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Program **Information**

Where creativity counts!

And, do not forget the need for advanced technical know-how! Add to this people skills, and you may become a candidate for one or more of the following programs:

■ Digital Filmmaking ... creating, directing and dramatizing moving images and graphic images for the world of entertainment, Internet streaming and mass communications.

■ Animation & Game Design ... producing 3D models that shape entire environments making possible the impossible. Game Production Design is all about designing games from the ground up using the latest in gaming technology.

■ Digital Audio Production & Design ... building sound tracks for film, television and the Internet. Gaining advertising design skills for promoting digital visuals and audio.

■ Interactive Media Arts ... taking advertising design into the world of advertising, branding, corporate identity and internet development.

■ Digital Photography ... gaining the critical skills needed for creative photography.

■ Interior Design ... creating dramatic designs for residential and commercial applications.

... plus GreenlightRAW ... the force behind job-ready portfolios

What separates a school graduate with beginning skills and a Living Arts College graduate with demonstrated production know-how?

Real-world like production portfolio of work—that's what Living Arts College graduates will have experienced in the three year Bachelors programs here. Real-world demands—tight deadlines—and performing to tough mentors are all parts of the GreenlightRAW learning system exclusive to LAC.

The Greenlight process used in much of the film industry is approving creative content along with production mechanics of timetable and budget. The goal is to predict success at the box office based on starting a production that has bankable creative content. This process of review and approvals is usually accomplished by an experienced producer team. The review, approval and monitoring the core elements of creative concept, time and budget—all oriented around getting the production delivered..

Living Arts College applies GreenlightRAW to all Bachelors Studio Arts Programs here at the Raleigh campus. GreenlightRAW is explained as REAL APPLICATIONS WORKFLOW—the master steps that take any commercial project from approval, to idea, to final delivery. Today, personal rewards are not in simply knowing Photoshop for design or other software for grinding out digital images or sound recordings. Instead, it's the big idea that counts up front. It's all about creating concept, original designs ... and real marketing solutions that pay off using digital tools and digital art forms to deliver on time and on budget.

So, why shouldn't a college program demand the same set of standards?

Those who are accepted here, attend the College as practicing for job roles. Theory and basic grading is replaced with Case Problems as team projects ... and individual projects requiring approved creative work. Selected bodies of work don't move forward unless the team and/or the student gets the Greenlight. Look to be monitored along the way, as teams step through orderly workflow.

In the end, graduation is no longer about making grades, but it's about having demonstrated creative production competencies for creating TOTAL projects that appeal to real audiences who expect to be entertained, informed or motivated. The portfolio NOW has to show, guided results that count and say the student is ready to play a role as a Creative Professional.

The College is truly a unique environment. Think of it as a tough, challenging job. It is the kind of job that demands energy day after day. The reward is avoiding daily routines and stretching your mind!

Introduction to Digital Filmmaking

Perhaps no program at the College is as challenging as Digital Filmmaking. It is here that the student works to earn the essential know-how required to create a production demo reel. He or she uses a vast set of creative options combined with an array of digital audio and visual tools.

Digital Filmmaking is available to candidates in a twelve quarter daytime format, or an evening series of two certificate programs. The day program includes added study in the history and design of the visual arts plus story development and exploration of the written word. Please check availability of programs with the admissions office.

Those individuals who believe they are destined for the world of cinema directing and producing must understand the real demands of this industry. One does not move to a directing or producing position through a single effort of study of the cinema or a similar "appreciation" of the art. Instead, success is a product of acquiring a diverse background including, but not limited to:

- Study of the cinema
- Story structure and storyboard development
- The step-by-step production process
- Director of photography and the single camera shoot
- Producing for the drama, documentary and commercial arenas

And the list continues. But, there is more. The College demands that the candidate understand and appreciate alternate delivery technologies that include:

- Internet streaming audio & video
- DVD publishing including HD
- Theater

Summing up, digital filmmaking demands your personal development in both the technical and creative arenas. We work without the silver image and employ digital means. While the technologies may be new, the critical demands of filmmaking have not changed from years of entertaining and informing mass audiences. Be prepared for experiencing tough critiques from a caring group of staff and faculty.

The best candidate for this program will have demonstrated a passion for creativity and/or the application of technical adaptations with a flair for creativity. Admission requirements follow.

*A student must successfully complete a Certificate in Digital Filmmaking I before taking a Certificate in Digital Filmmaking II. An exception to this policy may be approved by an interview with the Program Coordinator or Director of Education.

Bachelor of Arts in Digital Filmmaking

Filmmaking has advanced to a new level of options for the professional filmmaker. One can embrace the vast array of sophisticated digital tools, or choose to ignore technology for “art”. This is not a videographer’s program of point and shoot. Instead this a program designed to prepare the individual for a role as a true filmmaker—telling stories through applied creativity. This means using the powerful, digital tools to advance visual (and audio) content.

As a longer program, there is added opportunity to dig deeper into the toolbox to not only craft superb images, but to develop content that will move audiences. If one is accepted into this program, they will be subjected to the practical demands of the producer who is expecting results—with audiences and critics alike. This is an opportunity for the serious filmmaker to tackle a content directed program.

There are 45 courses within this 180 credits program. When delivered over 12, ten week quarters of instruction, an eclectic mix of learning takes place. Class size is limited to 28 students, except general education courses. The curriculum recognizes three related scenarios closely tied to digital production:

- Single camera style production development
- Added motion graphics
- Technology study for delivery to both the big screen and the personal screen (television and PC)

Tools incorporated into the program range from core grip equipment, tripod mounted cameras to jib arm mount to gimbal float gear. Grip equipment, studio and location lighting are put to use in production. Pre-production and concept development, however, begin the process. Post production provides ample opportunity for not only editing, but finishing by adding motion graphics effects. Prerequisite for this program includes a demonstrated interest in advancing development of content related film production. See Admissions section for additional information. The individual should have demonstrated communications skills and be prepared for intensive critique. The candidate for this program must also be capable of handling and lifting large or bulky equipment that may weigh up to 40 pounds.

Program Goal: The graduate of this program is prepared for an entry level position in the digital production of film content for entertainment, documentary, Internet and commercial applications. Job titles include: Director, Cinematographer, Technical Director, Internet Content Designer and Production Associate.

Code	Course	Credits	Hours	Code	Course	Credits	Hours
AD101	Visual Construction	4	60	DM207	Advertising Design	4	60
AD102	Color Construction	4	60	DM210	Website Design & Production	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60	DM312	Website Animation I	4	60
AD104	Personal Branding Strategies	4	40	DM414	Broadcast Design II	4	60
AD195	Media Delivery	4	60	IC140	Web Audio & Video	4	60
AD407	Web Design Portfolio/Self Promotion	4	60	IC401	Website Campaign & Control	4	60
AM102	Story Development	4	60	ART100	Art Appreciation I	4	40
AP101	Audio Engineering I	4	60	ART200	Art Appreciation II	4	40
AP302	Sound Design	4	60	CSM100	Computer Applications	4	40
BU218	Studio Business Practices	4	40	ECN400	Introduction to Economics	4	40
BU317	Practical Marketing	4	40	ENG200	English Composition	4	40
BU415	Portfolio Studio I	4	60	ENG400	Oral Communication	4	40
BU418	Portfolio Studio II	4	60	MTH100	Contemporary Mathematics	4	40
BU420	Conceptual Design	4	60	MTH300	Geometry	4	40
DF101	Language of Film	4	40	HUM100	Music Appreciation*	4	40
DF102	Cinematography & Lighting I	4	60	SCI300	Environmental Science	4	40
DF106	Production Studio I	4	60	SCI301	Life Science	4	40
DF120	Broadcast Design I	4	60	SOC200	Geography	4	40
DF205	Production Editing I	4	60	SOC201	Sociology	4	40
DF208	Production Studio II	4	60	PSY200	Psychology	4	40
DF210	Cinematography & Lighting II	4	60				
DF307	Production Studio III	4	60	<i>Total</i>		<i>180</i>	<i>2,340</i>
DF309	Production Editing II	4	60				
DF411	Independent Producing	4	60				
DF412	Project Studio	4	60				

*With approval, an elective may be substituted for these courses.

Associate in Applied Science in Digital Filmmaking

It is a fact that an important option in filmmaking today is total digital production. The big screen theater is moving away from silver based film to high resolution digital projection. This program begins the process of filmmaking production in an all digital environment. The College has great experience as a pioneer in visual media created via digital means. With over 20 years experience in digital art and animation instruction, the College once again is at the forefront of visual education.

Today, the creator of moving images needs to be prepared to deliver images that go far beyond the usual. By incorporating traditional cinema style with special effects, the digital director combines artistry with technology.

There is no doubt that challenges confront entry to the film, entertainment and multimedia industries. To foster multiple career pathways, the School has planned for a highly diverse learning system. Today's digital filmmaker will have a broad skill set upon graduation. Essential directing and producing abilities will prevail. However, special effects and related technologies provide essential, new opportunities for the student in this program.

There are 24 courses within this 96 credit program. When delivered over eight, 10 week quarters of instruction, an eclectic mix of learning takes place. Class size is limited to 28 students, except general education courses. The curriculum recognizes three related scenarios closely tied to digital production:

- Single camera style production development
- Added motion graphics
- Technology study for delivery to both the big screen and the personal screen (television and PC)

Tools incorporated into the program range from core grip equipment, tripod mounted cameras to jib arm mount to gimbal float gear. Grip equipment, studio and location lighting are put to use in production. Pre-production and concept development, however, begin the process. Post production provides ample opportunity for not only editing, but finishing by adding motion graphics effects.

Program Goal: The graduate of this program is prepared for an entry level position in the production of film for broadcast, movies and broadband applications. The student will have gained an understanding of film production plus Internet design and production. Job titles include Director, Cinematographer, Foley Artist, Producer and Web Media Production Associate.

Prerequisite for this program includes a demonstrated interest in the art and science of the moving image. This may be expressed via the written word, design experience, drama involvement or actual film or video experience. See admissions section for added details. This program also includes a requirement to lift heavy and awkward camera, grip and scene items often in excess of 40 pounds.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD201	Web Design Portfolio/Self Promo	4	60
DF001	Directing	4	60
DF002	Language of Film	4	60
DF003	Cinematography & Lighting	4	60
DF006	Producing Sound & Picture	4	60
DF007	Independent Producing I	4	60
DF008	Production Studio I	4	60
DF010	Production Studio II	4	60
DF011	Production Studio III	4	60
DF012	Production Studio IV	4	60
DF013	Production Studio V*	4	60
DF014	Story Development Production	4	60
DF120	Broadcast Design*	4	60
DM120	Website Design & Development*	4	60
DM141	Web Animation I*	4	60
MG001	FX Motion Graphics I	4	60
GE101	English Composition	4	60
GE102	Survey of Western Arts	4	60
GE103	Oral Communications	4	60
GE104	Quantitative Literacy	4	60
GE105	Environmental Science	4	60
GE106	Psychology	4	60
<i>Total</i>		<i>96</i>	<i>1,440</i>

*With approval, an elective may be substituted for these courses.

Certificate in Digital Filmmaking I

This program provides an adaptation of the Digital Filmmaking diploma program in four, 10 week quarters. Class size is limited to 28 students for a specific start time and date. Single camera production is emphasized in a study and exercise format. While not a portfolio development program, multiple disciplines are covered. These disciplines include story, camera, grip and lighting. Motion graphics and effects are also included. Post production finishing utilizing powerful editing tools is covered along with sound for picture. Generally, productions are completed in the certificate program Digital Filmmaking II.

Program Goal: The graduate of this program is prepared for an entry level position in the production of film for broadcast, movies and broadband applications. The student will have gained an understanding of film production plus Internet design and production. Job titles include Director, Cinematographer, Foley Artist, Producer and Web Media Production Associate.

The candidate for this program usually prepares for an intense level of study. He or she recognizes this is not a portfolio program. Instead, it seeks to develop foundation skills ranging from preproduction to post production. Prerequisite for this program includes a demonstrated interest in the art and science of the moving image. This may be expressed via the written word, design experience, drama involvement or actual film or video experience. See admissions section for added details. This program also includes a requirement to lift heavy and awkward camera, grip and scene items often in excess of 40 pounds.

Code	Course	Credits	Hours
AD101	Visual Construction/C	2	30
AD102	Color Construction	4	60
DF001	Directing	4	60
DF002	Language of Film/C	2	30
DF003	Cinematography & Lighting	4	60
DF006	Producing Sound & Picture	4	60
DF008	Production Studio I	4	60
DF014	Story Development Production	4	60
MG001	FX Motion Graphics I	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Certificate in Digital Filmmaking II

This four quarter, 10 weeks per quarter program usually follows Digital Filmmaking I. During this time students move toward shaping their new-found knowledge into completed work. Students function in directing and producing roles while seeking to meet timelines and budgets. Students work to complete portfolio elements that demonstrate drama and/or documentary as well as commercial work. Students continue in studio courses to refine their work. This includes completing motion graphics portfolio elements. Internet delivery and Internet support is also a component in this program. The program is intense as students work to meet completion deadlines. The course is limited to 28 students for each evening session start. Start dates are listed in the admission section.

Program Goal: The graduate of this program continues preparation for an entry level position in the production of film for broadcast, movies and broadband applications. The student will have gained added understanding of film production plus Internet design and production. Job titles include Director, Cinematographer, Foley Artist, Producer and Web Media Production Associate.

Before entering this program the student prepares by acquiring foundation skills in Digital Filmmaking I. Prerequisite for this program includes a demonstrated foundation knowledge of directing, cinematography, sound and motion graphics. This may be expressed via previous education, design experience, drama involvement and/or actual film or video experience. See admissions section for added details. This program also includes a requirement to lift heavy and awkward camera, grip and scene items often in excess of 40 pounds.

Code	Course	Credits	Hours
AD201	Web Design Portfolio/Self Promo	2	30
DF007	Independent Producing I/C	2	30
DF010	Production Studio II	4	60
DF011	Production Studio III	4	60
DF012	Production Studio IV	4	60
DF013	Production Studio V	4	60
DF120	Broadcast Design	4	60
DM120	Website Design & Development*	4	60
DM141	Web Animation I	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Introduction to Animation & Game Design

Today, the excitement of film, gaming and commercial production often revolves around the magic of digital animation and special effects wizards. These are the people who create moving, dimensional models. Students demonstrate not only creative skills, but they must also be highly disciplined technicians. In this program, candidates work to gather the hands-on knowledge required to fashion animated images using advanced software. Students work under the direction of an instructor/producer who relies on each student in the production team to meet deadlines, quality goals and budgets.

Students realize there are two essential building blocks that include:

- Animation design, model building, keyframe animation and production rendering releasing to DVD or the Internet
- Motion graphics design for combining digital models with live action photography or existing animation footage
- Game production and design for industry standard level design, production artwork, and cutting edge technology

The College offers a variety of intense, dedicated learning experiences that include, but are not limited to:

- Hands on learning in a game production setting, learning real world techniques
- High-end animation for games and simulated photo realism
- Digital art for model design
- Motion graphics design and special effects production
- Advanced studio portfolio development

Serious individuals will meet with admissions and faculty to explore their potential and to develop a plan for professional development. They will discover a rare opportunity to gain a real world understanding of animation production and game design.

*A student must successfully complete a Certificate in Digital Animation before taking a Certificate in Advanced Digital Animation. An exception to this policy may be approved by an interview with the Program Coordinator or Director of Education.

Bachelor of Arts in Animation & Game Design

Animation has advanced to a new level of options for the professional image maker. Careers in animation offer exceptional opportunities along with huge challenges for the would be animator. Success in this field requires a special combination of education and early, real-world experiences. This animation and game design degree program is designed to support the “whole” animator through education and experience.

As a longer program, the candidate for graduation will dig deeper with a scope of courses seldom found in one educational setting. Add to the fact that this College has perhaps the longest running, continuous program in digital animation. This is why the founders of the College continue to drop in at the major studios to visit with graduates from years past. This is why there are regular Red Carpet Seminars to meet working professionals. This is why you will find a total commitment as the originator of animation education represented by graduates of exceptional accomplishment. Plan to review the program detail listed here. You will find an unique approach to production from idea to story to adding your credits to finished work.

There are 45 courses within this 180 credit program. When delivered over 12, ten week quarters of instruction, an eclectic mix of learning takes place. Class size is limited to 28 students, except general education courses. Tools incorporated into the program range from core imaging computers to using advanced production software. Studios include options for audio, compositing and motion graphics. Prerequisite for this program includes a demonstrated interest in animation as a commercial story production instrument and game design. See Admissions section for added details.

Program Goal: The graduate of this program is prepared for an entry level position in animation production and game design for both short form and long form titles. Possible job titles include, but are not limited to: Animation, Website Designer, Animator, Concept Designer, Technical Animator, Web Media Production Associate, Shader Network Technical Assistant, Lighting Technical Assistant, Senior Game Designer, Level Designer, Senior 3D Artist or Character Animator.

Code	Course	Credits	Hours	Code	Course	Credits	Hours
AD101	Visual Construction	4	60	GM401	Game & Entertainment Technology	4	60
AD102	Color Construction	4	60	GM402	Game Engines & Production	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60	GM403	Game Design Strategies	4	40
AD104	Personal Branding Strategies	4	40	GM404	Game Level Design	4	60
AD407	Web Design Portfolio/Self Promotion	4	60	GM405	Game Development Team	4	60
AF113	Human & Animal Form	4	60	IC140	Web Audio & Video	4	60
AF114	Character Development	4	60	IC401	Website Campaign & Control	4	60
AM101	Digital Animation	4	60	ART100	Art Appreciation I	4	40
AM102	Story Development	4	60	ART200	Art Appreciation II	4	40
AM203	CG Modeling I	4	60	CSM100	Computer Applications	4	40
AM204	Character Setup	4	60	ECN400	Introduction to Economics	4	40
AM205	CG Modeling II	4	60	ENG200	English Composition	4	40
AM307	Lighting, Shading & Effects	4	60	ENG400	Oral Communications	4	40
AM308	Character Animation I	4	60	HUM100	Music Appreciation*	4	40
AM310	Character Animation II	4	60	MTH100	Contemporary Mathematics	4	40
AM312	Advanced Lighting, Shading & Effects	4	60	MTH300	Geometry	4	40
AM404	Animation Production Studio	4	60	SCI300	Environmental Science	4	40
BU218	Studio Business Practices	4	40	SCI301	Life Science	4	40
BU415	Portfolio Studio I	4	60	SOC200	Geography	4	40
BU418	Portfolio Studio II	4	60	SOC201	Sociology	4	40
DF120	Broadcast Design I	4	60	PSY200	Psychology	4	40
DM207	Advertising Design	4	60	<i>TOTAL</i>		<i>180</i>	<i>2,360</i>
DM210	Website Design & Production	4	60				
DM312	Website Animation I	4	60				

*With approval, an elective may be substituted for these courses.

Associate in Applied Science in Digital Animation

Digital model making and digital animation has moved to the forefront of modern entertainment. The College has years of experience as a pioneer in animation instruction resulting in graduates working at major studios. The College has continued to develop programs and courses that support an opportunity for expanded study in animation and animation production for film, gaming and the Internet. Web site production is an important component of all programs.

This program provides a strong foundation in digital animation. The program begins with important study in design, color, vector and raster based software. It continues with 2D animation plus video and audio for the Internet and web site development. Storyboarding and story development is a key component of the program as students move from ideas to creating 3D animation environments. Paint techniques for texture mapping are explored. As students build more complex models, the program shifts to 3D motion utilizing industry selected modeling and keyframing software.

Students gain valuable experience in design and development by studying and drawing characters plus human and animal form. Lighting study allows the future animator to work toward adding dimension and depth to production characters. A significant portion of the program is taught in a hands-on computer environment. Today, the animator is often expected to be an originator of style and story. This is the creative role of the animator that offers the potential to excite audiences. Expanding your creative self is a core goal of this program. Conceptual design, storyboarding, animatics and drawing courses help prepare the student to go beyond the usual and explore visual ideas, story vignettes and emotions. Training in lighting and set design contributes to the construction of characters, objects and environments that display personality and style. Internet creativity counts in 2D animation.

There are 24 courses and 96 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/ demonstration combined with exercises plus animation and art production projects. Students work toward creating a personal demonstration animation reel. Class size for studio courses is limited to 28 students. Course descriptions follow in this catalog. They range from foundation studies in digital system technology to character drawing, modeling and motion software.

Program Goal: The graduate of this program is prepared for an entry level position in the production of animation modeling and keyframe animation for broadcast, film and broadband applications. The student will have gained an understanding of animation design plus Internet design and production. The individual will have a working knowledge of both 2D and 3D animation software on the Microsoft Windows workstation platform. Job titles include Animation or Website Designer, Animator, Technical Animator or Web Media Production Associate. Prerequisite for this program includes a demonstrated interest in art or design through evidence of expression. See Admissions section for added details.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD201	Web Design Portfolio/Self Promo	4	60
AF114	Character Development	4	60
AM101	Digital Animation I	4	60
AM106	Advanced Digital Animation II	4	60
AM107	Advanced Digital Animation III	4	60
AM175	Story Development	4	60
AM190	Animation Production Studio I	4	60
AM191	Animation Production Studio II	4	60
AM192	Animation Production Studio III	4	60
AM200	Animation Portfolio	4	60
AM202	Production Animation Portfolio	4	60
DM120	Website Design & Development*	4	60
DM141	Web Animation I*	4	60
IC140	Web Audio & Video*	4	60
MG001	FX Motion Graphics I	4	60
MG002	FX Motion Graphics II*	4	60
GE101	English Composition	4	60
GE102	Survey of Western Arts	4	60
GE103	Oral Communications	4	60
GE104	Quantitative Literacy	4	60
GE105	Environmental Science	4	60
GE106	Psychology	4	60
<i>Total</i>		<i>96</i>	<i>1,440</i>

Certificate in **Digital Animation**

This program provides an adaptation of the Digital Animation diploma program in a format delivered in four, 10 week quarters, class size limited to 28 students for a specific start time and date. Today, more than ever, the digital professional must be able to embrace multiple delivery vehicles. These range from film to gaming; from DVD to corporate industrial. The program works to develop foundation knowledge in design, color, storyboarding, animatics, video and audio acquisition, Internet, 2D animation, website development, and 3D animation models and environments. Students complete a series of projects and assignments to develop their own style and skills. Projects often become components for a personal demo reel. This reel is usually completed in the program that follows (see below).

