddle, John
Associate of Science, The Los Angeles Film School
Subjects Areas: APPA

Rose, Charles H.
Bachelor of Fine Arts, New York University
Subjects Areas: CD 1, CD 2

Rossiter, Christopher
Master of Fine Arts, American Film Institute
Subjects Areas: CD 1, CD 2

Sandler, Morgan
Master of Fine Arts, California State University, Los Angeles
Subjects Areas: Film, Television and Theater

Staig, Tema
Master of Fine Arts, New York University
Subjects Areas: Production Design, Art Direction

Tondeur, David
Master of Fine Arts, London Film School
Subjects Areas: Cinematography

Vanore, Allison
Bachelor of Fine Arts, University of Arizona
Subject Area: Producing Independent Film

Velis, Neobe
Master of Business Administration, University of Dallas

Wagner, Gary
Master of Fine Arts, American Film Institute
Subjects Areas: Cinematography

Wolfaardt, Thabo
Master of Fine Arts, University of California, Los Angeles
Subjects Areas: Production 2

Archuleta, Tom
Bachelor of Fine Arts, San Jose State University
Subjects Areas: First Assistant Director, Production 1

Bernstein, Charles
Bachelor of Fine Arts, University of California, Los Angeles
Subjects Areas: APPB

Bryan, Brad
Bachelor of Fine Arts, Ball State University
Subjects Areas: Production Sound Mixer

Burns, Stephen
Associate of Science, The Los Angeles Film School
Subjects Areas: First Assistant Director

Covel, Sean
Master of Fine Arts, University of Southern California
Subjects Areas: Producing Independent Film

Day, Gary
Bachelor of Arts, University of Pittsburgh
Subjects Areas: Production Sound Mixer

De la Torre, Andres
Master of Fine Arts, Chapman University
Subjects Areas: APPB, Post-Production

DiGiulio, Amanda
Bachelor of Arts, University of California, Los Angeles
Subjects Areas: Producing Independent Film, Producing

Greene, Danford
Bachelor of Arts, Cinema and Business - University of Southern California
Subjects Areas: Postproduction

Greenspan, Michael
Master of Fine Arts, American Film Institute
Subjects Areas: Directing

Hansohn, Brooke
Associate of Science, The Los Angeles Film School
Subjects Areas: Casting Director

Hummel, Robert
Bachelor of Art, York Academy of Fine Arts
Subjects Areas: Industry Specialist, Production 2

Karrell, Matia
Master of Fine Arts, American Film Institute
Subjects Areas: Industry Specialist, Directing

Kieran, Paul
Bachelor of Science, Syracuse University
Subjects Areas: Post-Production

Knecht, Kirsten
Master of Fine Arts, New York University
Subjects Areas: Industry Specialist, Production 2

Pasqualone, Michael
Bachelor of Science, Appalachian State University
Subjects Areas: Post-Production

Penney, John
Bachelor of Arts, University of California, Los Angeles
Subjects Areas: Directing

Zabriskie, Jay
Bachelor of Arts, New York University
Subjects Areas: First Assistant Director, Producing Independent Film

MUSIC PRODUCTION INSTRUCTORS

MacKenzie, Andrew – Program Director
Bachelor of Science, Full Sail University

Barnhart, Aaron
Master of Music, University of Oregon
Subject Areas: Music Theory, Music Composition Programming, Sequencing Technologies, Songwriting and Development.

Howard, Jeremy
Associate of Science, The Los Angeles Film School
Subject Areas: Music Theory, Music Composition Programming, Sequencing Technologies, Musical Arrangement, Advanced Music Composition Programming.

Key, Wil
Master of Music, University of Colorado at Boulder
Subject Areas: Music Theory, Music Composition Programming, Sequencing Technologies, Songwriting and Development.

Michaels, Rod
Subject Areas: Musical Listening and Identification, Music Theory, Music Composition Programming.

Moss, Jason
Master of Science, Full Sail University
Subject Areas: Musical Arrangement, Advanced Music Composition Programming, Digital Recording Principles, Audio Workstations.

Seibold, Rick
Bachelor of Arts, University of North Carolina at Chapel Hill.
Subject Areas: Music Theory, Music Composition Programming, Sequencing Technologies, Songwriting and Development.

Warwick, Brian
Bachelor of Music, Berklee College
Subjects Areas: Sound Foundations, Intro to Recording Arts

RECORDING ARTS INSTRUCTORS

Miller, Steve – Program Director
Bachelor of Science, Full Sail University in Progress

Aboozia, Brian D.
Bachelor of Arts, Skidmore College
Subjects Areas: International Film Sound, Final Project 1

Bartlein, John
Associate of Science, The Los Angeles Film School
Subjects Areas: Sound Foundations, Introduction to Recording Arts

Barnhart, Aaron
Master of Music, University of Oregon
Subjects Areas: Advanced MIDI, MIDI

Bentley, Jason
Associate of Science, Full Sail University
Subjects Areas: Introduction to Recording Arts

Binikos, Michael
Associate of Arts, Orange Coast College
Subjects Areas: MIDI, Advanced MIDI

Boyett, Chris J.
Associate of Science, The Los Angeles Film School
Subjects Areas: Music Production, Advanced Recording

Brantley, Stuart B.
Associate of Science, The Los Angeles Film School
Subjects Areas: Mastering, Introduction to Recording Arts

Collins, William
Associate of Applied Science, Full Sail University
Subjects Areas: Entertainment Business, Digital Audio Essentials

Delgadillo, Robert
Associate of Science, The Los Angeles Film School
Subjects Areas: MIDI, Advanced MIDI

Dever, Sean
Associate of Science, Full Sail University
Subjects Areas: System Support and Digital Audio Essentials

Dively, Eric
Bachelor of Science, Full Sail University
Subjects Areas: Introduction to Recording Arts, Sound Foundations

Douglas, Alfredo
Bachelor of Science, Ex'pression College for Digital Arts
Subjects Areas: Film Sound, International Film Sound

Gutierrez, Kent S.
Associate of Science, The Los Angeles Film School
Subjects Areas: Sound Foundations, Introduction to Recording Arts

Helms, Ryan
Associate of Science, The Los Angeles Film School
Subjects Areas: Digital Audio Essentials, Advanced Digital Audio

Hessler, Allan
Bachelor of Arts, Webster University
Subjects Areas: Sound Foundations, Introduction to Recording Arts

Huffnagle, Kent
Associate of Science, Full Sail University
Subjects Areas: Advanced Recording, Music Production

Ing, Andrew D.
Associate of Science, The Los Angeles Film School
Subjects Areas: International Film Sound, Final Project 1

Koller, Candace
Associate of Science, Full Sail University
Subjects Areas: Career Development

Launer, Jerrold C.
Bachelor of Arts, Capitol University
Subjects Areas: International Film Sound, Film Sound

Lardizabal, Juan
Associate of Science, The Los Angeles Film School
Subjects Areas: MIDI, Advanced MIDI

Mansell, Bryan
Bachelor of Arts, Western Oregon University
Subjects Areas: Advanced MIDI, MIDI

Mason, Alan
Associate of Science, The Los Angeles Film School
Subjects Areas: Introduction to Recording Arts and Sound Foundations

McMillan, Gordon
Associate of Science, SAE London
Subjects Areas: System Support, Introduction to Recording Arts

Mehr, Andre
Associate of Science, Full Sail University
Subjects Areas: MIDI, Advanced MIDI

Miller, Lon D.
Associate of Science, The Los Angeles Film School
Subjects Areas: Advanced Recording, Music Production

Moeding, Michael
Associate of Applied Science, Institute of Production and Recording
Subjects Areas: Final Project 1

Nadal, Hector
Associate of Arts, American River College
Subjects Areas: MIDI, Advanced MIDI

Neill, Joshua W.
Bachelor of Arts, Ripon College
Subjects Areas: System Support, Mastering

Nitz, Timothy T.
Associate of Science, The Los Angeles Film School
Subjects Areas: Advanced Digital Audio, Digital Audio Essentials

Numa, Joel
Associate of Arts, Miami Dade College
Subjects Areas: Advanced Recording, Music Production

Oliveros, Nelson
Associate of Science, Full Sail University
Subjects Areas: International Film Sound, Film Sound

Ortiz, George
Bachelor of Arts, California State University - Dominguez
Subjects Areas: Advanced MIDI, MIDI

Putnam, Eric
Bachelor of Science, Expression College
Subjects Areas: Film Sound, International Film Sound

Reaves, Kevin
Associate of Science, Full Sail University
Subjects Areas: Music Production, Advanced Recording

Reyes, Rene F.
Associate of Science, Miami Dade College
Subjects Areas: Advanced MIDI, MIDI

Riach, Michael
Associate of Science, The Los Angeles Film School
Subjects Areas: Mastering, Advanced Recording