Program Goal: The graduate of this program is prepared for an entry level position in the production of animation modeling and keyframe animation for broadcast, film and broadband applications. The student will have gained an understanding of animation design plus Internet design. Job titles include Animation and Website Designer, Animator, Technical Animator or Web Media Production Associate.

There are 10 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/ demonstration combined with exercises plus animation and art production projects. Class size for studio courses is limited to 28 students. Prerequisite for this program includes a demonstrated interest in art or design through evidence of expression. See Admissions section for added details.

Code	Course	Credits	Hours
AD101	Visual Construction/C	2	30
AD102	Color Construction/C	2	30
AF114	Character Development/C	2	30
AM101	Digital Animation I	4	60
AM106	Advanced Digital Animation II	4	60
AM107	Advanced Digital Animation III	4	60
AM190	Animation Production Studio I	4	60
AM191	Animation Production Studio II	4	60
AM200	Animation Portfolio	4	60
DM141	Web Animation I/C	2	30
<i>Total</i>		<i>32</i>	<i>480</i>

Certificate in **Advanced Digital Animation**

This program provides an adaptation of the Digital Animation diploma program in a format delivered in four, 10 week quarters, class size limited to 28 students for a specific start time and date. This course continues with a strong foundation knowledge in complex modeling, texturing, animation and FX. Students will also spend time developing a personal/promotional website. A website is a great way to get your work out to the job market and will open doors to new opportunities. Networking knowledge is also explored and will make the student more marketable. Students complete a series of projects and assignments to continue the development of their portfolio. The student's personal demonstration animation reel will become a major part of this course.

Program Goal: The graduate of this program continues preparation for an entry level position in the production of animation modeling and keyframe animation for broadcast, film and broadband applications. The student will have gained added understanding of animation design plus Internet design and production. The individual will have a working knowledge of both 2D and 3D animation software on the Microsoft Windows workstation platform. Job titles include Animation or Website Designer, Animator, Technical Animator or Web Media Production Associate.

There are 8 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/demonstration combined with exercises plus animation and art production projects. Class size for studio courses is limited to 28 students. Prerequisite for this program includes a demonstrated interest in art or design through evidence of expression. See Admissions section for added details.

Code	Course	Credits	Hours
AD201	Web Design Portfolio/Self Promo	4	60
AM175	Story Development	4	60
AM192	Animation Production Studio III	4	60
AM202	Production Animation Portfolio	4	60
DM120	Website Design & Development	4	60
IC140	Web Audio & Video	4	60
MG001	FX Motion Graphics I	4	60
MG002	FX Motion Graphics II	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Introduction to **Digital Audio Production & Design**

The new age of audio has arrived holding hands with Digital Filmmaking. Now the recording engineer has innovative and powerful tools at hand to guide the sound design process.

Living Arts College is again shaping the destiny of the individual who has the soul and priority to engage in audio production. The courses and program that follow have been created by professionals with years of production experience. An important part of program design has been to provide for a diversity of training giving the student an added foundation in visual design. These skills will enhance the graduate's strength in marketing his or her talents. This program does not seek to develop music skills. Under this umbrella of learning, the successful individual may direct his or her energies toward:

- Audio production for film, DVD publishing and Internet distribution
- Promotion and Internet marketing for entertainment
- Practical skills for editing, audio directing and studio recording

With the need for self promotion, suddenly a strong foundation in visual promotion becomes a worthy skill set.

The unique combination of audio, technical and creative engineering plus promotion know-how for the Internet, print, film and video becomes a rewarding experience. The courses in this program are eclectic but with a purpose. Please check availability of programs with the admissions office.

*A student must successfully complete a Certificate in Digital Audio Production & Design I before taking a Certificate in Digital Audio Production & Design II. An exception to this policy may be approved by an interview with the Program Coordinator or Director of Education.

Bachelor of Arts in Audio Production & Design

This is a program unique to the audio production industry. It is designed to support the graduate for a role in both the recording arts and audio post production. This translates to an incredible array of possibilities for mapping a career plan in the world of pro audio. Today, the creator of computer games, feature films, television programming and Internet audio video streaming must have wide, digital production know-how. This program moves in this direction via a series of structured courses all dependent on the goal of producing a set of finished audio and promotion experiences. As part of this experience, the student joins with others as a production team. The team roles rotate to include engineer, producer and director. Supporting the program is a studio environment specifically designed to maximize the learning experience. This is done by presenting elements of the program in a ProTools HD surround sound mixing theater. The 200 seat theater contains such features as surround sound, digital mixing console system and other high end software combined with a triamplified speaker and amplifier component. A sound stage and additional mixing studios are housed in a dedicated Monolithic dome structure. Additional program details include study of preproduction, production and post-production plus digital art, paint and Internet site development including 2D animation delivered in 12, ten week quarters. There are 45 courses within this 180 credit program. Class size is limited to 28 students, except General Education courses. Graduation requirement includes maintaining satisfactory grades (minimum 2.0 GPA) and completing an assigned portfolio combining hard copy and CD/DVD production elements.

Program Goal: The graduate of the program is prepared for an entry level position in audio production and visual promotion to support digital recording, mixing, sound design and visual promotion for filmmaking, interactive gaming, television broadcast as well as Internet streaming.

Prerequisite and entrance requirements for this program include completing a series of short evaluation exercises. These include attending a Guided Interview to present the prospective student's level of interest and experience to date plus demonstrated potential for creativity in audio or visual design. In addition to all requirements listed in the catalog, the candidate for enrollment must be prepared to study and perform to a satisfactory level in both areas of production education; audio engineering and visual/audio promotion. Catalog requirements include entrance testing, an additional interview with a Subject Specialist or Faculty member plus high school completion or GED attainment. See Admissions section for additional information.

Code	Course	Credits	Hours	Code	Course	Credits	Hours
AD101	Visual Construction	4	60	DM207	Advertising Design	4	60
AD102	Color Construction	4	60	DM210	Website Design & Production	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60	DM312	Website Animation I	4	60
AD104	Personal Branding Strategies	4	40	IC140	Web Audio & Video	4	60
AD407	Web Design Portfolio/Self Promotion	4	60	IC401	Website Campaign & Control	4	60
AP101	Audio Engineering I	4	60	ART100	Art Appreciation I	4	40
AP102	Digital Audio Workstation I	4	60	ART200	Art Appreciation II	4	40
AP103	Music Fundamentals	4	60	CSM100	Computer Applications	4	40
AP201	Digital Audio Workstation II	4	60	ECN400	Introduction to Economics	4	40
AP202	Audio Engineering II	4	60	ENG200	English Composition	4	40
AP203	Digital Audio Workstation III	4	60	ENG400	Oral Communication	4	40
AP204	Applied Virtual Instruments	4	60	HUM100	Music Appreciation*	4	40
AP301	Production Audio	4	60	MTH100	Contemporary Mathematics	4	40
AP302	Sound Design	4	60	MTH300	Geometry	4	40
AP303	Game Audio	4	60	SCI300	Environmental Science	4	40
AP304	Studio Maintenance & Design	4	60	SCI301	Life Science	4	40
AP305	Broadcast Audio Production	4	60	SOC200	Geography	4	40
AP401	Audio Project Studio	4	60	SOC201	Sociology	4	40
AP405	Music & Entertainment Business	4	60	PSY200	Psychology	4	40
AP406	Production Studio Management Practices	4	60				
BU218	Studio Business Practices	4	40	TOTAL		180	2,380
BU415	Portfolio Studio I	4	60				
BU418	Portfolio Studio II	4	60				
BU420	Conceptual Design	4	60				
DF120	Broadcast Design I	4	60				
DF205	Production Editing I	4	60				

*With approval, an elective may be substituted for these courses.

Associate in Applied Science in Digital Audio Production & Design

This is a program unique to the audio production industry. It is designed to support the graduate for a role in film and entertainment based production. It reflects the broader need for combining digital technology skills with creative directing and support in both the audio and visual arenas.

Today, the creator of computer games, feature films, television programming and Internet audio video streaming must have wide, digital production know-how. This program moves in this direction via a series of structured courses all dependent on the goal of producing a set of finished audio and promotion experiences.

As part of this experience, the student joins with others as a production team. The team roles rotate to include engineer, producer and director.

Supporting the program is a studio environment specifically designed to maximize the learning experience. This is done by presenting elements of the program in a fully equipped surround sound mixing theater. The 200 seat theater contains such features as surround sound, digital mixing console system and other high end software combined with a triamplified speaker and amplifier component. A sound stage and additional mixing studios are housed in a dedicated Monolithic dome structure.

Additional program details include study of preproduction, production and postproduction plus digital art, paint and Internet site development including 2D animation delivered in eight, 10 week quarters. There are 25 courses within this 96 credit program. Class size is limited to 28 students, except general education courses. Graduation requirement includes maintaining satisfactory grades (minimum 2.0 GPA) and completing an assigned portfolio combining hard copy and CD production elements.

Program Goal: The graduate of the program is prepared for an entry level position in audio production and visual promotion to support digital recording, mixing, sound design and visual promotion for filmmaking, interactive gaming, television broadcast as well as Internet streaming.

Prerequisite and entrance requirements for this program include completing a series of short evaluation exercises. These include attending a Guided Interview to present the prospective student's level of interest, experience to date plus

demonstrated potential for creativity in audio or visual design. In addition to all requirements listed in the catalog, the candidate for enrollment must be prepared to study and perform to a satisfactory level in both areas of production education; audio engineering and visual/audio promotion. Catalog requirements include entrance testing, an additional interview with a Subject Specialist or Faculty member plus high school completion or GED attainment. See Admissions section for additional information.

Code	Course	Credits	Hours
AD102	Color Construction	4	60
AD195	Media Delivery	2	30
AD201	Web Design Portfolio/Self Promo	4	60
AP001	Digital Audio Engineering I	4	60
AP002	Digital Audio Workstation I	4	60
AP003	Sound Design	4	60
AP004	Audio Project Studio I	4	60
AP005	Audio Project Studio II	4	60
AP006	Music Theory	4	60
AP007	Digital Audio Workstation II	4	60
AP008	Digital Audio Workstation III	4	60
AP010	Digital Audio Engineering II	4	60
DF120	Broadcast Design	4	60
DM112	Graphic Design	4	60
DM120	Website Design & Development*	4	60
DM124	Advertising Design	4	60
DM141	Web Animation I	4	60
IC140	Web Audio & Video	4	60
NC302	Business of Marketing	2	30
GE101	English Composition	4	60
GE102	Survey of Western Arts	4	60
GE103	Oral Communication	4	60
GE104	Quantitative Literacy	4	60
GE105	Environmental Science	4	60
GE106	Psychology	4	60
<i>Total</i>		<i>96</i>	<i>1,440</i>

*With approval, an elective may be substituted for these courses.

Certificate in **Digital Audio Production & Design I**

This program provides an adaptation of the Digital Audio Production & Design diploma program in a format delivered in four, 10 week quarters. Class size limited to 28 students. Audio engineering is emphasized along with foundation instruction in graphic and advertising design, color construction and digital photography.

The program consists of 8 courses within this 32 credit hours (480 hours) of instruction delivered over four quarters. The graduate will expect to create a portfolio display of accomplishment in the audio and visual arts. The qualification for job titles in this program include assistant audio engineer, graphic designer and audio editor.

Program Goal: Program completion includes satisfactory completion of study in audio engineering and graphic and advertising design elements for entry level positions noted above.

Prerequisite and entrance requirements for this program require the candidate to complete a Guided Interview to display a serious level of intent and interest in the arenas of audio engineering and promotion. This will include an additional interview with a Subject Specialist or Faculty member. High school graduation or GED attainment is needed. An entrance examination will also be given. Class size is limited to 28. See Admissions section for additional information.

Code	Course	Credits	Hours
AD102	Color Construction	4	60
AP001	Digital Audio Engineering I	4	60
AP002	Digital Audio Workstation I	4	60
AP006	Music Theory	4	60
AP007	Digital Audio Workstation II	4	60
AP008	Digital Audio Workstation III	4	60
DM112	Graphic Design	4	60
DM124	Advertising Design	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Certificate in **Digital Audio Production & Design II**

This four quarter, 10 weeks per quarter program usually follows Digital Audio Production & Design I. During this program, students move toward shaping their foundation education in audio engineering and visual design toward commercial like applications. Sound design for film and interactive gaming and television is introduced. In addition, this program places special emphasis on Internet site development. Additional instruction in audio and video plus 2D animation for web site development is included in this program. The student works in a project course environment to complete a demonstration portfolio of work. The program consists of 9 courses within this 32 credit hours (480 hours) of instruction.

Program Goal: Upon graduation from this program, the individual will be able to engineer digital audio tracks for film, television, interactive gaming and Internet sites containing video and audio. Entry level job titles sought in this program will be assistant sound designer, audio digital audio engineer and Internet site designer or developer.

Prerequisite and entrance requirements for this program require the candidate to complete a Guided Interview or previous study or experience in audio production, advertising design and graphic design or completion of Digital Audio Production & Design I. High school graduation or GED attainment is needed. An entrance examination will also be given if the individual has not completed the previous certificate program. Class size is limited to 28. See Admissions section for additional information.

Code	Course	Credits	Hours
AD201	Web Design Port/Self Promo	2	30
AP003	Sound Design	4	60
AP004	Audio Project Studio I	4	60
AP005	Audio Project Studio II	4	60
AP010	Digital Audio Engineering II	4	60
DM120	Website Design & Development*	4	60
DM141	Web Animation I	4	60
DF120	Broadcast Design/C	2	30
IC140	Web Audio & Video	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Introduction to Interactive Media Arts

The possibilities for professional development are far-reaching in this program. Students may elect to seek participation in a degree program. They may also seek shorter term education in a certificate program. In this program, students develop knowledge in a 2D environment. The program ranges from graphics and corporate identity to 2D animation and video plus audio for the Internet.

This program, however, is not without serious demands on time and energy that translates into meeting deadlines. With the importance of the Internet as the most efficient information interchange, students are expected to acquire support know-how. They learn Internet connectivity, technical applications and may even work toward additional network study.

These are the programs that have the potential to set the graduate apart with experiences fostered by a "Higher Digital Education". They include, but are not limited to elements that consist of:

- Digital design
- Illustration and layout techniques
- Corporate and/or product identity
- Audio & video applications for the Internet in website development
- 2D animation
- Pre-press and 4/color production
- Portfolio development

*A student must successfully complete a Certificate in Digital Media Arts before taking a Certificate in Internet Site Development. An exception to this policy may be approved by an interview with the Program Coordinator or Director of Education.

Bachelor of Arts in Interactive Media Arts

This program is designed for the individual who is creative and wishes to express his or her creativity as a professional visual designer, art director, communications or advertising specialist. There are many more options in this digital arena as possibilities for creative expression are in demand for commercial applications. The program is delivered in a studio environment with a hands-on approach aimed at providing exciting solutions to real-world like case projects. Program direction examines visual (and audio) creative strategies for involving audiences in business, personal and entertainment environments. The cornerstone to the program is developing a strong foundation for graphic design at an art director like level. This translates to acquiring creative, technical and business skills to perform in a competitive world. The scope of learning here is broad involving print, Internet, broadcast and other interactive media. Portfolio work is accomplished in a studio format that requires a serious desire for success. A total of 45 courses resulting in 180 credits is delivered in 12, ten week quarters of instruction. Other than general education courses, all courses are limited to 28 students. Course descriptions follow in this catalog.

Program Goal: The graduate of this program is prepared to create digital media components, plus Internet design and production. This encompasses advertising design, publication design, broadcast design, Internet design and select interactive design projects.

Prerequisite for this program is an indication of potential in art and design. The student should demonstrate an interest in art and/or design through evidence of expression. Candidates are required to submit a portfolio or work samples for review by faculty. See Admissions section for additional information.

Code	Course	Credits	Hours	Code	Course	Credits	Hours
AD101	Visual Construction	4	60	DP101	Applied Camera Arts	4	60
AD102	Color Construction	4	60	DP104	Lighting & Design for Imaging	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60	DP212	Photographic Design & Art Direction*	4	60
AD104	Personal Branding Strategies	4	40	IC140	Web Audio & Video	4	60
AD195	Media Delivery	4	60	IC401	Website Campaign & Control	4	60
AD407	Web Design Portfolio/Self Promotion	4	60				
AP101	Audio Engineering I	4	60	ART100	Art Appreciation I	4	40
				ART200	Art Appreciation II	4	40
BU211	Promotion & Industry Relations	4	40	CSM100	Computer Applications	4	40
BU212	Branding	4	60	HUM100	Music Appreciation*	4	40
BU218	Studio Business Practices	4	40	ECN400	Introduction to Economics	4	40
BU317	Practical Marketing	4	40	ENG200	English Composition	4	40
BU415	Portfolio Studio I	4	60	ENG400	Oral Communication	4	40
BU418	Portfolio Studio II	4	60	MTH100	Contemporary Mathematics	4	40
BU420	Conceptual Design	4	60	MTH300	Geometry	4	40
DF120	Broadcast Design I	4	60	SCI300	Environmental Science	4	40
				SCI301	Life Science	4	40
DM103	Graphic Design	4	60	SOC200	Geography	4	40
DM122	Internet Technology	4	60	SOC201	Sociology	4	40
DM207	Advertising Design	4	60	PSY200	Psychology	4	40
DM208	Corporate Identity Design	4	60				
DM209	Package Design	4	60	TOTAL		180	2,320
DM210	Website Design & Production	4	60				
DM312	Website Animation I	4	60				
DM339	Digital Publishing	4	60				
DM413	Web Animation II	4	60				
DM414	Broadcast Design II	4	60				
DM415	Business of Advertising Communications	4	40				

*With approval, an elective may be substituted for these courses.

Associate in Applied Science in Digital Advertising & Design

This program provides a diversity of training in digital advertising design, 4/color production and Internet website construction. The program is delivered in a studio environment with a hands-on approach to project development. Program direction goes beyond production to examine creative strategies for effective visual communications. Emphasis is placed on applying creative design to both Internet and commercial print applications. Graphics oriented software is employed for print, illustration, commercial logo graphics and web page graphics. Web page layout and 2D animation software is an essential component of the program as students develop web sites that incorporate animation, video and audio elements. A print and graphics oriented portfolio is created during the program along with a web site. Students in Digital Advertising & Design work throughout the program to build a portfolio of their accomplishments. Their results are assembled in a digital portfolio production course. Here is where 2D graphics, images and design elements and Internet pages are gathered for presentation. A hard copy set of 4/color print images is collected along with examples of web site layout and production. The student is then asked to present his or her work in a gallery showing at graduation. Today, advertising professionals and web site designers alike are being asked to solve communications problems. Communications problem solving is tied to creativity and creating effective visual solutions. This is especially true in advertising, publishing and Internet e-commerce. Courses in conceptual design, publication design and digital design address real world issues in creativity and communications problem solving. As a result, the student prepares to create meaningful and results oriented designs.

Program Goal: The graduate of this program is prepared for competencies in creating and producing digital media components, plus Internet design and production. This encompasses 2D graphic design elements including logo development, page design and page layout incorporating the use of type and visual elements. The graduate will work toward preparing for an entry level position in the production of graphics for print communications and electronic presentations. Other entry level job opportunities include website designer and web media associate.

The program containing 25 courses resulting in 96 credits. A total of 96 credits are required for graduation. Most courses consist of lecture plus demonstration integrated with required exercises and supervised projects. The program may be completed in the day session in eight quarters as a full-time student. Class size is usually limited to 28 students, except general education courses. Required courses are listed below along with a typical order for delivery. Course descriptions follow in this catalog.

Prerequisite for this program is an indication of potential in art and design. The student should demonstrate an interest in art and/or design through evidence of expression. Candidates are required to submit a portfolio or work samples for review by faculty. See Admissions section for additional information.

Code	Course	Credits	Hours	Code	Course	Credits	Hours
AD101	Visual Construction	4	60	DM124	Advertising Design	4	60
AD102	Color Construction	4	60	DM125	Digital Photography	4	60
AD195	Media Delivery	2	30	DM200	Visual Portfolio Production	4	60
AD201	Web Design Port/Self Promo	4	60	DM141	Web Animation I	4	60
				DM142	Web Animation II*	4	60
DF120	Broadcast Design*	4	60	IC140	Web Audio & Video	4	60
DM104	Conceptual Design	4	60	NC302	Business of Marketing	2	30
DM107	Digital Design & Production	4	60	GE101	English Composition	4	60
DM108	Digital Publishing	4	60	GE102	Survey of Western Arts	4	60
DM112	Graphic Design	4	60	GE103	Oral Communications	4	60
DM119	2D Animation for the Web	4	60	GE104	Quantitative Literacy	4	60
DM120	Website Design & Development*	4	60	GE105	Environmental Science	4	60
DM122	Internet Technology*	4	60	GE106	Psychology	4	60

*With approval, an elective may be substituted for these courses.

Total *96* *1,440*

Certificate in Digital Media Arts

This program gives the student a diverse foundation in creative design for digital visualization in print, illustration, identity, commercial graphics and advertising. Students complete a series of projects and assignments to develop their digital portfolio. The results are assembled in a digital and hard copy portfolio. 4/color print images and additional materials are a part of the student's hard copy portfolio.

Program Goal: The graduate of this program is prepared for competencies in creating and producing digital media components. This includes 2D graphic design elements encompassing logo development, page design and page layout incorporating the use of type and visual elements. The graduate will work toward preparing for an entry level position in the production of graphics for print communications and electronic presentations.

There are 9 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/demonstration combined with exercises and projects.

Prerequisite for this program is an indication of potential in art and design. The student should demonstrate an interest in art and/or design through evidence of expression. They are required to submit their portfolio or work samples for review by faculty. See Admissions section for additional information. Class size for studio courses is usually limited to 28 students.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DM104	Conceptual Design	4	60
DM107	Digital Design & Production	4	60
DM108	Digital Publishing	4	60
DM112	Graphic Design/C	2	30
DM124	Advertising Design	4	60
DM125	Digital Photography/C	2	30
DM200	Visual Portfolio Production	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Certificate in Internet Site Development

This program serves the needs of the graphic designer who wish to gain a strong base of web site production and web development knowledge. It is a shorter certificate program created to offer a wide scope of training which goes beyond usual web site design to help the student gain added skills. These skills include applications in e-commerce to enhance web sites with awareness of the audience, concept development and added knowledge. Students gain interactivity skills coupled with vector based animation, audio and special effects.

Program Goal: The graduate of this program is prepared for additional competencies in creating and producing web pages. The graduate will work toward an entry level position in web site design, web site development for video, audio and animation.

This program is an intense approach to web site design and development. It includes both technical and creative components. An introduction to web audio and video is included as well as 2D animation. Prerequisite for this program is proven experience and/or training subject to faculty review. Plan on creating a portfolio of finished graphics work.

There are 10 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/demonstration combined with exercises and projects. See Admissions section for additional information. Class size for studio courses is usually limited to 28 students.

Code	Course	Credits	Hours
AD195	Media Delivery	2	30
AD201	Web Design Port/Self Promo	2	30
DF120	Broadcast Design/C	2	30
DM119	2D Animation for the Web	4	60
DM120	Website Design & Development	4	60
DM122	Internet Technology	4	60
DM141	Web Animation I	4	60
DM142	Web Animation II	4	60
IC140	Web Audio & Video	4	60
NC302	Business of Marketing	2	30
<i>Total</i>		<i>32</i>	<i>480</i>

Introduction to Digital Photography

This program prepares students for understanding both the technical and the creative aspects of digital photography. Several disciplines in digital imaging are combined in this program. Both camera practices and image control with manipulation are executed in a series of real world like assignments. Students utilize a variety of digital resources including computers, cameras, lighting, website and publishing software. The business of photography is also examined in a project format. The most significant challenge for today's commercial photographer falls outside the technology world and in the arena of conceptual design. Here, the photographer is asked to design images, not just record images. The program provides a platform for learning for both the individual entering the design field and for the already practicing professional. This is accomplished in a longer format day program ... plus an evening program that includes foundation training in both digital photography and video. The possibilities include:

- Applied imaging standards for professional digital photography
- Composition and design in commercial photography
- Portraiture for consumer and corporate applications
- Adobe Photoshop for manipulating the digital image
- Color control in the camera and in finishing

Diploma in Digital Photography

This is the program for the creative person who wants to share his or her visual talents with the world. Students will recognize the principles of visual design through both graphics and photography. Students will be prepared for entry level careers such as digital imaging artist, photographer's assistant, portrait photographer, fashion photographer, commercial photographer, graphic designer or website developer.

Prerequisite for this program is an indication for potential in art and design. The student should demonstrate an interest in art and/or design through evidence of expression. Candidates are required to submit a portfolio or work samples for review by faculty. See the Admissions section for additional information regarding application. Each student must supply a digital SLR (single lens reflex) camera along with a stable tripod. An incident light meter is suggested, but optional.

Program Goal: The graduate of this program series has been schooled in the art and science of digital photography for applications in commercial imaging. Typical applications include advertising, photo illustration, portraiture, news, PR and Internet applications.

There are 18 courses and 72 credits required for graduating from the program. Entry level job titles may include: photographer, studio assistant, website designer and advertising photographic illustrator.

Class size is limited to 28 students, except for general education courses. Prerequisite for this program is a demonstrated interest in art and design through evidence of expression. See Admission section for added information.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD201	Web Design Portfolio/Self Promo	4	60
DM104	Conceptual Design	4	60
DM107	Digital Design & Production	4	60
DM108	Digital Publishing	4	60
DM120	Website Design & Development	4	60
DP101	The Art of Digital Photography	4	60
DP102	Portraiture, Fashion & Form	4	60
DP103	Lighting Design for Photography	4	60
DP104	Advertising Photography	4	60
DP105	Applied Digital Photography I	4	60
DP106	Applied Digital Photography II	4	60
DP107	Applied Digital Photography III	4	60
DP108	Digital Portfolio	4	60
IC140	Web Audio and Video*	4	60
GE102	Survey of Western Arts	4	60
GE103	Oral Communications	4	60
<i>Total</i>		<i>72</i>	<i>1,080</i>

*With approval, an elective may be substituted for these courses.

Certificate in Digital Photography & Digital Video

This is a special two part program certificate. It may be taken in whole for a certificate award ... or taken for only the first part or the second part. The first part is digital photography while the second half is directed toward digital videography.

This is an intense program that propels the student through the production process of art direction, planning, lighting, shooting and finishing production elements utilizing both still image photography and sight and sound video. The program is delivered in four, 10 week quarters. The program begins with an intense approach to digital photography. . . camera plus image manipulation and correction for a total of two quarters-five program weeks. The second two quarters of five program weeks moves into digital video planning, lighting and shooting. Maximum class size is 28. A certificate is awarded for successful completion of this academic program.

Program Goal: The graduate of this program is prepared for an entry level position in production of digital imaging for still photography or dynamic videography. The student will have gained foundation knowledge in the creative and technical process of digital photography and video production. Each student must have a digital SLR (single lens reflex) camera and stable tripod. An incident light meter is suggested, but is optional. Video students will need a video camera with manual settings plus have a tripod that will allow pans and tilts. Entry level job titles may include: photographer, studio assistant, website designer and advertising photographic illustrator. Prerequisite for this program is a demonstrated interest in art and design through evidence of expression. See Admission section for added information.

Special option for individual photography or video instruction

Students may elect to take just one part of this program. . . five program weeks of digital photography or five program weeks of digital video. A completion award is made in this non credit option. This program option will prove valuable for the individual who only desires specific study-photography or video. Plan to ask about custom training options for seminar study in such areas as:

- **Final Cut Pro HD**
- **After Effects**
- **Pro Tools**

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DM120	Website Design & Development	4	60
DP101	The Art of Digital Photography	4	60
DP102	Portraiture, Fashion and Form	4	60
DP104	Advertising Photography	4	60
DP108	Digital Portfolio	4	60
IC140	Web Audio & Video	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Introduction to Interior Design

The journey of the Interior Designer today is one of color, shape, space and the reward of creating entire environments for the home, retail and business. The Interior Design program developed at the College reflects the trends that lead to success in this field. Those accepted into the program experience a wide range of development from computer aided drafting to fabric selection, lighting effects and more. If you have the ability to walk into a room and see the potential for modern colors, imaginative surface treatments and making a statement; then you are on your way to a career as an Interior Designer. This is the program that bridges the need from creative imagination to technical applications. The result is your new found ability to examine a project, sort out the possibilities and articulate fabrication avenues. In the end you will have created living and lasting testimonials to your ability to craft both residential and commercial spaces.

This is the program that offers a Total Interior Design scope that includes:

- Residential design
- Furniture grouping
- Accessory selection
- Computer Aided design
- Bath & Kitchen design
- Fabrics & finishes planning
- Lighting design
- Home theater planning
- Commercial design
- Project management

*A student must successfully complete a Certificate in Interior Design I before taking a Certificate in Interior Design II. An exception to this policy may be approved by an interview with the Program Coordinator or Director of Education.

Diploma in Interior Design

This program provides a strong foundation in interior design. The program begins with important study in design, color, vector and raster based software. It continues with interior studies that include both residential and commercial spaces. Emphasis is placed on developing a strong interior design portfolio.

Students gain valuable experience in the fundamentals of architecture and architectural design.

In this program, students learn to work toward the constraints of both budgets and time. They prepare for the intensity of the real world of the interior designer.

Both group and individual project production is included in the program. This Total Interior Design Program affords the student an opportunity to learn how to function efficiently in a studio team client oriented environment.

Portfolio Goal: Students in the program work under the direct supervision of the design faculty to produce a portfolio that demonstrates finished interior design projects that reflect creativity, budget and deadline.

Program Goal: The graduate of this program prepares for job descriptions which may include interior design, assistant designer, space drafts person, interior sales representative, facilities planner or space planner.

There are 18 courses and 72 credits awarded toward graduation on successful completion of the courses that make up the program.

Class size is limited to 28 students, except for general education courses. Prerequisite for this program is a demonstrated interest in art and design through evidence of expression. See Admission section for added information.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DM104	Conceptual Design	4	60
DM120	Website Design & Development*	4	60
ID101	Architecture for Interior Design	4	60
ID102	Residential Design	4	60
ID103	CAD Drafting I*	4	60
ID104	CAD Drafting II*	4	60
ID105	Commercial Design	4	60
ID108	Contract Trends in Design, Forms and Spaces	4	60
ID109	Lighting	4	60
ID111	Portfolio	4	60
ID112	Project and Process I	4	60
ID114	Project and Process II	4	60
ID115	Business of Interior Design	4	60
ID116	Textiles, Materials and Sources	4	60
GE102	Survey of Western Art	4	60
GE103	Oral Communications	4	60
<i>Total</i>		<i>72</i>	<i>1,080</i>

*With approval, an elective may be substituted for these courses.

Certificate in Interior Design I

This program provides an adaptation of the Interior Design diploma program in a format delivered in four, 10 week quarters. Class size is limited to 28 students. This program works to develop foundation knowledge in architectural, interior spaces, lighting, color and beginning CAD drafting. Students complete a various series of assignments and projects to develop their own style.

Program Goal: The graduate of this program is prepared for an entry level position as an assistant designer or sales representative.

There are 8 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/demonstration combined with exercises. Prerequisite for this program includes a demonstrated interest in art and design through evidence of expression. See Admissions section for more details.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DM104	Conceptual Design	4	60
ID101	Architecture for Interior Design	4	60
ID102	Residential Design	4	60
ID103	CAD Drafting I	4	60
ID109	Lighting	4	60
ID116	Textiles, Materials & Sources	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Certificate in Interior Design II

This format provides an adaptation of the Interior Design diploma program in a format delivered in four, 10 week quarters. Class size is limited to 28 students. This course continues with a strong foundation knowledge in drafting, textiles, materials, business of Interior design and portfolio preparation. Students complete a series of projects and assignments to continue personal demonstration to the development of their portfolio. The portfolio will become a major part of this program.

Program goal: The graduate of this course continues preparation for an entry level position in the Interior design field. The student will have gained added understanding of CAD drafting, business skills and trends in design.

There are 8 courses and 32 credits awarded toward graduation on successful completion of the courses that make up this program. Most courses are a combination of lecture/demonstration combined with exercises. Prerequisite for this program includes demonstrated interest in art or design through evidence of expression. See Admissions section for added details.

Code	Course	Credits	Hours
DM120	Website Design & Development*	4	60
ID104	CAD Drafting II	4	60
ID105	Commercial Design	4	60
ID108	Contract Trends in Design Forms and Spaces	4	60
ID111	Portfolio	4	60
ID112	Project and Process I	4	60
ID114	Project and Process II	4	60
ID115	Business of Interior Design	4	60
<i>Total</i>		<i>32</i>	<i>480</i>

Bachelor of Arts Course Descriptions

Upper Core

BU317 Practical Marketing • 4 credits

Marketing is essential for any area of commercial art and communications. Students will learn the importance of demographics, geographics, psychographics and how these factors influence the target audience and choice of medium of communication. Case studies will be used with real-world applications.

BU415 Portfolio Studio I • 4 credits

This course is designed to portray the real world using the resources of all departments to solve a common communication challenge. A student will develop a portfolio based on a defined production roadmap, deadlines, and multiple directions accomplished through a delivery methodology and implementation.

BU418 Portfolio Studio II • 4 credits This course supports the completion efforts of a Portfolio unique to the goals of the individual student. Through consultation and critique, finished work is assembled for presentation. This course is a compilation of all departments.

BU420 Conceptual Design • 4 credits

This upper level course is designed to group final production work for the various programs. Students from each area of concentration join together to replicate Real World (RAW) applications for their individual Portfolios. Various applications and mediums will be implemented depending on the students program.

DF412 Project Studio • 4 credits

Combined with Production Studio II, students will work together on projects that closely emulate the film industry. Students at this level will assume above-the-line positions such as producer, director, and writer. Students will hone their skills in leadership and learn to communicate their ideas effectively with their crew. Students will combine their filmmaking skills with those of other departments in order to best develop their work in a professional fashion wherever possible. *Prerequisite: DF106 Production Studio I*

Lower Core

AD101 Visual Construction • 4 credits

This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

AD102 Color Construction • 4 credits

This course explores the theory of color and the psychological emotions that it invokes. Students are briefly introduced to the properties and interaction of digital color using raster based software. Exercises involving color manipulation, color correction and opportunities for experimentation are presented.

AD103 Creative Thinking/ Audio & Visual Acuity • 4 credits

This is a unique course that focuses on awareness of all aspects of stimuli. It will teach the students to truly see their environment, feel emotions through rhythm, use and maximize the right side of their brain, and think abstractly. Various exercises will be used to exemplify the creative process.

AD104 Personal Branding Strategies • 4 credits

This course teaches the student how to promote themselves through various networking vehicles. It also teaches them how to prepare for the business world through self marketing, good study habits and time management.

BU212 Branding • 4 credits

This course emphasizes the importance of establishing a brand image across all vehicles of communication. This will include logos, commercials, color identity, creative solutions, packaging, and public relations. Students will work on case studies of companies and products that have failed or succeeded due to brand awareness.

BU218 Studio Business Practices • 4 credits

Students will learn the basics of practical studio operations, including marketing, profitability, hiring practices, tax issues, client relations and location.

DF120 Broadcast Design I • 4 credits

This course is a mix of design and animation. Some of the graphic design skills needed are typography, composition, color palette and compelling graphics. 2D and 3D animation make their work come to life. Once students go through the program they will be able to create titles for Networks, TV shows, music videos and motion pictures.

DM207 Advertising Design • 4 credits

In this course students learn to choose proper advertising methods of communication and create well designed messages using visual elements. Corporate identity and commercial print imaging is generated in a series of advertising or branding oriented applications.

Internet

AD407 Web Design Portfolio / Self Promotion • 4 credits
Students plan and assemble their graduation portfolio. Existing work and new pieces are included that demonstrate the student's abilities in concept development, creative design and technical proficiency.

DM210 Website Design & Production • 4 credits
This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DM312 Website Animation I • 4 credits
This course introduces students to interactivity and applications on the Internet. Students progress to creating more complex web delivered animations. Topics include layer masking, tweening, streaming audio and frame actions.

IC140 Web Audio & Video • 4 credits
In this course, students use streaming media technology to learn how multimedia is delivered over the web. Students study video camera acquisition along with studio. They edit and construct digital multimedia content formats and learn strategies for delivery from a web server.

IC401 Website Campaigns & Control • 4 credits
This course covers delivery, placement and marketing techniques for websites. Subjects covered include search engine optimization, compression techniques for delivering video and audio, purchasing, affiliate marketing, A&B testing, and various analytics programs.

BA in Digital Filmmaking

AD195 Media Delivery • 4 credits
This course supports the student in the efficient and effective delivery of various forms of multimedia. Covered are the interchange and routing of digital data and network applications. The student also surveys current and emerging trends in digital imaging and sound technologies. An introduction to DVD authoring is included in this course.

AM102 Story Development • 4 credits
This course covers the fundamentals high end, high precision storyboarding and an overview of the storytelling and pitching process. Students gain a knowledge base on shot composition and visual storytelling. Storyboards are produced both through digital and traditional techniques with emphasis on real world application. Students learn how to create animatics and how to author creative content.

AP101 Audio Engineering I • 4 credits
This course is designed to introduce the student to the specialized field of audio production. It is an introduction and practical workshop that explores the fundamentals of sound, audio engineering, terminology, equipment, studio operations, and the overall audio industry. Students will experience and examine the diversity of education required in today's modern audio production.

AP302 Sound Design • 4 credits
This course is designed to give the student an in depth introduction to the production of audio for film, video, and multimedia. Students will explore the technical and artistic considerations of sound for picture through the study of historically important works and hands on application of audio production techniques. The course will encompass an in-depth discussion of sound for picture, synchronization, and multi-channel sound mixing techniques with a focus on the audio post-production environment. *Prerequisite: AP301 Production Audio*

DF101 Language of Film • 4 credits
This course provides an investigative look at the history of film by exposing students to milestone films of various genres. The techniques and art of film are examined through lecture, exercises, and guided viewing of films.

DF102 Cinematography & Lighting I • 4 credits
The nature of video and lighting are examined through various exercises, with topics such as: composition, depth of field, lighting levels, and other cinematographic techniques being explored.

DF106 Production Studio I • 4 credits
This course concentrates on hands-on production, students will learn how to work on set. With the instructor acting as producer, students will work their way through the various positions gaining first hand experience in each one.

DF120 Broadcast Design I • 4 credits
This course is a mix of design and animation. Some of the graphic design skills needed are typography, composition, color palette and compelling graphics. 2D and 3D animation make their work come to life. Once students go through the program they will be able to create titles for Networks, TV shows, music videos and motion pictures.

DF205 Production Editing I • 4 credits
The basics of non-linear editing are covered in this course. Through hands on exercises, the student will learn how to digitize video, edit sound and picture, add music, titles, and various effects.

BA in Digital Filmmaking **Continued...**

DF208 Production Studio II • 4 credits
Combined with Project Studio, students will work together on projects that closely emulate the film industry. Students at this level will work in positions such as gaffer, bests, camera operator, and 1st AC, and will execute directions and offer creative input into the production. *Prerequisite: DF106 Production Studio I*

DF210 Cinematography & Lighting II • 4 credits
Advanced techniques in cinematography will be explored with particular attention being placed upon shooting for digital effects and compositing. *Prerequisite: DF102 Cinematography & Lighting*

DF307 Production Studio III • 4 credits
Refining and advanced techniques of motion graphics make up a substantial part of this course. Software is used to develop the production components in support of the student's final demo reel.

DF309 Production Editing II • 4 credits
Advanced techniques in non-linear editing are examined in this course, with attention being paid to creating pace, emotion, and narrative through the use of editing. *Prerequisite: AP205 Production Editing I*

DF411 Independent Producing • 4 credits
Students will learn the basics of producing independent projects in this course. Topics covered include selecting a project and hiring a crew, as well as how to break down a script, organize a schedule, and prepare a budget.

DF412 Project Studio • 4 credits
Combined with Production Studio II, students will work together on projects that closely emulate the film industry. Students at this level will assume above-the-line positions such as producer, director, and writer. Students will hone their skills in leadership and learn to communicate their ideas effectively with their crew. Students will combine their filmmaking skills with those of other departments in order to best develop their work in a professional fashion wherever possible. *Prerequisite: DF106 Production Studio I*

DM414 Broadcast Design II • 4 credits
This course continues the study of motion graphics. Commercial production workflow and an introduction to Greenlight principles are emphasized. Varied student work reflects real world needs for broadcast motion graphics, television commercials, promos, spots and more. *Prerequisite: DF120 Broadcast Design I*

BA in Animation & Game Design

AF113 Human & Animal Form • 4 credits
This is a course in the study of human and animal form. This visual lab will focus on body form, basic anatomy and motion in an effort to better create unique creatures and characters that are rooted in reality, no matter the degree of exaggeration and expression. Focus will be on motion in an attempt to better understand the basics for good character animation.

AF114 Character Development • 4 credits
This course covers basic through advanced aspects of character design, culminating in the development and production of a one-off finished production quality high precision sculpted maquette.

AM101 Digital Animation • 4 credits
This course covers the fundamentals and overview of creating creative content with 3D animation software. Students are prepared to be content producers and understand a professional industry driven workflow. The course includes basic and intermediate projects that build a strong technical and creative foundation. Students develop problem solving skills and strategies.

AM102 Story Development • 4 credits
This course covers the fundamentals of high end, high precision storyboarding and an overview of the storytelling and pitching process. Students gain a knowledge based on shot composition and visual storytelling. Storyboards are produced both through digital and traditional techniques with emphasis on real world application. Students learn how to create animatics and how to author creative content.

AM203 CG Modeling I • 4 credits
This content centric course covers a thorough overview of high precision real world application of organic and inorganic modeling, through the development of production standard rules, industry workflow and techniques for topology. Professional models are used as case studies to reiterate industry trends in topology, modeling and texturing. *Prerequisite: AM101 Digital Animation I*

AM204 Character Setup • 4 credits
Course emphasizes a knowledge base of basics through intermediate variations of rigs within the field of character setup. Students learn to problem solve issues through case studies within character setup to create a high precision rig. Rigs are implemented through the development of production specific techniques for various character types. *Prerequisite: AM101 Digital Animation I*

BA in Animation & Game Design continued...