Rocha, James
Associate of Science, Full Sail University
Subjects Areas: Digital Audio Essentials, Advanced Digital Audio

Rocha, Pedro
Bachelor Degree, Santo Domingo Institute of Technology
Subjects Areas: Film Sound, International Film Sound

Ryan, Mark
Bachelor of Arts, Kent State University
Subjects Areas: MIDI, Digital Audio Essentials

Schlenger, Arthur
Bachelor of Fine Arts, University of California, Santa Cruz
Subjects Areas: Film Sound, International Film Sound

Schtonov, Zahari T.
Bachelor of Science, Technical University of Sofia, Bulgaria
Subjects Areas: Final Project 1, International Film Sound

Sheldon, Mark V.
Bachelor of Arts, University of California, Santa Cruz
Subjects Areas: Digital Audio Essentials, Advanced Digital Audio

Shupenia, Rodney M.
Associate of Science, The Los Angeles Film School
Subjects Areas: Advanced MIDI, MIDI

Spann, Brent
Associate of Science, The Los Angeles Film School
Subjects Areas: Advanced Digital Audio, Digital Audio Essentials

Stoyanov, Assen
Bachelor of Fine Arts, Berklee College of Music
Subjects Areas: System Support, Advanced Digital Audio

Sturgis, Wesley H.
Associate of Science, The Los Angeles Film School
Subjects Areas: Music Production, Advanced Recording

Walden, Vance
Associate of Science, The Los Angeles Film School
Subjects Areas: Film Sound, Final Project 1

Wallace, Brian
Bachelor of Fine Art, California State University, Long Beach
Subjects Areas: Sound Foundations, Introduction to Recording Arts

Wallace, Michael
Bachelor of Arts, University of Wisconsin
Subjects Areas: Introduction to Recording Arts, Sound Foundations

Wild, Charles C. Jr.
Associate of Science, Full Sail University
Subjects Areas: Digital Audio Essentials, Advanced Digital Audio

Zemel, Rayna
Bachelor of Science, University of Vermont
Subjects Areas: Advanced Digital Audi, Digital Audio Essentials

Zoccolillo, Justin
Bachelor of Science, Full Sail University
Subjects Areas: Entertainment Business, Digital Audio Essentials

THE LOS ANGELES FILM SCHOOL ADMINISTRATION

President and CEO: Diana Derycz-Kessler, J.D.

Co-Chairs: Paul Kessler, Bill Heavener, Ed Haddock, Jon Phelps

Vice President of Academic Affairs: Paul A. Bott, Ed.D

Vice President of Admissions and Marketing: Ben Chaib

Vice President of Business Office: Pam Payawal

Vice President of Career Development: Dave Phillips

Vice President of Financial Aid and International Relations: Jason Cupp, Ed.D

Vice President of Operations: Jenna Langer, J.D.

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LOS ANGELES®
F I L M   S C H O O L
ANIMATION + AUDIO + FILM + GAMES
ENTERTAINMENT BUSINESS

Important Dates 2014

Term	Registration begins	Term Start	Open House	Term End & CV Grad date	Grad Ceremonies
		2013 Winter Break		**12/23/2013-1/5/2014**	
201401	TBD	1/6/2014	1/18/2014	2/2/2014	2/14/2014
201402	TBD	2/3/2014	2/8/2014	3/2/2014	3/14/2014
201403	TBD	3/3/2014	3/8/2014	3/30/2014	4/11/2014
		Spring Break		**3/31/2014-4/6/2014**	
201404	TBD	4/7/2014	4/5/2014	5/4/2014	5/16/2014
201405	TBD	5/5/2014	5/10/2014	6/1/2014	6/13/2014
		Memorial Day Holiday		**5/26/2014**	
201406	TBD	6/2/2014	6/21/2014	6/29/2014	7/11/2014
		Summer Break		**6/30/2014-7/6/2014**	
201407	TBD	7/7/2014	7/19/2014	8/3/2014	8/15/2014
201408	TBD	8/4/2014	8/23/2014	8/31/2014	9/12/2014
		Labor Day Holiday		**9/1/2014**	
201409	TBD	9/2/2014	9/20/2014	9/28/2014	10/10/2014
201410	TBD	9/29/2014	10/18/2014	10/26/2014	11/7/2014
201411	TBD	10/27/2014	11/15/2014	11/23/2014	12/5/2014
201412	TBD	11/24/2014	12/13/2014	12/21/2014	12/19/2014
		2014 Winter Break		**12/22/2014-1/4/2015**	

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