AM205 CG Modeling II • 4 credits

This course builds on knowledge base learned in CG Modeling I. Students further their studies through real world examples and case studies of advanced techniques in organic and inorganic modeling and texturing. *Prerequisite: AM203 CG Modeling I*

AM307 Lighting, Shading & Effects • 4 credits

This course covers basic to intermediate concepts in effects, with an emphasis on lighting and shading. Student use scripting languages and render software. Students gain a knowledge base through real world examples and practical content creation. Compositing software is used to combine effects, color correction and HD output. *Prerequisite: AM101 Digital Animation I*

AM308 Character Animation I • 4 credits

This course concentrates on the basic through intermediate animation techniques with an emphasis on a foundation of specific principles within professional animation. Students build a beginning knowledge base about animation techniques. Students are encouraged to research and critique various animation case studies to broaden their understanding of the topics. Students learn from examples of professional animated creative content. *Prerequisite: AM101 Digital Animation I*

AM310 Character Animation II • 4 credits

This content centric course builds on the principles learned in Character Animation I. Working with a content producer the student creates a unique high precision production quality animation. Students create a story and pre-production content following a professional workflow. Students focus on critical analysis and emphasis on the audience and specific aspects of the professional animation production pipeline. *Prerequisite: AM308 Character Animation I*

AM312 Advanced Lighting, Shading & Effects • 4 credits

This course builds on the knowledge base covered in Advanced Lighting, Shading & Effects I. Advanced concepts in effects, lighting and shading are discussed through real world case studies and practical application. Students use scripting languages and render software. Compositing software is used to combine effects, color correction and HD output. Students are encouraged to interchange ideas work with students from other departments. *Prerequisite: AM307 Lighting, Shading & Effects*

AM404 Animation Production Studio • 4 credits

This course uses the Real Applications Workflow (RAW) principle. This content centric course builds on the knowledge base covered in the student's previous classes. The students act as content producers working in a production studio in a professional workflow. The instructor of the course acts as a producer guiding the production from beginning to end. Students are encouraged to interchange ideas and work with students from other departments. Compositing software is used to combine effects, color correction and HD output. *Prerequisite: AM205 CG Modeling II, AM204 Character Setup I, AM310 Character Setup II, AM312 Advanced Lighting, Shading & Effects*

GM401 Gaming & Entertainment Technology • 4 credits

This course provides technology knowledge for interactive game design and development, Practical production workflow from blueprint like planning to interface design to projecting both programming and artistic requirements is surveyed. Course work includes foundation design and story flow.

GM402 Game Engines & Production • 4 credits

The process of building a game involving the use of a game engine is implemented in this course. Using efficient resources, the student is able to participate in an accelerated production cycle. The goal is to begin construction of a 2D game structure similar to that used in now popular Internet applications. Course work includes engine animation dynamics to layering a gaming sequence.

GM403 Game Design Strategies • 4 credits

This course moves the game development process into the arena of creative content engineering. The student learns that a well conceived and careful technical plan is essential to efficient game development. Course work includes asserting best practices in preproduction planning as a game concept is planned for execution.

GM404 Game Level Design • 4 credits

This course moves game production into the studio as the student team begins construction of an interactive game. While creative skill sets such as animation, environmental design and character modeling are essential, the use of core technology principles is introduced to the creative artist. Course work includes simulated team production in the combined world of creativity and programming.

BA in Animation & Game Design continued...

GM405 Game Development Team • 4 credits
From conceptual work to the final game presentation, students work as a team to provide a game team setting for production. The team as a whole works through the production pipeline to produce elements that include content, interactive events, and story value.

BA in Audio Production & Design

AP101 Audio Engineering I • 4 credits
This course is designed to introduce the student to the specialized field of audio production. It is an introduction and practical workshop that explores the fundamentals of sound, audio engineering, terminology, equipment, studio operations, and the overall audio industry. Students will experience and examine the diversity of education required in today's modern audio production.

AP102 Digital Audio Workstation I • 4 credits
This course provides an application-oriented approach to digital audio workstations. Students will gain an understanding of computer skills, file management, basic MIDI application, digital audio theory, basic music and sound design production. Students will have a hands-on approach using the latest technology in hardware and software to gain both a technical and creative understanding of the digital audio workstation. *Prerequisite: AP101 Audio Engineering I*

AP103 Music Fundamentals • 4 credits
This course is designed to introduce the student to the fundamentals of music theory. The three major elements of music theory will be discussed and explained: Melody, Harmony and Rhythm. By the end of the course, the student will be able to create any major scale, its relative minor, identify triads and intervals, (major, minor, diminished, & augmented), tap out rhythms, and recognize time and key signatures. Students will employ these skills to develop an understanding of how to analyze a piece of music.

AP201 Digital Audio Workstation II • 4 credits
This course expands on the basic principles taught in Digital Audio Workstation I. Students will increase their understanding of cutting edge DAW systems through a hands-on creative and technical approach. Students will explore MIDI sequencing, virtual instruments, control surfaces, plug-ins, audio editing, automation, mixing techniques and basic integration of sound for picture. *Prerequisite: AP102 Digital Audio Workstation I*

AP202 Audio Engineering II • 4 credits
This course will explore both the technical and creative aspects of audio engineering. It will review the fundamentals of sound and psychoacoustics; examine audio production techniques, both past and present, including session management and documentation. Signal flow, microphone techniques, signal processing, recording, and mixing will be explored with a comprehensive hands-on approach. *Prerequisite: AP201 Digital Audio Workstation II*

AP203 Digital Audio Workstation III • 4 credits
This course will provide the student with the ability to operate the Digital Audio Workstation in an advanced capacity. It will provide advanced training in the use of computer applications to compose, edit, and record music. Building on the previous Digital Audio Workstation course. Advanced MIDI sequencing, virtual instruments, synthesis, mixing, traditional/experimental orchestration, sound design and picture applications will be explored. *Prerequisite: AP201 Digital Audio Workstation II*

AP204 Applied Virtual Instruments • 4 credits
Students will continue the study of Digital Audio Workstations including advanced plug-ins with an in depth study of virtual instruments. Instrument design, synthesis and sound design will be explored. This course also includes an in-depth study of MIDI and a review of Music Theory concepts. *Prerequisite: AP201 Digital Audio Workstation III*

AP301 Production Audio • 4 credits
This course explores the terminology, both technical and artistic, required to introduce the student to location audio recording for video, film, game and other sound design. The course also introduces the student to the tools and techniques common to location audio situations. *Prerequisite: AP202 Audio Engineering*

AP302 Sound Design • 4 credits
This course is designed to give the student an in depth introduction to the production of audio for film, video, and multimedia. Students will explore the technical and artistic considerations of sound for picture through the study of historically important works and hands on application of audio production techniques. The course will encompass an in-depth discussion of sound for picture, synchronization, and multi-channel sound mixing techniques with a focus on the audio post-production environment. *Prerequisite: AP301 Production Audio*

BA in Audio Production & Design

continued...

AP303 Game Audio • 4 credits

This course introduces sound design for video games. The responsibilities of both the sound designer and composer are explored. Insight into the industry and an exploration of the intricacies of this specialized realm of sound design are explored. Essential terms are introduced, and the uses of specific tools are developed.

Prerequisite: AP302 Sound Design

AP304 Studio Maintenance and Design • 4 credits

This course re-examines sound and psychoacoustics in order to explore the fundamentals of acoustics and the application of acoustics to studio and listening space design. Basic electronics and circuits are expanded into the practical aspects of audio wiring and interconnect. Soldering and termination skills will be developed in addition to an overall understanding of troubleshooting and problem solving. *Prerequisite: AP202 Audio Engineering II*

Prerequisite: AP202 Audio Engineering II

AP305 Broadcast Audio Production • 4 credits

This course covers principles and techniques involved in the preparation of audio program material for broadcast applications. It specifically introduces audio tools for broadcast production. There will be an emphasis on the basic principles of professional radio production. Students will study application of the theory of radio programming for virtual stations, and utilize Podcasting and Webcasting as an extension of this theory. Students will analyze sound design, station operation, public relations, personnel, financing, labor relations, and laws and regulations as well as the manager's ethical and social responsibilities. *Prerequisite: AP202 Audio Engineering II*

AP401 Audio Project Studio • 4 credits

This course is designed to introduce the student to professional project driven workflow. Students will plan, propose, and develop audio projects as part of their overall portfolio content. Working in teams, cooperation, and the formulation of professional relationships will be required. Professional sound quality, technical proficiency, creativity and presentation will be analyzed and evaluated. *Prerequisite: AP302 Sound Design*

Prerequisite: AP302 Sound Design

AP405 Music & Entertainment Business • 4 credits

This course is designed to survey the Music & Entertainment Business by reviewing actual cases and researching the current trends of the industry. Students will gain an understanding for many different aspects of the business including live venue production, contracts, publishing, copyright, artist development and management, sound for picture, A&R, and an insight into record labels; both major and independent. Traditional and Internet marketing will be explored through hands on projects and simulations. *Prerequisite: BU218 Studio Business Practices*

AP406 Production Studio Management Practices • 4 credits

This course is designed to introduce students to the basics of Recording Studio business practices. Students will formulate a basic business plan, estimate studio startup costs, research locations, funding and equipment purchases. An overview of business operations including accounting, infrastructure, liability, and promotion will be explored. The fine art of studio management, scheduling, client relations, hiring, firing, upgrading and damage control will be demonstrated with research, hands on and virtual simulations. *Prerequisite: BU218 Studio Business Practices*

DF205 Production Editing I • 4 credits

The basics of non-linear editing are covered in this course. Through hands on exercises, the student will learn how to digitize video, edit sound and picture, add music, titles, and various effects.

DF120 Broadcast Design I • 4 credits

This course is a mix of design and animation. Some of the graphic design skills needed are typography, composition, color palette and compelling graphics. 2D and 3D animation make their work come to life. Once students go through the program they will be able to create titles for Networks, TV shows, music videos and motion pictures.

BA in Interactive Media Arts

AD195 Media Delivery • 4 credits

This course supports the student in the efficient and effective delivery of various forms of multimedia. Covered are the interchange and routing of digital data and network applications. The student also surveys current and emerging trends in digital imaging and sound technologies. An introduction to DVD authoring is included in this course.

AP101 Audio Engineering I • 4 credits

This course is designed to introduce the student to the specialized field of audio production. It is an introduction and practical workshop that explores the fundamentals of sound, audio engineering, terminology, equipment, studio operations, and the overall audio industry. Students will experience and examine the diversity of education required in today's modern audio production.

BU211 Promotion & Industry Relations • 4 credits

This course focuses on direct sales promotion. Emphasis is on concept development and production of promotion elements according to a business plan.

BA in Interactive Media Arts **continued...**

BU212 Branding • 4 credits

This course emphasizes the importance of establishing a brand image across all vehicles of communication. This will include logos, commercials, color identity, creative solutions, packaging, and public relations. Students will work on case studies of companies and products that have failed or succeeded due to brand awareness.

DM103 Graphic Design • 4 credits

In this course students are introduced to the high precision tools and principles employed by the professional graphic designer. Students will expand on their foundation knowledge of design principles and the design process.

DM122 Internet Technology • 4 credits

This course teaches IT workflow and the construction of web applications through scripting techniques using a variety of programming languages. The primary outcome results in the student being positioned to take advantage of many options for using the Internet for efficient and effective delivery, and to do so in a business environment.

DM207 Advertising Design • 4 credits

In this course students learn to choose proper advertising methods of communication and create well designed messages using visual elements. Corporate identity and commercial print imaging is generated in a series of advertising or branding oriented applications.

DM208 Corporate Identity Design • 4 credits

In this course, students learn to apply proper consistency and variation in corporate identity systems. Students create solutions to case problems in identity design that create market share, support brand messages, and are utilized in branding, marketing, packaging and various applications.

DM209 Package Design • 4 credits

This course focuses on the usage of various materials and packaging options for brand identity. Students will do competitive packaging analysis, shelf space awareness, shipping challenges, content consideration, government regulations, and point-of-purchase displays. Application centric, high precision design is emphasized. *Prerequisite: BU212 Branding*

DM339 Digital Publishing • 4 credits

Layout and production of page files for reproduction are explored in this course. Page layout software is incorporated as students investigate creative options for creating publication-based materials. Projects allow students to exercise several design options as they move to assemble complete documents. Quality-control workflow and process are emphasized. *Prerequisite: DM207 Advertising Design*

DM414 Broadcast Design II • 4 credits

This course continues the study of motion graphics. Commercial production workflow and an introduction to Greenlight principles are emphasized. Varied student work reflect real world needs for broadcast motion graphics, television commercials, promos, spots and more. *Prerequisite: DF120 Broadcast Design I*

DM415 Business of Advertising Communications • 4 credits

This is a real-world, high precision, content centric course that is set up to replicate an advertising agency. Students are divided into teams of four or five, given existing products or services, a budget, geographic region, and time line. Responsibilities include Media Buyer; Creative Director; Account Executive; Research Director; and Copywriter/Public Relations. Students are encouraged to use all cross departmental resources. *Prerequisite: DM207 Advertising Design, BU317 Practical Marketing and BU212 Branding*

DP101 Applied Camera Arts • 4 credits

This course is a primer course that introduces the student to the beginning aspects of the photographic process. It includes basic camera functions, aesthetics, visualization, image framing, concepts, and techniques. Students can develop visual/motor sensing to capture an image in time using either digital single lens reflex cameras.

DP104 Lighting and Design for Imaging • 4 credits

Different camera formats, characteristics of film, use of light meters, artificial and natural light sources, shutter speeds, and filters will be explored. Photography as a design visualization tool will be emphasized with the focus on the impact of light to project an emotion.

DP212 Photographic Design & Art Direction • 4 credits

This course combines the creative acuity of photography and design with the business requirements of Art Directing. Students learn through real world applications (RAW), the importance of working as a team to maximize the pictorial, as well as informational aspects of a client's brand image.

BA in Photography

AD195 Media Delivery • 4 credits

This course supports the student in the efficient and effective delivery of various forms of multimedia. Covered are the interchange and routing of digital data and network applications. The student also surveys current and emerging trends in digital imaging and sound technologies. An introduction to DVD authoring is included in this course.

BU211 Promotion & Industry Relations • 4 credits

This course focuses on direct sales promotion. Emphasis is on concept development and production of promotion elements according to a business plan.

DM339 Digital Publishing • 4 credits

Layout and production of page files for reproduction are explored in this course. Page layout software is incorporated as students investigate creative options for creating publication-based materials. Projects allow students to exercise several design options as they move to assemble complete documents. Quality-control workflow and process are emphasized.

Prerequisite: DM207 Advertising Design

DP101 Applied Camera Arts • 4 credits

This course is a primer course that introduces the student to the beginning aspects of the photographic process. It includes basic camera functions, aesthetics, visualization, image framing, concepts, and techniques. Students can develop visual/motor sensing to capture an image in time using either digital single lens reflex cameras.

DP103 Portraiture & Fashion Photography • 4 credits

This course is an introduction to the practice and techniques of portraying the human image through photographic expressionism. This includes student's interpretation of the fashion message through analog and digital enhancement and the usage of color and black and white. Photographic application to commercial requirements for retail and advertising will be explored. *Prerequisite: DP101 Applied Camera Arts.*

DP104 Lighting and Design for Imaging • 4 credits

Different camera formats, characteristics of film, use of light meters, artificial and natural light sources, shutter speeds, and filters will be explored. Photography as a design visualization tool will be emphasized with the focus on the impact of light to project an emotion.

DP105 Career Competencies in Photography • 4 credits

This course is designed to prepare the student for a career in photography and will cover all aspects of the business of photography from obtaining clients, to self-promotion and proficiency in a specific area of concentration. Students will be expected to have a high degree of competency in photography. Guest speakers and actual work related assignments will be emphasized.

DP205 Advertising Photography • 4 credits

In keeping with the Real Applications Workflow (RAW) method of education, this course will work in cooperation with the Interactive Media Arts department in completing real world assignments. Cooperation and direction from the melding of these two departments will be the responsibility of both instructors and students. *Prerequisite: DP105 Career Competencies in Photography.*

DP206 Photographic Illustrations (Journalism) • 4 credits

In this course students will learn and explore the concepts that make up editorial photography. This includes elements of photojournalism, using historic examples and documentary and manipulative photographic techniques. This, in combination with the form of photo essays integrating the written word with photographic imagery, will expand the process into editorial coverage. Real world applications, both historic and present, will be studied and applied to various types of editorial applications including magazines, brochures, and annual reports. Students will work in tandem with Interactive Media Arts students on joint projects.

DP207 Narrative Photography • 4 credits

This course is designed to advance narrative skills using the work of Marcel Duchamp, the Surrealists, the Dadaists, and contemporary conceptual artists as examples. Strong emphasis is placed on conceptualization through black & white or color images. Group critiques will be used with students learning to verbalize their concepts. Students will also work in tandem with students in advertising and film to emphasize the importance of creating dialogue between viewer and image.

BA in Photography

continued...

DP208 Architectural/Interior Photography • 4 credits
In this course the complexities of depth of field, lighting, textures, space, color, and expression will be studied. Various cameras, lenses, and digital enhancement techniques will be reviewed. Students will work with real world examples through involvement with students' Interior Design projects and assignments.

DP212 Photographic Design & Art Direction • 4 credits
This course combines the creative acuity of photography and design with the business requirements of Art Directing. Students learn through real world applications (RAW), the importance of working as a team to maximize the pictorial, as well as informational aspects of a client's brand image.

DP310 Applied Digital Photography I • 4 credits
This course emphasizes the commercial applications of photography and will emphasize the Real Applications Workflow (RAW) formula. Numerous assignments will be given that include case study challenges from past or present business experiences. Students will be asked for alternative solutions to a real world example and to then execute their recommendations. Techniques for food, products, people, cars, and effective use of table top lighting, props and backgrounds will be explored. *Prerequisite: DP207 Narrative Photography.*

DP411 Applied Digital Photography II • 4 credits
This course studies sports and entertainment as two very large fields of opportunities for professional photographers. Freeze-framing, action enhancement methodology, depth of field, aperture settings, and event lighting will be applied. Students will be required to do field work in each of these disciplines.

IC140 Web Audio & Video • 4 credits
In this course, students use streaming media technology to learn how multimedia is delivered over the web. Students study video camera acquisition along with studio. They edit and construct digital multimedia content formats and learn strategies for delivery from a web server.

IC401 Website Campaigns & Control • 4 credits
This course covers delivery, placement and marketing techniques for websites. Subjects covered include search engine optimization, compression techniques for delivering video and audio, purchasing, affiliate marketing, A&B testing, and various analytics programs.

BA General Education **Course Descriptions**

ART100 Art Appreciation I • 4 credits
This course is intended as a primer to all of the "Arts," including painting, sculpture, architect, music and the written word. It is intended to give the student a vision of how all the arts are connected through a creative process witnessed through-out history as a means of expression. The scope of this class covers ancient cave drawings to the Baroque period.

ART200 Art Appreciation II • 4 credits
This course is a sequel to Art Appreciation I and begins with the Neoclassical Period and continues through the modern movements of abstraction, expressionism, and the total artistic accomplishments of society up to present time. Field trips to museums and cultural events are encouraged.

CSM100 Computer Applications • 4 credits
This course focuses on students learning the basics of information processing systems using proper terminology, fundamental concepts and computer icons and functionality.

ECN400 Introduction to Economics • 4 credits
This course focuses on general theory and specific real-world applications to illuminate the economic functions of society. Topics include basic concepts of markets, supply, demand, fiscal and monetary policy, and governmental roles and the free market. Students discuss current personal, business, governmental and contemporary economic issues and problems.

ENG200 English Composition • 4 credits
This course offers a study of written expression and communication combined with creative thinking. Assignments include media scripting, personal essays and factual reporting.

ENG400 Oral Communications • 4 credits
This course is designed to develop oral communications competencies needed to function effectively in a presentation and persuasion environment. A variety of topics in the discipline are addressed. The course attempts to build skills in interpersonal, small group and public speaking.

BA General Education **Course Descriptions** continued...

HUM100 Music Appreciation • 4 credits
This course emphasizes the art of intelligent and perceptive music listening for those interested in increasing their knowledge and enjoyment of music. The course traces the development of music up to the present day. Various media are employed to give the student an overview on the changes in music over the past few centuries. Students are encouraged to develop listening skills and form an appreciation for many different styles and types of music.

MTH100 Contemporary Mathematics • 4 credits
This course develops an understanding of problem solving, decision-making and analytical skills that deal with quantities and their magnitudes of interrelationships using calculators and computers as tools. Students create logical statements and arguments in a real world context using examples and data.

MTH300 Geometry • 4 credits
This course presents basic geometric concepts such as the Pythagorean theorem, properties and measurements of points, lines, angles, plane figures, and classic solids. The course will connect specifically with programs through application of geometrical concepts to the students' major area of study.

SCI300 Environmental Science • 4 credits
This course provides the student with the principles, concepts and methodologies required to understand the interrelationships of the natural world. It seeks to identify and analyze environmental problems both natural and human-made to evaluate the relative risks associated with these problems.

SCI301 Life Sciences • 4 credits
The study of all aspects and influences on life are covered in this course, from the beginning of cellular formations to ecosystems and their dependency on each other for survival. Case studies will review the impact caused by disruption of the natural processes of evolution, pollution, inheritance, cellular abnormalities and ecology.

SOC200 Geography • 4 credits
This course is designed to accustom students to the major geographic regions, countries and cities as well as the vocabulary and terminology of social geography. The body of the course involves students studying global patterns, such as nation-states, religion, and the environment, to further their understanding of global cultures and major issues of the 21st century.

SOC201 Sociology • 4 credits
This course focuses on basic concepts, research, and theories involved in increasing understanding of human behavior and human societies. Interrelations among human societies, individuals, organizations, and groups are analyzed through topics of culture, social interaction, social institutions, social stratification, community and social change strategies. Contemporary social problems and issues are discussed.

PSY200 Psychology • 4 credits
This course is an overview of the applications and understanding of psychology. Included are the foundations of psychological behavior, sensation, perception, learning, cognition, motivation and emotion. These factors are oriented toward the arenas of advertising, group dynamics and community.

BA Course Electives

DM101 History of Visual Communication • 4 credits
Graphic Design has influenced mankind throughout the centuries and it continues to have its' impact on society. This course covers the invention of writing; medieval book manuscripts; origins of typography and printing; Renaissance design; Victorian and Art Nouveau periods; Modern and Post-Modern design; and the Computer Graphics revolution.

DM212 Typography • 4 credits
Students learn the essentials of interpreting the written word through the usage of typography. Typographic letter forms, design elements, aesthetics, page layouts, typographic history, terminology, aspects of display, new media, and environmental typography are explored. Students will be given real-world exercises and applications.

DP102 History of Photography • 4 credits
This course will introduce the student to a diverse range of photographers' work and their influence on society as a recording and editorial device. Photography from the turn of the century to the contemporary applications will be shown in content to some of the major art movements of the twentieth century. Aspects of photography and the Masters through history will be explored in journalism, fashion, advertising, industrial, studio, and abstract.

Course Descriptions

Associate, Diploma & Certificate

Digital Filmmaking

AD101 Visual Construction • 4 credits

This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

AD102 Color Construction • 4 credits

This course explores the theory of color and the psychological emotions that it invokes. Students are briefly introduced to the properties and interaction of digital color using raster based software. Exercises involving color manipulation, color correction and opportunities for experimentation are presented.

AD201 Web Design Portfolio/Self Promotion • 2 credits

Students plan and assemble their graduation portfolio. Existing work and new pieces are included that demonstrate the student's abilities in concept development, creative design and technical proficiency.

DF001 Directing • 4 credits

This course provides foundational study in the practical aspects of directing the moving image, incorporating readings, discussions, and appropriate exercises. Students are introduced to the production cycle and crew positions, and emphasis is placed on learning the techniques of the single camera narrative shoot.

DF002 Language of Film • 4 credits

This course provides an investigative look at the history of film by exposing students to milestone films of various genres. The techniques and art of film are examined through lecture, exercises, and guided viewing of films.

DF003 Cinematography & Lighting • 4 credits

The nature of video and lighting are examined through various exercises, with topics such as: composition, depth of field, lighting levels, and other cinematographic techniques being explored.

DF006 Producing Sound & Picture • 4 credits

The basics of non-linear editing are covered in this course. Through hands on exercises, the student will learn how to digitize video, edit sound and picture, add music, titles, and various effects.

DF007 Independent Producing I • 4 credits

Students will learn the basics of producing independent projects in this course. Topics covered include selecting a project and hiring a crew, as well as how to break down a script, organize a schedule, and prepare a budget.

DF008 Production Studio I • 4 credits

This course concentrates on hands-on production, students will learn how to work on set. With the instructor acting as producer, students will work their way through the various positions gaining first hand experience in each one.

DF010 Production Studio II • 4 credits

Combined with Project Studio, students will work together on projects that closely emulate the film industry. Students at this level will work in positions such as gaffer, bests, camera operator, and 1st AC, and will execute directions and offer creative input into the production. *Prerequisite: DF106 Production Studio I*

DF011 Production Studio III • 4 credits

Combined with Production Studio II, students will work together on projects that closely emulate the film industry. Students at this level will assume above-the-line positions such as producer, director, and writer. Students will hone their skills in leadership and learn to communicate their ideas effectively with their crew. Students will combine their filmmaking skills with those of other departments in order to best develop their work in a professional fashion wherever possible. *Prerequisite: DF106 Production Studio I*

DF012 Production Studio IV • 4 credits

Combined with Production Studios II and III, students will work together on projects that closely emulate the film industry. Students at this level assume above-the-line positions such as producer, director, and writer. Students will hone their skills in leadership and learn to communicate their ideas effectively to their crew. *Prerequisite: DF008 Production Studio I*

DF013 Production Studio V • 4 credits

This final course in studio production allows time for the student to create a demo reel under the guidance and tutelage of their instructors. *Prerequisite: DF010 Production Studio II, DF011 Production Studio III, DF012 Production Studio IV*

DF014 Story Development Production • 4 credits
Stories are developed from concept to screenplay in this course, with emphasis placed on learning structure, characterization, and proper screenplay format. *Prerequisite: DF002 Language of Film*

DF120 Broadcast Design • 4 credits
This course is a mix of design and animation. Some of the graphic design skills needed are typography, composition, color palette and compelling graphics. 2D and 3D animation make their work come to life. Once students go through the program they will be able to create titles for Networks, TV shows, music videos and motion pictures.

DM120 Website Design & Development • 2 credits
This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DM141 Web Animation I • 4 credits
This course introduces students to interactivity and applications on the Internet. Students progress to creating more complex web delivered animations. Topics include layer masking, tweening, streaming audio and frame actions.

MG001 FX Motion Graphics I • 4 credits
An introduction to motion graphics software, which is examined in a production studio environment. A basic understanding of industry standards in regards to format and execution are covered. An overview of more specific topics and concepts are also discussed.

Digital Animation

AD101 Visual Construction • 4 credits
This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

AD102 Color Construction • 4 credits
This course explores the theory of color and the psychological emotions that it invokes. Students are briefly introduced to the properties and interaction of digital color using raster based software. Exercises involving color manipulation, color correction and opportunities for experimentation are presented.

AD201 Web Design Portfolio/Self Promotion • 2 credits
Students plan and assemble their graduation portfolio. Existing work and new pieces are included that demonstrate the student's abilities in concept development, creative design and technical proficiency.

AF114 Character Development • 4 credits
This course covers basic through advanced aspects of character design, culminating in the development and production of a one-off finished production quality high precision sculpted maquette.

AM101 Digital Animation I • 4 credit
This course covers the fundamentals and overview of creating creative content with 3D animation software. Students are prepared to be content producers and understand a professional industry driven workflow. The course includes basic and intermediate projects that build a strong technical and creative foundation. Students develop problem solving skills and strategies.

AM106 Advanced Digital Animation II • 4 credits
This content centric course covers a thorough overview of high precision real world application of organic and inorganic modeling, through the development of production standard rules, industry workflow and techniques for topology. Professional models are used as case studies to reiterate industry trends in topology, modeling and texturing.
Prerequisite: AM101 Digital Animation I

AM107 Advanced Digital Animation III • 4 credits
Course emphasizes a knowledge base of basics through intermediate variations of rigs within the field of character setup. Students learn to problem solve issues through case studies within character setup to create a high precision rig. Rigs are implemented through the development of production specific techniques for various character types. *Prerequisite: AM101 Digital Animation I*

AM175 Story Development • 4 credits
This course covers the fundamentals high end, high precision storyboarding and an overview of the storytelling and pitching process. Students gain a knowledge base on shot composition and visual storytelling. Storyboards are produced both through digital and traditional techniques with emphasis on real world application. Students learn how to create animatics and how to author creative content.

AM190 Animation Production Studio I • 4 credits
This course covers basic to intermediate concepts in effects, with an emphasis on lighting and shading. Student use scripting languages and render software. Students gain a knowledge base through real world examples and practical content creation. Compositing software is used to combine effects, color correction and HD output. *Prerequisite: AM101 Digital Animation I*

AM191 Animation Production Studio II • 4 credits
This course concentrates on the basic through intermediate animation techniques with an emphasis on a foundation of specific principles within professional animation. Students build a beginning knowledge base about animation techniques. Students are encouraged to research and critique various animation case studies to broaden their understanding of the topics. Students learn from examples of professional animated creative content. *Prerequisite: AM101 Digital Animation I*

AM192 Animation Production Studio III • 4 credits
This course uses the Real Applications Workflow (RAW) principle. This content centric course builds on the knowledge based covered in the student's previous classes. The students act as content producers working in a production studio in a professional workflow. The instructor of the course acts as a producer guiding the production from beginning to end. Students are encouraged to interchange ideas work with students from other departments. Compositing software is used to combine effects, color correction and HD output. *Prerequisite: AM205 CG Modeling II, AM204 Character Setup I, AM310 Character Setup II, AM312 Advanced Lighting, Shading & Effects*

AM200 Animation Portfolio • 4 credits
The completion of an expressive portfolio of work provides the foundation of the course. Students combine the course work while seeking to present an expressive style of their own. Critique and refinement become important elements within the structure of the course.

AM202 Production Animation Portfolio • 4 credits
The course examines essential branding and materials that the student will need to succeed in applying to jobs in their chosen professions. The student will create a collection of materials, towards the goal of gaining employment, that can be sent to potential employers. *Prerequisite: AM200 Animation Portfolio*

DM120 Website Design & Development • 2 credits
This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DM141 Web Animation I • 4 credits
This course introduces students to interactivity and applications on the Internet. Students progress to creating more complex web delivered animations. Topics include layer masking, tweening, streaming audio and frame actions.

IC140 Web Audio & Video • 4 credits
In this course, students use streaming media technology to learn how multimedia is delivered over the web. Students study video camera acquisition along with studio. They edit and construct digital multimedia content formats and learn strategies for delivery from a web server.

MG001 FX Motion Graphics I • 4 credits
An introduction to motion graphics software, which is examined in a production studio environment. A basic understanding of industry standards in regards to format and execution are covered. An overview of more specific topics and concepts are also discussed

MG002 FX Motion Graphics II • 4 credits
Refining and advanced techniques of motion graphics make up a substantial part of this course. Software is used to develop the production of components in support of the student's final demo reel. *Prerequisite: MG001 FX Motion Graphics I*

Digital Audio Production & Design

AD101 Visual Construction • 4 credits
This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

AD195 Media Delivery • 2 credits

This course supports the student in the efficient and effective delivery of various forms of multimedia. Covered are the interchange and routing of digital data and network applications. The student also surveys current and emerging trends in digital imaging and sound technologies. An introduction to DVD authoring is included in this course.

AD201 Web Design Portfolio/Self Promotion • 2 credits

Students plan and assemble their graduation portfolio. Existing work and new pieces are included that demonstrate the student's abilities in concept development, creative design and technical proficiency.

AP001 Digital Audio Engineering I • 4 credits

This course is designed to introduce the student to the specialized field of audio production. It is an introduction and practical workshop that explores the fundamentals of sound, audio engineering, terminology, equipment, studio operations, and the overall audio industry. Students will experience and examine the diversity of education required in today's modern audio production.

AP002 Digital Audio Workstation I • 4 credits

This course provides an application-oriented approach to digital audio workstations. Students will gain an understanding of computer skills, file management, basic MIDI application, digital audio theory, basic music and sound design production. Students will have a hands-on approach using the latest technology in hardware and software to gain both a technical and creative understanding of the digital audio workstation. *Prerequisite: AP101 Digital Audio Engineering I*

AP003 Sound Design • 4 credits

This course is designed to give the student an in depth introduction to the production of audio for film, video, and multimedia. Students will explore the technical and artistic considerations of sound for picture through the study of historically important works and hands on application of audio production techniques. The course will encompass an in-depth discussion of sound for picture, synchronization, and multi-channel sound mixing techniques with a focus on the audio post-production environment. *Prerequisite: AP301 Production Audio*

AP004 Audio Project Studio I • 4 credits

This course is designed to introduce the student to professional project driven workflow. Students will plan, propose, and develop audio projects as part of their overall portfolio content. Working in teams, cooperation, and the formulation of professional relationships will be required. Professional sound quality, technical proficiency, creativity and presentation will be analyzed and evaluated. *Prerequisite: AP302 Sound Design*

AP005 Audio Project Studio II • 4 credits

This class is the culmination of the students' project work with an emphasis on professional quality and presentation. Students critique, refine, and master audio projects into a comprehensive, fully packaged multimedia portfolio designed to illustrate their audio capabilities and professional identity. Video and graphic design elements will be combined with audio production to produce an industry standard demo reel. *Prerequisite: AP004 Audio Project Studio I*

AP006 Music Theory • 4 credits

This course is designed to introduce the student to the fundamentals of music theory. The three major elements of music theory will be discussed and explained: Melody, Harmony and Rhythm. By the end of the course, the student will be able to create any major scale, its relative minor, identify triads and intervals, (major, minor, diminished, & augmented), tap out rhythms, and recognize time and key signatures. Students will employ these skills to develop an understanding of how to analyze a piece of music. *Prerequisite: AP101 Digital Audio Engineering I*

AP007 Digital Audio Workstation II • 4 credits

This course expands on the basic principles taught in Digital Audio Workstation I. Students will increase their understanding of cutting edge DAW systems through a hands-on creative and technical approach. Students will explore MIDI sequencing, virtual instruments, control surfaces, plug-ins, audio editing, automation, mixing techniques and basic integration of sound for picture. *Prerequisite: AP102 Digital Audio Workstation I*

AP008 Digital Audio Workstation III • 4 credits
This course will provide the student with the ability to operate the Digital Audio Workstation in an advanced capacity. It will provide advanced training in the use of computer applications to compose, edit, and record music. Building on the previous Digital Audio Workstation course. Advanced MIDI sequencing, virtual instruments, synthesis, mixing, traditional/experimental orchestration, sound design and picture applications will be explored. *Prerequisite: AP201 Digital Audio Workstation II*

AP010 Digital Audio Engineering II • 4 credits
This course will explore both the technical and creative aspects of audio engineering. It will review the fundamentals of sound and psychoacoustics; examine audio production techniques, both past and present, including session management and documentation. Signal flow, microphone techniques, signal processing, recording, and mixing will be explored with a comprehensive hands-on approach. *Prerequisite: AP201 Digital Audio Workstation II*

DF120 Broadcast Design • 4 credits
This course is a mix of design and animation. Some of the graphic design skills needed are typography, composition, color palette and compelling graphics. 2D and 3D animation make their work come to life. Once students go through the program they will be able to create titles for Networks, TV shows, music videos and motion pictures.

DM112 Graphic Design • 4 credits
In this course students are introduced to the high precision tools and principles employed by the professional graphic designer. Students will expand on their foundation knowledge of design principles and the design process.

DM120 Website Design & Development • 2 credits
This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DM124 Advertising Design • 4 credits
In this course students learn to choose proper advertising methods of communication and create well designed messages using visual elements. Corporate identity and commercial print imaging is generated in a series of advertising or branding oriented applications.

DM141 Web Animation I • 4 credits
This course introduces students to interactivity and applications on the Internet. Students progress to creating more complex web delivered animations. Topics include layer masking, tweening, streaming audio and frame actions.

IC140 Web Audio & Video • 4 credits
In this course, students use streaming media technology to learn how multimedia is delivered over the web. Students study video camera acquisition along with studio. They edit and construct digital multimedia content formats and learn strategies for delivery from a web server.

NC302 Business of Marketing • 2 credits
In this course students receive practical information & instruction that will enhance their professional value & career earning potential. The instructor takes a personal & entrepreneurial approach with a small group of students and leads exercises that incorporate self assessment, time management, organization, strategic goal setting, business planning, brand positioning and marketing, with an emphasis on public relations, networking and selling.

Digital Advertising & Design

AD101 Visual Construction • 4 credits
This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

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DM104 Conceptual Design • 4 credits
This upper level course is designed to group final production work for the various programs. Students from each area of concentration join together to replicate Real World (RAW) applications for their individual Portfolios. Various applications and mediums will be implemented depending on the students program.

DM107 Digital Design & Production • 4 credits
This course refines the concept of a graphic design as the result of a collaboration between the designer and the digital artist. Students gain skills in the production process by scanning, creating and printing artwork with the computer. Strong emphasis is placed on typography.

DM108 Digital Publishing • 4 credits
Layout and production of page files for reproduction are explored in this course. Page layout software is incorporated as students investigate creative options for creating publication-based materials. Projects allow students to exercise several design options as they move to assemble complete documents. Quality-control workflow and process are emphasized.
Prerequisite: DM207 Advertising Design

DM112 Graphic Design • 4 credits
In this course students are introduced to the high precision tools and principles employed by the professional graphic designer. Students will expand on their foundation knowledge of design principles and the design process.

DM119 2D Animation for the Web • 4 credits
This course introduces the student to animation on the Internet. Students learn to do traditional keyframing and then move on to computer based cell animation. They also incorporate sound and interactivity into their animations. *Prerequisite: AD101 Visual Construction.*

DM120 Website Design & Development • 2 credits
This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DM122 Internet Technology • 4 credits
This course teaches IT workflow and the construction of web applications through scripting techniques using a variety of programming languages. The primary outcome results in the student being positioned to take advantage of many options for using the Internet for efficient and effective delivery, and to do so in a business environment.

DM124 Advertising Design • 4 credits
In this course students learn to choose proper advertising methods of communication and create well designed messages using visual elements. Corporate identity and commercial print imaging is generated in a series of advertising or branding oriented applications.

DM125 Digital Photography • 4 credits
This program explores imaging via digital still cameras and/or scanning film along with refining digital images to a finished product. The process begins with attention to composition, design and planning. Images are color corrected, manipulated, arranged and critiqued for image quality, creative control and presentation standards.

Digital Photography

DM200 Visual Portfolio Production • 4 credits

This course is designed to portray the real world using the resources of all departments to solve a common communication challenge. A student will develop a portfolio based on a defined production roadmap, deadlines, and multiple directions accomplished through a delivery methodology and implementation.

DM141 Web Animation I • 4 credits

This course introduces students to interactivity and applications on the internet. Students progress to creating more complex web delivered animations. Topics include layer masking, tweening, streaming audio and frame actions.

DM142 Web Animation II • 4 credits

This course introduces students to the basics of Object Oriented programming. Students learn to create advanced application and immersive environments in a web delivery system. Topics include programming fundamentals, data integration and connectivity, streaming video and advanced animation.

Prerequisite: DM312 Website Animation I.

IC140 Web Audio & Video • 4 credits

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This course refines the concept of a graphic design as the result of a collaboration between the designer and the digital artist. Students gain skills in the production process by scanning, creating and printing artwork with the computer. Strong emphasis is placed on typography.

DM108 Digital Publishing • 4 credits

This course provides instruction in layout and production of page files for reproduction. Page layout software is incorporated as students investigate creative options for use of this software. Projects allow students to exercise several design options as they move to assemble complete documents.

DM120 Website Design & Development • 2 credits

This course provides instruction for designing and implementing a website. Students create a first effort website using a combination of industry standard markup and web authoring software. Students gain essential knowledge of file formats, preparation of images for use on the Internet, and transferring their pages to a web server.

DP101 The Art of Digital Photography • 4 credits

This course is an introduction to the fundamental technical and conceptual skills involved in effective professional photography. Students will learn how to use their DSLR cameras, how to employ techniques and strategies needed to obtain desired exposures and compositions, and the post-production skills necessary to produce professional photographs. Students will be exposed to not only the practical skills involved in image making, but also introduced to the basic conceptual thought processes involved in understanding and creating cohesive visual language through photography.

DP102 Portraiture, Fashion & Form Photography • 4 credits

This course will have an emphasis on creative fashion photography and portraits. Students will use both location and studio photography that will add meaning and dimension to the photographs that they take.

DP103 Lighting Design for Photography • 4 credits

This course will prepare the students in the use of tungsten lighting and natural lighting.

DP104 Advertising Photography • 4 credits

This course will provide supervised studio and location work to prepare the students for advertising photography. Basic illustration and small products will be employed with emphasis on lighting and light control.

DP105 Applied Digital Photography I • 4 credits

This course will enable students to refine their skills in digital imaging. The course will cover camera operation, lens options, macro photography, exposer control, additional lighting techniques plus composition and photographic design.

DP106 Applied Digital Photography II • 4 credits

This course is a combination of creative photography and techniques. Assignments will be given in a variety of locations in the studio. Applications will apply to editorial, personal, advertising and art photography. *Prerequisite: DP105 Applied Digital Photography I*

DP107 Applied Digital Photography III • 4 credits

Photographs from Applied Digital Photography II will be used to produce effective digital images. Students will be challenged to create digital illustrations. *Prerequisite: DP106 Applied Digital Photography II*

DP108 Digital Portfolio • 4 credits

This course will enable students to produce a professionally crafted portfolio. This course will also offer critique and evaluation of portfolios. *Prerequisite: DP107 Applied Digital Photography III*

IC140 Web Audio & Video • 4 credits

In this course, students use streaming media technology to learn how multimedia is delivered over the web. Students study video camera acquisition along with studio. They edit and construct digital multimedia content formats and learn strategies for delivery from a web server.

Interior Design

AD101 Visual Construction • 4 credits

This course is an exploration of fundamental visual styles. Drawing becomes a key activity as students learn that traditional media techniques are applicable in the electronic world. Students work toward creating drawings that use a visual style or voice. Use of a personal sketch diary or journal provides a lasting option for future creative development.

AD102 Color Construction • 4 credits

This course explores the theory of color and the psychological emotions that it invokes. Students are briefly introduced to the properties and interaction of digital color using raster based software. Exercises involving color manipulation, color correction and opportunities for experimentation are presented.

DM104 Conceptual Design • 4 credits

This upper level course is designed to group final production work for the various programs. Students from each area of concentration join together to replicate Real World (RAW) applications for their individual Portfolios. Various applications and mediums will be implemented depending on the students program.

DM120 Website Design & Development • 2 credits

This course provides instruction for creating basic web sites. Students create web sites using a combination of HTML coding and web authoring software. Students also learn to include graphics in their web pages and transfer their pages to a web server.

ID101 Architecture for Interior Design • 4 credits

This course introduces the fundamentals of design. Students examine both the aesthetics of design as well as engineering principles. Terminology plus elements and principles of design are discussed. Topics include the construction process, systems, codes and contract documents.

ID102 Residential Design • 4 credits

This course provides study of interior spaces for residential design. Topics include function, mass, shape, color, proportion, unity, harmony, and the history of design. Students learn space planning: furnishings to room, furniture and accessories, codes and regulations for residential design. *Prerequisite: AD101, ID101, AD102, ID116, DM104, ID109 and concurrent enrollment in ID103.*

ID103 CAD Drafting I • 4 credits

This course provides basic computer-aided design skills for residential interior design. Students cover template and original standards used to create 2D and 3D designs. They learn to edit, manipulate layers and create finished residential CAD drawings.

ID104 CAD Drafting II • 4 credits

This course provides techniques in computer-aided design for commercial spaces. Students cover template and original standards used to create 2D and 3D designs. They learn to edit, manipulate layers and create finished commercial CAD drawings. *Prerequisite: ID103 CAD Drafting I*

ID105 Commercial Design • 4 credits

This course examines the principles of interior design for commercial properties. The focus of this course is to introduce contract/commercial design including office, retail, restaurant institutional and hospitality design. An in-depth study of ADA, building codes and standards and selection of materials for non-residential projects are addressed. Students learn space planning: rooms to buildings, general knowledge of acceptable furnishings, codes and federal regulations for commercial design.

ID108 Contract Trends in Design, Forms and Spaces • 4 credits

This course features a review of current trends and techniques in architecture and interior design. Topics include Sustainable Design, Virtual Office Design, Aging Population, Design Technology and arising design trends including utilizing the Green Products in design. An in-depth study of small spaces and loft spaces are addressed.

ID109 Lighting • 4 credits

This course explores the use of lighting as a design element in interior spaces. What is good light? Topics include putting together a lighting package; fixture location, spacing and selection for a both residential and commercial spaces. Importance is placed on understanding the impact lighting and color can have on an area and correcting a color and lighting problem to enhance spaces.

ID111 Portfolio • 4 credits

Students plan and assemble their graduation portfolio. Existing work and new pieces are included. The student's abilities in concept development, creative design and technical proficiency are dictated by the student's individual career goals. To include a CAD drawings and design boards for completed residential and commercial projects. Requires final quarter enrollment.

ID112 Project and Process I • 4 credits

The course breaks down the process of design. The students will learn the steps to successfully complete a design project from beginning to end for residential design. Topics include what to do first, scope of the design services, initial client contact, programming, conceptual or schematic design, and design development. Tools include using a residential programming questionnaire and furniture inventory sheet for tracking.

ID114 Project and Process II • 4 credits

This course explores more comprehensive design solutions such as ensuring safety and completing successful residential and commercial processes. Students will learn the skills of selecting and managing contract resources to improve efficiencies on their projects.

ID115 Business of Interior Design • 4 credits

Business practices for interior design are introduced. Emphasis is placed on business formations, professional associations and preparation of professional contracts, correspondence, compensation, documentation and administration.

ID116 Textiles, Materials and Sources • 4 credits

This course provides the understanding of the selection of upholstery qualities, window treatments and case goods. Included topics will be hard and resilient floor coverings, wall coverings, ceilings and molding.

General Education

GE101 English Composition • 4 credits

This course offers a study of written expression and communication combined with creative thinking. Assignments include media scripting, personal essays and factual reporting.

GE102 Survey of Western Arts • 4 credits

This course is intended as a primer to all of the "Arts," including painting, sculpture, architect, music and the written word. It is intended to give the student a vision of how all the arts are connected through a creative process witnessed through-out history as a means of expression. The scope of this class covers ancient cave drawings to the Baroque period.

GE103 Oral Communications • 4 credits

This is a survey course designed to develop oral communications competencies needed to function effectively in a presentation and persuasion environment. A variety of topics in the discipline are addressed. The course attempts to build skills in interpersonal, small group and public speaking.

GE104 Quantitative Literacy • 4 credits

This course develops an understanding of problem solving, decision-making and analytical skills that deal with quantities and their magnitudes of interrelationships using calculators and computers as tools. Students create logical statements and arguments in a real world context using examples and data.

GE105 Environmental Science • 4 credits

This course provides the student with the principles, concepts and methodologies required to understand the interrelationships of the natural world. It seeks to identify and analyze environmental problems both natural and human-made and to evaluate the relative risks associated with these problems.

GE106 Psychology • 4 credits

This is an overview of the applications and understanding of psychology. Included are the foundations of psychological behavior, sensation, perception, learning, cognition, motivation and emotion. These factors are oriented toward the arenas of advertising, group dynamics and community.

Course Equivalence

BACHELOR

FILMMAKING

AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
DF014	Story Development Production
DF101	Language of Film
DF102	Cinematography & Lighting I
DF106	Production Studio I
DF120	Broadcast Design I
DF205	Production Editing I
DF208	Production Studio II
DF411	Independent Producing
DF412	Project Studio
Dm210	Website Design & Production
DM312	Website Animation I

ANIMATION

AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
AF114	Character Development
AM101	Digital Animation I
AM102	Story Development
BU415	Portfolio Studio I
AM203	CG Modeling I
AM204	Character Setup
AM307	Lighting, Shading & Effects
AM308	Character Animation I
AM404	Animation Production Studio
DM210	Website Design & Production
DM312	Website Animation I
ICT140	Web Audio & Video

ASSOCIATE

AD101	Visual Construction
AD102	Color Construction
AD201	Web Design Portfolio/Self Promotion
AM102	Story Development
DF002	Language of Film
DF003	Cinematography & Lighting
DF008	Production Studio I
DF120	Broadcast Design
DF006	Producing Sound & Picture
DF010	Production Studio II
DF007	Independent Producing I
DF012	Production Studio IV
DM120	Website Design & Development
DM141	Website Animation I

AD101	Visual Construction
AD102	Color Construction
AD201	Web Design Portfolio/Self Promotion
AF114	Character Development
AM101	Digital Animation I
AM175	Story Development
AM200	Animation Portfolio
AM106	Advanced Digital Animation II
AM107	Advanced Digital Animation III
AM190	Animation Production Studio I
AM191	Animation Production Studio II
AM192	Animation Production Studio III
DM120	Website Design & Development
DM141	Website Animation I
ICT140	Web Audio & Video

Course Equivalence

BACHELOR

AUDIO PRODUCTION & DESIGN

AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
AP005	Audio Project Studio II
AP101	Audio Engineering I
AP102	Digital Audio Workstation I
AP103	Music Fundamentals
AP201	Digital Audio Workstation II
AP202	Audio Engineering II
AP203	Digital Audio Workstation III
AP302	Sound Design
AP401	Audio Project Studio
DF120	Broadcast Design I
DM207	Advertising Design
DM210	Website Design & Production
DM312	Website Animation I
IC140	Web Audio & Video

INTERACTIVE MEDIA ARTS

AD101	Visual Construction
AD102	Color Construction
AD195	Media Delivery
AD407	Web Design Portfolio/Self Promotion
BU415	Portfolio Studio I
BU420	Conceptual Design
DF120	Broadcast Design I
DM103	Graphic Design
DM122	Internet Technology
DP101	Applied Camera Arts
DM207	Advertising Design
DM210	Website Design & Production
DM312	Website Animation I
DM339	Digital Publishing
DM413	Web Animation II
IC140	Web Audio & Video

GENERAL EDUCATION

ART100	Art Appreciation I
ENG200	English Composition
ENG400	Oral Communication
MTH100	Contemporary Mathematics
SCI300	Environmental Science
PSY200	Psychology

ASSOCIATE

AD102	Color Construction
AD201	Web Design Portfolio/Self Promotion
BU415	Portfolio Studio I
AP001	Digital Audio Engineering I
AP002	Digital Audio Workstation I
AP006	Music Theory
AP007	Digital Audio Workstation II
AP010	Digital Audio Engineering II
AP008	Digital Audio Workstation III
AP003	Sound Design
AP004	Audio Project Studio I
DF120	Broadcast Design
DM124	Advertising Design
DM120	Website Design & Development
DM141	Web Animation I
IC140	Web Audio & Video

AD101	Visual Construction
AD102	Color Construction
AD195	Media Delivery
AD201	Web Design Portfolio/Self Promotion
DM200	Visual Portfolio Production
DM104	Conceptual Design
DF120	Broadcast Design
DM112	Graphic Design
DM122	Internet Technology
DM125	Digital Photography
DM124	Advertising Design
DM120	Website Design & Development
DM141	Website Animation I
DM108	Digital Publishing
DM142	Web Animation II
IC140	Web Audio & Video

GE102	Survey of Western Arts
GE101	English Composition
GE103	Oral Communications
GE104	Quantitative Literacy
GE105	Environmental Science
GE106	Psychology

Administration & Faculty

ADMINISTRATION

CAMPUS DIRECTOR

Debra Ann Hooper
East Carolina University
Bachelor of Science

LIBRARIAN

Joshua D. Berkov
University of North Carolina at Chapel Hill
MS in Library Science
Brown University
BA in Ethics and Political Philosophy

DIRECTOR OF EDUCATION

Gordon Russell
Georgia State University
MVA in Visual Communication
Virginia Commonwealth University
BFA in Graphic Design

ASSISTANT DIRECTOR OF EDUCATION

Matthew Kelly - Program Coordinator
Duquesne University
MS in Multimedia Tech
BA in Studio Art
(Interactive Media Arts)

CHIEF OPERATIONS OFFICER

SCHOOL DIRECTOR OF LAI

Rodney Amadori

REGISTRAR / OPERATIONS DIRECTOR

Lynn McGee

BURSAR

JoAnn Sessoms

DIRECTOR OF FINANCIAL ASSISTANCE

Vickie Fleming

BOARD OF DIRECTORS

(Corporate Officers)

Debra Ann Hooper
Campus Director and Vice President

Roger Klietz
President

Roger Hauge
Secretary/Treasurer

FULL-TIME FACULTY

Craig Brandwynne - Program
Coordinator
Long Island University
MA in Theory and Composition
BS in Music Education
(Audio Production & Design)

Mara Lena Corter
California College of the Arts
MFA in Sculpture/Drawing
BFA in Textiles
(Interactive Media Arts)

Ben Forman
Savannah College of Art & Design
Master of Fine Arts
Grand Valley State University
BFA in Illustration
Northwestern Michigan College
Mechanical Engineering Program
(Animation & Game Design)

Vincent Gardner
North Carolina State University
MED in Industrial Design
BED in Product Design
(Interactive Media Arts)

Todd George
New York Institute of Technology
MA in Communication Arts
Valdosta State University
BGS in General Studies
(Digital Filmmaking)

Kwame Hawkins - Program Coordinator
Savannah College of Art and Design
MFA in Computer Art
North Carolina State University
BS in Technology Education
(Animation & Game Design)

Matthew Heimbecker
Savannah College of Art and Design
MFA in Animation
University of Maryland
BA in Studio Art
(Animation & Game Design)

Jenny Izquierdo
Miami International University of Art
& Design
MFA in Computer Animation
Maryland Institute, College of Art
BFA in Fine Arts
(Interactive Media Arts)

Georges Le Chevallier
Hunter College of the City University of
New York
MFA in Painting
California State University
BFA in Drawing and Painting,
Minor in Art History
(Interactive Media Arts)
(General Education)

Rich Ponte
Savannah College of Art & Design
MFA in Computer Art
BFA in Computer Art
(Animation & Game Design)

Qingguo Ren
Purdue University
MA in Visual and Communication Design
Shanghai College of Applied Technology
BA in Commercial Art
(Interactive Media Arts)

Jason Richmond
University of Colorado
University of North Carolina at Asheville
BA in Music
(Audio Production & Design)

Dr. Caimen L. Ruff - Program Coordinator
Appalachian State University
Doctor of Education in Educational
Leadership
Appalachian State University
MA in Industrial Technology
Appalachian State University
BS in Housing and Interior Design
(Interior Design)

Administration **& Faculty** continued...

Cole Russing
University of Southern California
MFA in Cinema-Television
NC State University
BA in English Education
NC State University
BA in Communications
(Digital Filmmaking)

Marc Russo
Rudgers Graduate School of Education
MED in Math Education
Rudgers College of Engineering
BS in Engineering
(Interactive Media Arts)

John Taylor
University of South Florida
BA in Theatre Arts
(Audio Production & Design)

Raymond Warden
Long Island University
MA in Media Arts
North Carolina State University
BA in Sociology/Music
(Audio Production & Design)

PART-TIME FACULTY
Theresa Barton-Barrett
Loyola College
MS in Pastoral Counseling
Saint Joseph's College
BS in Psychology
(General Education)

Larue Coats
University of North Carolina
PhD in Curriculum and Instruction
Campbell University
MEd in English Education (with
distinction)
BA in English
(General Education)

Bryan Covington
North Carolina State University
BS in Industrial Design
(Interactive Media Arts)

Scott Dunlap
NC State University
MA in Landscape Architecture
NC State University
BS in Environmental Science
(Interior Design)

Peter Eversoll - Program Coordinator
La Academia de San Carlos National
School of Art
MFA in Painting
University of California
BA in Visual Arts
(Digital Photography)

Marepally Petty
Osmania University
MA in English/American Literature
RBVRR College (India)
(General Education)

Cynthia Thomas
New York Institute of Technology
MS in Industrial Technology
Syracuse University
BS in Nursing
(General Education)

Dea Varone
Long Island University
BFA in Computer Graphics
(Interactive Media Arts)

Academic Policies

GRADUATION/COMPLETION REQUIREMENTS

All candidates must meet the graduation requirements of the catalog in effect at the time of graduation. The College reserves the right to make changes in curricula and/or graduation requirements. However, any time a change is made either in course or program offering, appendices will be available reflecting alternatives to programs or courses which have undergone significant changes. Students are ultimately responsible for meeting the catalog requirements for which they are eligible.

A student is eligible for graduation if:

1. They have completed all required coursework, seminars, special projects etc. with a passing grade,
2. They have accumulated the total number of credits required for the program of study being pursued within the 150% maximum time-frame allowed,
3. They have completed, at a minimum, the final 75% of the program at the College,
4. They have a cumulative grade point average (GPA) of at least 2.0 for required courses.
5. They have met all financial obligations to the College,
6. They have returned any and all school materials, equipment, and/or resource materials,
7. They have submitted all paperwork required of any department or employee of the College,
8. They have received, completed and returned a graduation application,
9. They have successfully completed an exit counseling session.

PROGRAM PERIODS & CREDITS

Programs in this catalog are delivered on a quarter credit hour basis. A student will earn one credit per quarter for every 10 clock hours of lecture and one credit for every 20 clock hours of lab. While scheduled hours for courses allow some time for students to work on their assignments, it is understood that students will have to complete their work outside of regular course time.

TRANSFER STUDENTS

Applicants must submit transcripts from all schools attended prior to admission to Living Arts College. Following review, an applicant for admission with advanced standing may be granted transfer credit for courses taken at other colleges that are parallel to courses at Living Arts College. No credit will be considered for a class in which the grade point was less than 2.0. Decisions concerning the acceptance of transfer credits are at the discretion of the Director of Education or Campus Director.

TRANSFERRING PROGRAMS

Students are not encouraged to change to a new program after beginning college. If a change is requested or suggested and is approved and the student does not reenter within 30 days, the student will be considered a drop and a refund, if applicable, will be made and the student must reapply for a new session.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

The transferability of Living Arts College credits to another institution is solely determined by the receiving institution. Candidates and students should check other schools regarding acceptance of credits.

STUDIO LAB HOURS

In order to attain the level of creative excellence that the College strives for, the Media Center and studio lab computers and equipment will be available for students at pre-scheduled times on school days and on Saturdays. The college reserves the right to reschedule students at any time to maximize facility and faculty productivity.

PUBLICATION & PRESENTATION OF STUDENT WORK

The College reserves the right to duplicate, publish (including on the Internet) or exhibit work produced by students. Student work and portfolio elements are released to students only if tuition payments and financial assistance requirements are satisfactory. Work including computer files not claimed within 48 hours of departing (leaving school or graduating) becomes the property of the college and may be discarded.

PRODUCTION COPYRIGHT

All Interactive Media Arts, Film, Audio, Animation, Photography and Interior Design work created at the College must be completed with a copyright symbol and notice indicating Living Arts College. Students have a right, however, to treatments, concepts and ideas from these productions for their own self promotion use. Students may use productions in which they have a credit for self marketing, gallery and festivals and any non-profit application. Any commercial use of work produced at the College must be authorized in writing by the College.

Academic Policies

COPYRIGHT RESTRICTION

Manuals and software are copyrighted and cannot be copied without the written permission of the Campus Director. Students must never add software programs or software utilities or components to College computers. Doing so will be a violation of Guidelines for Progress and subject for dismissal.

Students are also responsible for backing up their work and checking their work files. They are expected to keep backup materials secure. The College has no responsibility for these files.

ATTENDANCE

Developing and displaying excellent attendance for all classes is expected of students. Attendance is recorded and becomes a component of each student's file. It is not possible to grasp and understand the concepts presented if the student does not attend all scheduled classes and remain for the entire period. Outside work should not be scheduled to conflict with class periods.

The college understands that situations do arise when a student will have to miss a class. In such case, the student is responsible for contacting the professor and getting the material and assignments covered in that class.

Tardies:

3 Tardies or Early Departures = 1 Absence

If a student is late for class (Tardy) or leaves class early by 10 minutes or more, it shall constitute a Tardy.

If a student arrives more than 45 minutes late for class or leaves class more than 45 minutes early, the student should be marked Absent.

<u>1 day a week classes (4 credits)</u>	<u>2 credits</u>
1 Absence / 6 Hours = Alert	1-A / 3 hours
2 Absences / 12 Hours = Warning	2-A / 6 hours
3 Absences / 18 Hours = Dismissal	3-A / 9 hours

<u>2 days a week classes (4 credits)</u>	
2 Absences / 6 Hours = Alert	2-A / 3 hours
4 Absences / 12 Hours = Warning	4-A / 6 hours
6 Absences / 18 Hours = Dismissal	6-A / 9 hours

<u>3 days a week classes (4 credits)</u>	
3 Absences / 6 Hours = Alert	3-A / 3 hours
6 Absences / 12 Hours = Warning	6-A / 6 hours
9 Absences / 18 Hours = Dismissal	9-A / 9 hours

*Zero credit classes should follow the 2 credit absentee schedule

Weather emergencies resulting in class cancellation may or may not have to be made up as determined by administration. Late start of courses must be approved by administration.

PLAGIARISM & CHEATING POLICIES

Cheating: Any dishonesty or deception fulfilling an academic requirement.

Plagiarism: Submitting another's published or unpublished work as one's own work in whole or in part or through paraphrase without fully and properly crediting the author through footnotes, citations or bibliographical reference. Consequences: First offenders will receive a failing grade on the affected test or assignment. Documentation regarding this offense will be placed in the student's file. Second offences will result in the student being dismissed from the course. Subsequent offenses will result in the student being suspended or dismissed from the school.

FOOD & BEVERAGE

Food and beverages are prohibited from all classrooms and labs except as designated by the Campus Director. Only the Campus Director may act to authorize exceptions.

NATIONAL AND/OR STATE LEGAL REQUIREMENTS FOR LICENSURE

There are no major national and/or state legal requirements for licensure or entry into an occupation or profession for digital imaging or computer network and Internet support. Some states and communities may, however, require licensure or permits for installing wiring and some electrical components.

TUITION GUARANTY BOND

Living Arts College maintains a Tuition Guaranty Bond equal to or greater than the maximum amount of prepaid tuition existing at any time during the most recent fiscal year. The Bond is held by the Director of the Campus in her office. There is also a copy for review by anyone wishing to see it.

INTERRUPTED STUDIES & LEAVE OF ABSENCE

Medical or other unusual circumstances may result in withdrawing from a program. A student may apply for an academic leave not to exceed one quarter. The request will be reviewed to consider the attendance record and pattern of conduct in addition to evidence submitted with the request. Only one non-medical leave may be granted during an academic year.

Academic leave should not be confused with a desire to switch or change programs. Approval for an Academic Leave is granted by administration under the Campus Director.

Return must be completed in the quarter following to avoid loss of tuition payments to date. Failure to return in the next quarter will result in the student being recorded as a "drop". Financial assistance will terminate at the time of the student's academic leave.

Academic Policies

STUDENT PRIVACY: FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA):

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), students have the right to examine certain files, academic records and documents maintained by the School, which pertain to them. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1. The Registrar supervises records. Students may request a review of their records at the Registrar's office. Such review will be allowed during regular business hours with appropriate supervision. A copy of the records may be obtained for a fee of \$1 per page. When grades are included, the transcript fee applies.
2. Students may request that the College amend its education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.
3. Challenging records for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. Grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenges must be made within 90 days of the student's last date of attendance. The procedure is:
 - a) The Director of Education and/or Campus Director will review the written challenge and meet with the student to allow the student a full and fair opportunity to present evidence relevant to the disputed issues. The Campus Director will then make the final recommendation.
 - b) A copy of the challenge and/or written explanation of the contents will then be included as part of the student's permanent record.
 - c) "Directory Information" listing name, address, telephone number, date and place of birth, program of study, dates of attendance and diploma/degree awarded may be provided to third parties by the college unless the request to omit such information is presented in writing within ten days of enrollment.
 - d) The following items are exempt from the Privacy Act (ACT):
 - i. Parents' financial information and other financial need data.
 - ii. Records about students made by professors or administrators are maintained by and accessible only to the professors or administrators.
 - iii. Campus security records.
 - iv. Employment records for college employees who are not also current students.

v. Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and which are available only to persons providing the treatment.

e) The College will not disclose academic, personal, or financial information to any entity or individual outside the College without first receiving a written release from the student, unless permitted by the ACT, with the exception of the accrediting commissions and government agencies as authorized by law.

PART-TIME WORK

A number of students hold part-time jobs. Professional Services will assist students in locating part-time employment on request. Such work is usually not in the field for which students are training.

INDUSTRY OPPORTUNITIES

The Professional Services Department will work with students to submit them for consideration to employers. This process is handled in much the same way as full-time jobs and it is the employer that ultimately makes the decision to work with a student. Employment opportunities for students currently in school are provided on an equal opportunity basis to all students who have developed the appropriate skills. These opportunities may take the form of internships, free-lance projects or part-time jobs. They are announced to classes and/or posted on the Job Board. Students must understand that many times these opportunities will be nonpaying positions, and that a student must often be prepared to forgo the money he/she could be earning working the same hours.

All students who remain in good standing with the College's policies and procedures and display a professional work attitude will be considered for such opportunities.

The College encourages all students to actively participate in this process and remain open to all opportunities in which they can add to their portfolios and list of credits. No student is guaranteed an internship, free-lance, part-time or full-time work opportunity. Positions are made known to students as they become available. The College has a history of many students from past programs being offered the opportunity to participate in and benefit from working on outside projects. Ongoing efforts are made to continue developing relationships between students and industry professionals.

Academic Policies

NONDISCRIMINATION POLICY

The College admits students regardless of race, creed, color, sex, marital status, religion, sexual orientation, disability, national or ethnic origin.

The following person has been designated to handle inquiries regarding the College's nondiscrimination policies.

Lynn McGee
3000 Wakefield Crossing Drive
Raleigh, NC 27614

GRADING POLICIES

GPA's will be calculated based on a combination of scores from tests on lecture information and by a number of subjectively graded projects presented in the class.

Students are expected to work diligently toward project deadlines. In the art/animation/production worlds, projects are not accepted late and no excuses are allowed. This policy has been adopted by the professors of the college. All projects are to be delivered on time. There will be no acceptance of late projects. A late project results in a zero for that grade.

Grading Scale:

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0
I = Incomplete T = Transfer Credit
W = Withdrawal

Students may add or drop courses through the first 5 business days at the start of the quarter. A student must make an appointment with the Student Services Department and Registrar to complete an Add/Drop form. Students will be charged additional tuition if applicable.

Students dropping their entire course load must complete a Withdrawal form in person in the Student Services Department. Students who stop attending classes or tell the professor they are withdrawing from the College without completing the required paperwork may receive failing grades posted on their academic record. Calculation of tuition refunds are based on the refund policy set forth in the enrollment agreement signed by the student at the time of registration.

A grade of I (Incomplete) must be made up in accordance with the professor's requirements before the end of the Add/Drop period of the following quarter. Failure to make up the I (Incomplete) within this time frame results in an automatic conversion to a grade of F.

Students that choose to drop or get dropped from a course after the Add/Drop period but before the beginning of the 9th week of the quarter will receive a letter grade of "W". Student's that choose to drop or get dropped from a course after the end of the 8th week of the quarter will receive a letter grade of "F".

VETERAN'S GRADES

Records of Progress are kept by this institution on veteran and non-veteran students alike. Grade reports are furnished for the student, veteran and non-veteran, at the end of each scheduled school term.

VETERAN'S ATTENDANCE POLICY

Whenever a veteran's absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form.

Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the academic term in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.

VA and other eligible students in receipt of VA education benefits are also subject to all of the other rules, policies and procedures of the College that are contained in this catalog; i.e., attendance, grading, Satisfactory Academic Progress, conduct, etc.

For more information on VA absentee policies visit the following website: www.gibill.va.gov.

Academic Policies

ASSESSMENT

Various types of assessment methods are used throughout each course at the discretion of the professor. The criteria upon which the student will be evaluated will be presented at the beginning of each course in the syllabus. Each student must take all the examinations required in each class. All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Director of Education, in which case exams must be made-up within three (3) days of the student's return unless otherwise stipulated.

A loss of academic points and/or an examination fee may be applicable (see "TUITION & FEES").

FULL-TIME AND PART-TIME STATUS

Programs offered by the College are designed to be pursued on a full-time basis. The College considers a student to be in full-time attendance for any particular 10 week quarter when carrying a class load of twelve (12) or more credit hours (for credit hour programs) or 24 or more dock hours (for dock hour programs) per week. Below twelve (12) credits hours or 24 dock hours constitutes three-quarter, one-half, or less than half-time status depending on the number of credit hours attempted. Any student pursuing less than 12 credit hours or 24 dock hours is considered a part-time student by the College.

DEFINITION OF CLOCK HOUR

Courses are measured in contact/dock hours and, as used here, a contact/dock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to supervised or direct instruction.

COURSE SUBSTITUTION POLICY

The College reserves the right to substitute courses. Course substitutions must be requested in writing by the student, approved by the Director of Education or Program Coordinator and at the ultimate discretion of the Campus Director. Course substitutions must be approved prior to the change being made and should enhance or fulfill the students educational experience.

TRANSFER CREDITS (T)

Credits accepted from study at other institutions (see "Transfer Students") are recorded as "T". There is no academic value for the "T" grade and it does not affect academic standing except that it may count toward pursuit of program and may reposition a student on the academic standing GPA chart (see "Satisfactory Academic Progress").

INDEPENDENT STUDY COURSE POLICY

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research and complete written examinations, reports, research papers and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluation criteria and examination dates.

Because Independent Study courses are the exception and not the rule, the number of course that a student will be allowed to take independently will be limited.

INDIVIDUAL COURSE WITHDRAWAL (W)

Accepting a schedule is a commitment to pursuing the assigned courses to completion. Because the programs are highly structured, schedule changes are only permitted during the first week of the term. Should a student stop attending a course for whatever reason, a "W" grade will be assigned. This grade has no value and does not affect the Grade Point Average (GPA); however, it is considered an attempted course and can impact academic standing when evaluating Satisfactory Academic Progress (SAP) completion percentages (see "Satisfactory Academic Progress – Pursuit of Program Section").

PREREQUISITES

Prerequisites for a course are those courses, tests or requirements that must be completed or fulfilled prior to starting or taking a subsequent course. Prerequisites may also refer to acceptable course standing, prior academic standing, permission of professor, section determined competencies or other requirements. Students should check to see that prerequisites have been fulfilled before starting new courses each term.

REPEATING A COURSE

Students may elect to repeat any course regardless of the grade earned (additional charges will apply). However, students must repeat a course in which a "W," or "F" grade was received. In the cases of "F" repeats, the new grade replaces the old one in the cumulative grade point average calculation, but the "F" remains on the student transcript. While "W" grades have no impact on the CGPA, they do remain on the transcript when repeated. Tuition is charged for repeated courses involving "W" or "F" grades. Financial aid may be applied to the cost associated with repeating courses. The last grade received for the repeated course becomes and will remain the grade of record. The Campus Director, in consultation with the DOE, may dismiss/terminate a student for failing the same course twice, regardless of GPA.

Academic Policies

DROP/ADD PERIOD

Students may request schedule changes through the fifth day of the term for day students and the third day of the term for night students. Any class time missed during the drop/add period is counted toward the fulfillment of the attendance policy. The assigned credit hour value of any course a student is registered for after this period will be used when determining the number of credits attempted. Students who fail to establish attendance by the end of the drop/add period in a particular course may not be allowed to start the course. Students who fail to establish attendance in any of their courses by the end of the drop/add period may be withdrawn from the college.

CHANGE OF PROGRAM

When a student elects to change from one College program to another, the transcript is evaluated to determine which courses are applicable toward the new program. All courses attempted in the previous program that are also required in the new program will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition adjustments will be made accordingly. There is a \$60 program transfer fee.

SEEKING ADDITIONAL DEGREE

When a student seeks an additional degree in the same College program, the transcript is evaluated to determine which courses are applicable toward the new program. All courses attempted in the previous program that are also required in the new program will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition adjustments will be made accordingly. There is a \$60 program transfer fee.

STUDENT/INSTRUCTOR RATIO

All programs: The maximum number of students in a lecture class will not exceed 50. The maximum number of students in a studio lab course will not exceed 28.

All classes: The student/instructor ratio and actual class size will be reasonable for the subject matter being taught, as well as, the type of course involved.

REFRESHER PRIVILEGES

Graduates that are in good standing have the privilege of returning to refresh their knowledge and skills in coursework previously taken in their program of study. This privilege is available as space permits and the graduate is responsible for the cost of books and/or any other materials. The graduate must abide by all rules and policies that apply to regularly enrolled students.

ORIENTATION

All incoming students or students returning after a period of non-attendance greater than six months are required to attend an orientation session. This session is designed to review institutional policies and procedures in an effort to help the student prepare for his/her upcoming educational experience.

TUTORING

Tutoring is available for all courses subject to scheduling. The college may require tutoring for students who are not meeting minimum attendance or academic standards. This service is meant to help students who are experiencing academic difficulty to become independent learners or to satisfy the academic policies. Tutors are available for students who need assistance with either the theory or the technique portion of their courses. Students needing tutoring should see their Professor, the Director of Education, the Student Services Coordinator or Campus Director.

CAMPUS SAFETY & SECURITY

The College does not have designated Security Officers. Students should report any criminal activity to College officials who are responsible for reporting any criminal activity to the police or other appropriate authorities. The College has set up policies for securing the building, its classrooms and offices. These policies include securing the facility after the completion of classes and administrative operations and everyone has left the building.

The College does not accept liability for a student's car, personal belongings or safety while on campus or in parking and/or off-site locations. Students are expected to carry their own medical and personal property insurance and to act accordingly to insure their own safety.

DRUG PREVENTION PROGRAM

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226) the College is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substance Act, 21 U.S.C. Sections 801, et seq.). The Drug-Free Schools and Communities Act requires that, as a condition of receiving any federal funds or form of financial assistance, that schools must certify, adopt, and implement a program to prevent the unlawful possession, use, or distribution of illegal drugs or alcohol.

Academic Policies

SCHOOL DRUG PREVENTION POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol is prohibited on campus. It is the intent of the College to provide a drug-free, safe and secure work and learning environment for its employees and its students. No student will be allowed to report for class or an employee for work evidencing any effects of illegal drug or alcohol use.

Any violation of the above policy by a student may lead to the imposition of sanctions, up to and including suspension or expulsion. Any employee violating this policy is subject to disciplinary actions up to and including termination of employment. Employees and students may appeal any such decisions to the Board of Directors of the College for review. In addition to the sanctions imposed by the College there are legal penalties under federal and state laws to which employees and students may be held accountable.

GANG ACTIVITY POLICY

The Living Arts College does not support or condone gang membership or gang activity. The Campus Director shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide staff and faculty with this information.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Living Arts College policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
3. Tagging, or otherwise defacing college or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;

5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership;
7. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of college district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the college administration determines that the student did not intend the attire to show gang affiliation. In the case a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the Campus Director may conduct an intervention involving Student Services, Faculty, the Director of Education, the Assistant Director of Education, the student, and the student's parent or legal guardian if indicated on the FERPA. Such intervention may also include others as appropriate.

STUDENT CONDUCT

The submission of an application for admission to the College represents a voluntary decision by a prospective student. Acceptance for admission to the College represents the extension of the privilege to join the academic community. Students may remain part of the College as long as they fulfill academic and behavioral expectations as outlined in the catalog, as announced by College authorities, and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.

The College maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by the College policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in the College include: reprimand, probation and dismissal (see "Disciplinary Standards").

Academic Policies

The general policy of the College is that for a first offense, the professor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the professor and Campus Director will determine an appropriate penalty, up to and including dismissal from the College. *Depending on the nature and severity of the offense, the College reserves the right to impose the maximum penalty even in the case of a first offense.*

The College defines the following as disciplinary offenses:

1. **Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a College academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
2. **Falsification:** willfully providing College offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person College issued identification; forging, or altering without proper authorization, official College records or documents or conspiring with or inducing others to forge or alter without proper authorization College records or documents.
3. **Identification and Compliance:** willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized College official.
4. **College Facilities and Services:** acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, services, or funds from College departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of College properties or facilities.
5. **Disorderly Conduct on the Campus:** threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the College community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized College activities; vandalism.

6. **Theft and Property Damage:** theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the College, a member of the College community, or a campus guest.

7. **College Rules:** violating College policies and rules, which have been posted or publicized and announced, provisions contained in College contracts with students shall be deemed "rules" under this code.

8. **Weapons on Campus:** possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the College community.

9. **Violations of Federal or State Laws of Special Relevance to the College:** when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against the College. If a student is suspected of being under the influence of drugs while on Campus or participating in a College sponsored event, the student may be requested to submit to drug testing at their expense.

Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director

10. **Disruptive Noise:** making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized College activities.

11. **Food and drink:** There is no food or drink allowed in any classroom at any time.

12. **Attempt to Injure or Defraud:** to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by the College when done with intent to injure, defraud, or misinform.

13. **Persistent Violations:** repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in the College.

The expectation of professionalism begins when the student makes application to the College for admission. Students are expected to conduct themselves as professional, mature ladies and gentlemen, ethical in their actions, manners, and dress.

Academic Policies

DISCIPLINARY STANDARDS

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the right of due process and appeal (see "Appeals of Student Discipline").

1. Reprimand: An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. Probation: A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
3. Dismissal: An indefinite dismissal/suspension from college. If after evaluating the evidence received, and considering the safety and well being of students, faculty, and College property, the Campus Director believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and College property, he/she will immediately dismiss/suspend a student from college.

Note: The College will confiscate any goods used or possessed in the violation of College regulations, rules or policies or local, state, or federal laws.

VIOLATIONS & APPEALS OF STUDENT DISCIPLINE

If the College receives accusations or allegations from students, faculty, staff, or guests of the College about alleged violations of any disciplinary standard, the complainant will be directed to first attempt resolution, informally and directly, with the person who is at the source of the complaint. If that attempted informal/mediated resolution is not productive or acceptable to the complainant, the complainant should proceed with the steps outlined that follow:

1. File a written, signed and dated complaint against the student, instructor, or College official. The Campus Director will respond in writing within fourteen (14) days of receipt of the original complaint to the complainant and copy the supervisor of the instructor or school official. Should this not satisfactorily resolve the complaint, the complainant should:

2. File a written, signed and dated complaint with the College's Administration Board at the College's address: The Administration Board shall be composed of the College Director, the Director of Education, the Director of Financial Planning, and one other corporate official. The Administration Board will collect all documentation relevant to the matter, meet as appropriate and respond in writing within fourteen (14) days of receipt of the original complaint, with a copy sent to the Campus Director. Should this not satisfactorily resolve the complaint, the complainant may consider:
3. Contacting the appropriate accrediting agency and/or the state agency that licenses the college. Names, addresses and phone numbers are listed in following sections.

GRADES: QUALITATIVE STANDARDS

Students are expected to maintain satisfactory academic progress as defined by the minimum grade-point averages listed below based on a 4.0 scale:

Bachelor Degree Programs

- 1.5 cumulative GPA at the end of the first quarter
- 1.8 cumulative GPA at the end of the second quarter
- 2.0 cumulative GPA at the end of the third quarter
- Fourth and subsequent quarters—same as third quarter

Associate Degree and Diploma Programs

- 1.5 cumulative GPA at the end of the first quarter
- 1.8 cumulative GPA at the end of the second quarter
- 2.0 cumulative GPA at the end of the third quarter
- Fourth and subsequent quarters—same as third quarter

Certificate Programs

- 1.5 cumulative GPA at the end of the first quarter
- 1.8 cumulative GPA at the end of the second quarter
- 2.0 cumulative GPA at the end of the third quarter

Part-time students (enrolled in less than 8 credit hours) must attain a grade point average of at least 1.6 on the first 8 credit hours earned, at least 1.8 on the first 22 credit hours, and at least 2.0 on the first 36 credit hours and beyond.

ACADEMIC PROBATION FOR GRADES

Failure to achieve a GPA benchmark places a student on Academic Probation. The student has one additional term to return to good standing according to the above benchmarks or face Academic Dismissal. Students remain eligible for financial aid during periods of probation.

Academic Policies

ACADEMIC DISMISSAL FOR GRADES

Students failing to re-establish good standing after one term on Academic Probation are placed on Academic Dismissal. A student may continue in school at the discretion of the Campus Director if there were extenuating circumstances that led to the continuing poor academic performance. However, eligibility for federal financial aid is lost and the student must continue at his or her own expense. Failure to return to good standing after this additional term leads to dismissal. The Campus Director, in consultation with the Director of Education, may also dismiss/terminate a student for failing the same course twice, regardless of GPA.

SATISFACTORY ACADEMIC PROGRESS (SAP) – PURSUIT OF PROGRAM

In addition to maintaining an acceptable GPA, students must pursue the program at an acceptable pace. Receipt of financial aid and, in some cases, continued enrollment is contingent on making satisfactory academic progress. Excessive failures or course withdrawals may lead to loss of good standing regardless of GPA. Under no circumstances may a student attempt more than 150% of the credits in credit hour programs or 150% of the clock hours in clock hour programs. Students who have transferred in credits or clock hours from another institution may be placed higher on the below term chart depending on the number of remaining terms. In other words, the student must complete the program within 1.5 times the normal completion time required for the program in which he/she is enrolled. Students who exceed the 1.5 times requirement will be withdrawn from the College.

MAXIMUM TIME ALLOWED FOR PROGRAM COMPLETION

Program	Credit Hours	Max attempted credits 1.5x
Bachelor of Arts in Digital Filmmaking	180	2340 Cr Hr
Associate in Applied Science in Digital Filmmaking	96.0	1440 Cr Hr
Certificate in Digital Filmmaking I	32.0	480 Cr Hr
Certificate in Digital Filmmaking II	32.0	480 Cr Hr
Bachelor of Arts in Animation & Game Design	180	2360 Cr Hr
Associate in Applied Science in Digital Animation	96.0	1440 Cr Hr
Certificate in Digital Animation	32.0	480 Cr Hr
Certificate in Advanced Digital Animation	32.0	480 Cr Hr
Bachelor of Arts in Digital Audio Production & Design	180	2380 Cr Hr
Associate in Applied Science in Digital Audio Production & Design	96.0	1440 Cr Hr
Certificate in Digital Audio Production & Design I	32.0	480 Cr Hr
Certificate in Digital Audio Production & Design II	32.0	480 Cr Hr
Bachelor of Arts in Interactive Media Arts	180	2320 Cr Hr
Associate in Applied Science in Digital Advertising & Design	96.0	1440 Cr Hr
Certificate in Digital Media Arts	32.0	480 Cr Hr
Certificate in internet Site Development	32.0	480 Cr Hr
Bachelor of Arts in Photography	180	2340 Cr Hr
Diploma in Digital Photography	72.0	1080 Cr Hr
Certificate in Digital Photography & Digital Video	32.0	480 Cr Hr
Diploma in Interior Design	72.0	1080 Cr Hr
Certificate in Interior Design I	32.0	480 Cr Hr
Certificate in Interior Design II	32.0	480 Cr Hr

There are several benchmarks set by the College to assure that a student is tracking toward graduation and attempting less than 150% of the credits in the program.

Benchmarks:	Minimum Acceptable Course Completion %
1. (25% of max. attempted credits/hours allowed)	50%
2. (50% of max. attempted credits/hours allowed)	75%
3. (100% of max. attempted credits/hours allowed)	100%

Note: These measurements will be made at the end of the term for which the minimum acceptable course completion percentage is achieved, but at no time can a student attempt more than 100% of the maximum attempted credits allowed and be considered a graduate of the College or remain eligible for Federal Financial Aid.

Note: Students must meet both the Satisfactory Academic Progress – Grades (Qualitative) and Satisfactory Academic Progress - Pursuit of Program (Quantitative) measurements.

Academic Policies

APPEALS

A student may appeal a determination that he or she has not made satisfactory progress based on extenuating circumstances. Appeals must be put in writing by the student and supported with any documentation deemed necessary by the Campus Director for review. Such an appeal should include evidence, convincing to the Campus Director, that whatever problems led to the student's failure to maintain satisfactory progress are not likely to arise in the future. In no case shall such an appeal be granted if it is mathematically impossible for the student to attain an overall "C" average upon completion of the program, for this would not be fair to the student. In such cases, the Campus Director may determine that the student is making satisfactory progress towards completion of the program despite the failure to conform to the normal time frame or minimum grade averages.

If a student is dismissed for violation of the attendance requirements, and his or her petition for re-entry is granted, the student will be considered to be making satisfactory academic progress, and financial aid eligibility will be reinstated immediately.

However, the student's financial aid is subject to reduction in accordance with federal requirements. If such a reduction is required, the College may require the student to make up such a reduction in a cash payment.

ESSENTIALS FOR SUCCESS

Essentials for Success is a non credit, non cost course for Diploma and Degree programs.

This course provides the student with the principles and strategies required to become successful in college, career and life. A variety of topics in the discipline are addressed. Emphasizes time management, study skills, educational planning, career planning, self-assessment, decision making, professionalism, communication skills, money management, etc. Grading is Successful Completion or Unsuccessful Completion. The grade of S or U does not effect the Satisfactory Academic Progress.

REINSTATEMENT

If a student is dismissed for academic reasons such as failing to maintain the required grade point average and his or her petition for reentry is granted, that student will be readmitted to the College. A successful appeal does not infer that the student is considered to be making satisfactory academic progress. Therefore, as per governmental mandate, Financial Aid will be suspended until such time that the student achieves the required GPA minimum. The student will be expected to achieve satisfactory academic progress as per the above standards by the end of the quarter as required by all students.

A denied appeal results in the student being dismissed from the college. Students may re-apply (fee waived) and be readmitted after he/she sits out 2 quarters. At this time, the readmitted student will not receive financial aid until the student achieves the required GPA minimum. If the student has been dismissed for unsatisfactory attendance, as opposed to unsatisfactory grades, the student may be readmitted subject to Campus Director approval with a reduction in financial aid, if regulations require it.

As stated above, if such a reduction in financial aid is necessary, the student, in addition to demonstrating that the attendance problem will be corrected, may be required to substitute personal payments for the amount of financial aid that will be forgone.

Academic Policies

TRANSCRIPTS

Records of Progress are kept by this institution on all students. Grade reports are furnished for the students at the end of each quarter. Transcripts of programs completed at Living Arts College are available from the College. The first copy of a student's transcript is issued free of charge, subsequent copies cost \$5.00 each. Neither a student copy nor an official transcript can be issued for a student with outstanding debts to the College.

HOUSING/SPECIAL ASSISTANCE DETAILS

The College does not provide housing, but will assist. Nearby housing is provided to members of the College community by private organizations that lease apartments. As a service to students, the Student Services office facilitates apartment sharing and introductions to the apartment rental offices or process. The Student Services office along with College administration expects that all students living in nearby housing conduct themselves as individuals who are serious in their quest for practical knowledge inside and outside of the classroom. Students living in rented and leased space near campus reflect the College community in general. As such, inappropriate behavior while occupying rented and leased space is not supported by the College in any way. Instead, each renting student assisted by the Student Services office is expected to:

1. Attend all quarterly housing meetings until graduation from the College.
2. Fill out a change of address form each time a move has been made to be put on file in the Student Services Department.
3. Report any negative housing behavior by another student to Student Services.

HEALTH SERVICES

Rex Healthcare of Wakefield, 14501 New Falls of the Neuse Road Raleigh, NC 27614 (919) 562-5700 or Wake Forest. Urgent Care 2115-A South Main Street, Wake Forest, NC 27587 (919) 570-2000.

INTERNATIONAL STUDENTS

The College welcomes International students from many countries. Students must have a reasonable knowledge of English. They are usually interviewed in person or via phone or the Internet. The College issues I-20 authorizations to approved International students.

The College will assist International students in locating housing as well as provide orientation to the city area. International students should contact the College for all details.

GUIDELINES FOR PROGRESS

The programs here are intense. Guidelines have been created to promote efficiency, professionalism and safety. A student may be suspended or terminated for violating guidelines on or off campus that may include, but are not limited to: • sexual harassment of any kind • assault • failure to provide required documentation for federal student aid in a timely manner • copyrighted software • loading unauthorized programs or files onto college computers • late payment of tuition • failure to make tuition payment arrangements • excessive tardiness or absence • cheating on tests or assignments • abusive language or unprofessional behavior • theft of college property • failure to report any college associated problem to college administration if the student does not wish to contact the instructor or if the student feels the instructor cannot satisfy the question or problem • not making satisfactory progress related to grades or attendance (see details that follows).

If a student is not making satisfactory academic progress, fails to meet probationary standards and is notified of dismissal, he or she may make an appeal to reinstate the probationary periods. The appeal shall be made in writing to the Campus Director who will make a final determination. The student will be notified of the decision.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Issues may arise about which reasonable people will disagree. The College has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the College or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

1. Classroom Matters - Students with grade complaints or grievances related to classroom matters must first discuss their concerns with the professor. If the matter is not resolved, students may bring the complaint to the attention of the Director of Education or Campus Director, who will meet with all parties involved for resolution.

Academic Policies

2. Other Academic Matters - Students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with their Director of Education or Campus Director.

3. Non-Academic Matters - Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all the parties concerned, and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.

4. For all matters: If not satisfied with the decision of the Campus Director, students may write to Living Arts College, Board of Directors, 3000 Wakefield Crossing, Raleigh, NC 27614, or to the relevant State licensing body or national accrediting agency, as follows:

North Carolina Community College System: 5001 Mail Service Center, Raleigh, NC, 27699.

Phone: (919) 807-7100. Website: www.ncccs.cc.nc.us

Commission of the Council on Occupational Education (COE): Colleges accredited by COE 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. 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: Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. Phone: (800) 917-2081. Website: www.council.org

Colleges accredited by ACICS 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 considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to: Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241. Phone: (866) 510-0746, (202) 336.6780, fax 202.842.2593. Website: www.acics.org

HOME SCHOOLING ADMISSION

Home schooled students with a certificate of completion that is recognized by the student's home state may be admitted to the College subject to all other noted admission requirements. Scholarship privileges are the same for all students including home schooled students.

DEGREE PROGRAMS

Degree programs are usually delivered over eight or twelve quarters.

SEXUAL HARASSMENT POLICY

Sexual harassment is illegal and will not be tolerated. The College is committed to providing a learning environment that is free from unlawful harassment and that is in compliance with our Company policy.

The College's sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior and insures a commitment on the part of the college to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student is not considered sexual harassment, it is prohibited.

All employees and students are required to comply with this policy. Below are brief descriptions of topics related to sexual harassment, including a legal definition, prohibited conduct, how to report sexual harassment, informal and formal resolutions, and the appeal process. This section also addresses non-reprisal for filing sexual harassment charges and the consequences of filing false and malicious complaints.

Academic Policies

1. Legal Definition: Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational experience;

3. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or

4. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile, or offensive educational environment.

- Unwelcome sexual flirtations, advances or propositions;
- Unwelcome actions, words or comments based on an individual's gender;
- Sexually suggestive or offensive personal references about an individual;
- Subtle pressure or requests for dates or sexual activities;
- Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement;
- Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.

6. Reporting Suspected Sexual Harassment: An initial course of action for any student who feels that he/she is being sexually harassed is for them to inform the harasser that their conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be feasible but unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, the College provides several channels of communication for formal or informal complaint resolution.

7. Informal Complaint Resolution, Information and Advising: Anyone may seek information or advising on matters related to sexual harassment, without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with professors or other members of the college's management at their location.

5. Prohibited Conduct: Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, and involving other persons having business with, visiting the office or educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. The College's policy on sexual harassment prohibits, but is not limited to, the following conduct:

When the informal resolution process is used, typically, the third party will meet privately with each person involved; try to clarify their perceptions and attempt to develop a mutually acceptable understanding that can insure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with the Campus Director, also may be explored in appropriate cases. Possible outcomes of informal complaint resolution include explicit agreements about future conduct, changes in teaching or classroom assignments and/or other relief, where appropriate.

8. Formal Complaint Resolution: Formal complaints of sexual harassment should be reported first to the Campus Director of Education, then to the Campus Director. If results of the grievance are not satisfactory at this point, please contact the Board of Directors at 3000 Wakefield Crossing Drive, Raleigh, NC 27614.

9. While not a requirement, *filing a written complaint* is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing. The Campus Director will be responsible for thoroughly investigating the complaint. During the course of the investigation, the Campus Director will meet with and hear the complainant, the respondent, and witnesses identified by each party.

To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution.

10. The Campus Director will make a determination as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The Campus Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including termination / dismissal from the college or employment or any other appropriate remedial action.

Academic Policies

11. Appeal of Formal Complaint Resolution and Disciplinary Action: Either the complainant or person accused may file a written appeal to the Board of Directors within five days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason(s) for the appeal. The Board of Directors will review the Campus Director's written record of the investigation, as well as, the Campus Director's determination and may either affirm, amend, or return the recommendation for further investigation and deliberation by the Campus Director. The Board's review and decision will be the final decision.

Written records relating to a finding that sexual harassment has occurred may be placed in the accused student or employee's official file.

12. Non-Reprisal: No employee, student, or member of the public may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of a sexual harassment complaint.

13. False and Malicious Accusations: A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination/dismissal from college.

DRUG FREE & SMOKE FREE COLLEGE

The College is designated a drug-free and smoke-free College. As such, the following activities are prohibited while the student is on the College premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances in any matter during school hours whether or not consumed on College premises and whether or not consumed outside of college hours.
- Smoking in any building, facility or vehicle owned or leased by the College on any grounds or property, including parking lots, owned or leased by the College.
- At any college-sponsored or college-related event, on or off campus.

A student who engages in such behavior will be subject to disciplinary action up to and including expulsion from the College. As a condition of receiving the Federal Pell Grant and other federal financial aid, students are required to maintain a drug free environment. Failure to do so will jeopardize the student's eligibility for funding. *Exceptions:* Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy.

CAMPUS SECURITY & CRIME INFORMATION

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the college to provide information on the campus security policies and procedures, specific statistics on criminal incidents and arrests on campus, and make information and statistics available to prospective students and employees upon request. This information may be obtained from the Campus Director.

FINANCIAL STANDING

No student will be issued a certificate, diploma, degree, transcript or receive job placement assistance unless all of the student's financial obligations to the College have been satisfied.

BOOKS

The tuition cost and program fee of the program is calculated to include books. There is no refund for books returned.

ADMISSION FOR APPLICANTS WITH DISABILITIES

Each campus provides a number of special facilities and services for handicapped individuals who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study. The physical facilities available for handicapped students include handicapped student parking and convenient accessibility to classrooms, laboratories, the Media Center/Library, student lounge, restrooms and all support service areas at the College for those students confined to a wheelchair.

Students with a qualified impairment of sensory, manual or speaking skills may be assisted with the provision of auxiliary educational aids within the limits of the college school or outside agency resources. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. The college expressly allows for third-party payment for auxiliary aids and services from agencies such as Rehabilitation Services and/or charitable organizations but does not or will not provide any type of funding or payment for such services.

Academic Policies

COMMITMENT TO GRADUATE GRANT (CTGG)

Living Arts College offers to eligible in-coming students the CTGG. Eligibility is based on documented financial need as determined by the college and academic performance. Students must . . .

1. Possess a minimum cumulative High School Grade Point Average of 2.0 at graduation or be a GED recipient
2. Provide three letters of Personal Reference
3. Fulfill all Admission requirements
4. Enroll and maintain a full-time status in one of the college's programs
5. Meet all college Standards of Satisfactory Academic Progress measurements
6. Make satisfactory payment arrangements for all other financial obligations to the college
7. Be a US citizen/permanent resident
8. Complete and return all necessary application paperwork, prior to the beginning of classes to the Admissions Department

To apply for the CTGG, a student must . . .

1. Complete the scholarship application which includes writing an essay of no less than 300 words describing your goals, how the grant will benefit you or other activities that have influenced your life
2. Complete the Admissions process as established in the College Catalog
3. Meet with a Financial Planner to determine financial need
4. Submit proof of any requested items from the aforementioned
5. Submit a completed and accurate application by the Application Deadline to the Admissions Department

Deadline: CTG Grant applications are accepted up to the day of orientation for each class start.

Awards: Awards can range from \$100/quarter to \$1,000/quarter.

Note: CTG Grants are awarded solely at the discretion of the College.

Note: If granted a CTG Grant, the student must meet all school Standards of Satisfactory Academic Progress measurements and maintain regular attendance. Failure to do so will result in forfeiture of the CTG Grant.

COMMITMENT TO GRADUATE SCHOLARSHIP (CTGS)

Living Arts College offers to eligible in-coming students the CTGS. Eligibility is based on academic performance or potential academic performance in one of its educational programs and documented financial need as determined by the college.

Students must . . .

1. Possess a minimum cumulative High School Grade Point Average of 2.5 at graduation
2. Provide three letters of Academic Reference
3. Fulfill all Admission requirements
4. Enroll and maintain a full-time status in one of the college's programs
5. Maintain a 2.5 cumulative grade point average throughout the student's college coursework
6. Make satisfactory payment arrangements for all other financial obligations to the college
7. Be a US citizen/permanent resident
8. Complete and return all necessary application paperwork prior to the beginning of classes to the Admissions Department

To apply for the CTGS, a student must . . .

1. Complete the scholarship application, which includes writing an essay of no less than 300 words describing your goals, how the scholarship will benefit you, or other activities that have influenced our life
2. Complete the Admissions process as established in the College Catalog
3. Meet with a Financial Planner to determine financial need
4. Submit proof of any requested items from the aforementioned
5. Submit a completed and accurate application by the Application Deadline to the Admissions Department

Deadline: CTG Scholarship applications are accepted up to the day of orientation for each class start.

Awards: Awards can range from \$100/quarter to \$1,000/quarter.

Note: CTG Scholarships are awarded solely at the discretion of the College.

Note: If granted a CTG Scholarship, the student must maintain a 2.5 GPA and regular attendance. Failure to do so will result in forfeiture of the CTG Scholarship.

Professional Services

Career Planning

The types of positions are varied depending on education, work history, talent and portfolio (for imaging students). A major factor is the size of the organization and their specific staffing needs. The College prepares students for entry level positions relating to their field of study.

DIGITAL FILMMAKING

These programs offer entry level goals that involve the preproduction, production and post production steps related to creating moving image projects for the big screen as well as TV and the Internet. Typical positions may include:

- Camera Operator
- Assistant Director of Photography
- Assistant Director
- Grip
- Motion Graphics Designer
- Internet Video Assistant
- Editor
- Audio Engineer Associate
- Independent Filmmaker

ANIMATION & GAME DESIGN

Positions are varied for those individuals who have both 3D animation, game design and Internet based know-how. Job titles vary greatly due to the scope of needs, many of which are specific to current projects at hand at any organization. These titles may include:

- Senior 3D Artist
- Technical Artist
- Environmental Artist
- Lead Character Artist
- Special Effects Artist
- Storyboard Artist
- Character Artist
- Concept Artist
- Level Designer
- Web Site Designer
- Senior Game Designer
- Lead Designer
- Character Animator
- Modeler
- Lighting Specialist

AUDIO PRODUCTION & DESIGN

Positions are varied in the field of audio production and design. While studios offer career options, a great deal of recording is completed by independent project studios and through freelance work. The programs seek to add diversity to employment options by introducing the student to a wide range of skills. Often the recording engineer may participate in marketing or promotion roles. The graduate will gain skills in Internet graphics as well as photo design. Titles for employment may include:

- Recording Engineer
- Website Designer
- Audio Mixer
- Producer
- Director
- Audio Editor

Professional Services

Career Planning continued...

The types of positions are varied depending on education, work history, talent and portfolio. A major factor is the size of the organization and their specific staffing needs. The College prepares students for entry level positions relating to their field of study.

INTERACTIVE MEDIA ARTS

Digital imaging trained professionals often focus their effort on the production of printed media. They now transfer many of their skills to the ever expanding need for web site design.

Audio and video are becoming important considerations in the world of digital media. These programs prepare graduates for varied entry level positions. Position definitions and titles vary with each organization. Positions include:

- Production Artist
- Graphic Designer
- Art Director
- Illustrator
- Technical Artist
- Web Site Manager
- Web Site Designer
- Web Page Designer
- Digital Video Editor

DIGITAL PHOTOGRAPHY

Positions are varied in the field of digital photography. The program offers entry level positions that include:

- Digital Imaging Artist
- Photographer's Assistant
- Portrait Photographer
- Fashion Photographer
- Commercial Photographer
- Web Site Designer

INTERIOR DESIGN

Graduates trained in the Total Interior Design programs benefit from a course of study that is far reaching. They have achieved foundation and know-how in both technology and design allowing them options for many diverse career pathways. A sampling of positions that may be considered include:

- Assistant Designer
- Draftsperson
- Interior Sales Representative
- Facilities Planner or Space Planner
- Office Layout Planner
- Furniture and Fixtures Representative
- Decorator Studio Owner

Admission Details

TUITION & FEES

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the College receives all necessary documents and signatures and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

Program tuition for Bachelors of Arts is \$361 per credit hour. All other program prices are as follows, \$199 for GE (General Education Courses) & \$475 for all other courses per credit hour for credit hour programs.

Bachelor of Arts in

Digital Filmmaking—180 credits	\$69,840
Animation & Game Design—180 credits	69,840
Audio Production & Design—180 credits	69,840
Interactive Media Arts—180 credits	69,840
Photography—180 credits	69,840

Associate in Applied Science in

Digital Filmmaking—96 credits	42,000
Digital Animation—96 credits	42,000
Digital Audio Production & Design—96 credits	42,000
Digital Advertising & Design—96 credits	42,000

Diploma in

Digital Photography—72 credits	34,440
Interior Design—72 credits	34,440

Certificate in

Digital Filmmaking I—32 credits	16,352
Digital Filmmaking II—32 credits	16,352
Digital Animation—32 credits	16,352
Advanced Digital Animation—32 credits	16,352
Digital Audio Production & Design I—32 credits	16,352
Digital Audio Production & Design II—32 credits	16,352
Digital Media Arts—32 credits	16,352
Internet Site Development—32 credits	16,352
Digital Photography & Digital Video—32 credits	16,352
Interior Design I—32 credits	16,352
Interior Design II—32 credits	16,352

Fees and required expenses

Application Fee (non-refundable)	\$25
Enrollment Fee (non-refundable)	\$75
Class Deposit	\$200
Textbooks	Included
Other Fees and Expenses	
Student ID replacement	\$5
Official Transcript (beyond one issued upon completion)	\$5
Readmission Fee (non-refundable)	\$50
Program Transfer Fee (non-refundable)	\$60
Digital SLR Camera	Included in BA Programs

Tuition for repeated courses is based on the cost per credit or clock hour at the time of the repeat. The above are charges in effect as of the publication date of this catalog. The College reserves the right to change the tuition and/or fees without giving prior notice. Please check with College staff to confirm current tuition and fees.

BOOKS, MATERIALS AND EQUIPMENT

The tuition cost and program fee is calculated to include books and/or initial materials. There is no refund for books returned. Students may elect to purchase additional materials at their own expense. A digital still camera is required for the Photography program.

VERIFICATION PROCESS

Each year the federal government chooses certain students for a process called verification. The verification process requires the College to review documents to verify the information reported on the FAFSA for the student, spouse, and/or parent.

Information that must be verified includes adjusted gross income, federal tax paid, untaxed income, number of family members in the household, and the number of children in the household who are enrolled at least half-time in college.

If you are selected for verification, you will be asked to submit signed copies of federal tax returns, including all pages, schedules, and W-2's, for any person whose information was reported on the FAFSA (student, spouse, and/or parent).

Federal financial aid cannot be disbursed to a student who has been selected for verification until the verification process is completed. Failure to complete the verification process may result in cancellation of financial aid. The College reserves the right to verify any file that appears to contain discrepant information.

CANCELLATION & TUITION REFUND POLICY

This section of the catalog outlines the obligations and entitlements of both the College and the student should the student withdraw or be terminated from the College before completing the full course of study. Refund amounts due will be refunded within 30 days of the student's official withdrawal date, the date of determination of withdrawal or the date of dismissal for cause or by established U.S. Department of Education regulations if the days for refunds to be returned are less. Except as specified below, the Application Fee is non-refundable. A student who is accepted but does not begin classes will be refunded all tuition and fees paid. The refund will be made within 30 days after the start of the term. Tuition and fees will be credited and refunded according to the following policies and in accordance with applicable state requirements, as well as, the requirements of accrediting agencies and the U.S. Department of Education regulations.

Admission **Details**

FINANCIAL ASSISTANCE

The Financial Planning office at the College is available to students preparing their financial plans for attending the College.

Government sponsored assistance is an important option open to those students who qualify. Federal financial aid awards include grants and loans. A student may apply for varied combinations of assistance. The Financial Planning staff at the College is available to help students who, however, are responsible for completion of all required documents and required data while meeting deadlines.

The majority of financial assistance is provided by the Federal Government and is called Federal student financial aid (SFA). The College participates in the Federal Pell Grant program, the Supplemental Educational Opportunity Grant (SEOG) program and loan programs such as the Stafford Subsidized and Stafford Unsubsidized loan programs plus the parent PLUS loan. Other programs as well as alternative funding may be available to those who qualify. Financial assistance may be subject to credit checks, family need and other criteria.

APPLYING FOR FEDERAL FINANCIAL AID

All students wishing to apply for Federal Financial Aid must:

1. Complete a FAFSA (Free Application for Federal Student Aid) and required attachments,
2. Provide financial aid transcripts from previously attended post-secondary institutions if requested,
3. Provide all other forms requested by the college's Financial Planning office or the United States Department of Education.

FINANCIAL AID RESOURCES

The College has several financial aid resources available to students including Federal Financial Aid funds (Title IV), for those who qualify. The College may also finance a portion of the tuition for Financial Aid Programs:

FEDERAL PELL GRANT

Unlike loans, the Federal Pell Grant does not have to be repaid. This grant is awarded to eligible undergraduate students based on need, who have not earned a bachelor's degree. The U.S. Department of Education uses a standard formula to evaluate financial need.

Application begins with the student completing the Free Application for Federal Student Aid available online at <http://fafsa.ed.gov> or through the Financial Planning office at the College. The application allows the student to direct details on the award to the student and to the school by listing its government code number. The code number for Living Arts College is 031090. The Pell Grant is often combined with other programs to support the financial needs of the student. Plan to visit the Financial Planning office for current award amounts.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

SEOG is another award option given as available to the neediest students, again based on a government formula. An eligible student will be awarded a minimum of \$100 per quarter based on available funding for qualified students.

FEDERAL STAFFORD LOAN (SUBSIDIZED)

This is a loan for students enrolled at least half time. No principal or interest payments are due until six months after the student graduates or withdraws from the College. The loan carries a variable interest rate capped at 8.25 percent. Students must complete a needs analysis that shows demonstrated need, and must maintain satisfactory academic progress. Students use the FAFSA to apply and should submit the application to the Financial Planning Office at the College.

FEDERAL STAFFORD LOAN (UNSUBSIDIZED)

These loans enable students who do not qualify for interest subsidies to obtain a student loan. A FAFSA must be filed to establish eligibility. The interest rate is variable up to a maximum of 8.25%. The interest is paid by the student or deferred while the student is in college.

FEDERAL PLUS LOAN

This loan is available to parents of dependent students to pay educational expenses and is not based on need. The loan applicant is subject to a credit check and this may impact loan availability. The application process for this loan is made through a PLUS Loan preferred lender list available at the College. Interest is set annually with repayment beginning 60 days after the final disbursement of the loan. The loan amount equals the cost of attendance at the College less other applied financial aid. Students use the Federal PLUS Loan Application form to apply and should submit the application to the Financial Planning Office at the College.

FEDERAL CONSOLIDATION LOANS

Students who have federal educational loans may apply for a consolidation loan upon graduation or withdrawal from the College. Information regarding consolidation loans will be provided during the exit interview. For questions prior to the exit interview, students should contact the College's Financial Planning Office.

Admission **Details**

OTHER SPONSORED FINANCIAL ASSISTANCE PROGRAMS

The College is also eligible to participate in other financial aid assistance programs including the Workforce Investment Act, U.S. Department of Veterans Affairs, and State Vocational Rehabilitation Services. Students who are interested in these programs should contact these agencies directly to see if they qualify. Contact information can be obtained from the Financial Planning Office at the College. *Note: Financial aid regulations are subject to change. Contact the Financial Planning Office for current information.*

VETERAN'S FINANCIAL ASSISTANCE POLICY

Students who are eligible for financial assistance from the U.S. Department of Veterans Affairs should notify the admissions office of their intention to register. The Financial Planner will assist veterans with certification procedures. Veterans are required by the VA to maintain satisfactory academic progress in pursuit of their educational program and to meet attendance requirements.

FINANCIAL AID ADJUSTMENTS

Adjustment to financial aid can be related to three factors:

1. Receipt of new information concerning a student's financial aid application or clarification of existing information.
2. Voluntary or involuntary withdrawal.
3. Failure to attend an individual course.

Students receiving Federal aid who withdraw before the end of the refund period or before 60% of the payment period or period of enrollment will have their financial aid adjusted on the basis of federal regulations governing Title IV financial aid programs (see "Return of Title IV Funds"). If federal funds have been over-disbursed, they will be returned in the following order:

1. Stafford Student Loan (unsubsidized)
2. Stafford Student Loan (subsidized)
3. Federal PLUS loan
4. Pell Grant
5. Other Grants and Scholarships
6. Other State and Federal funds
7. Student, if a credit remains from personal payments.

Students may request a full disclosure of funds returned to Title IV from the Financial Planning Office.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To remain eligible for financial aid, a student must meet the Standards of Satisfactory Academic Progress (see "Satisfactory Academic Progress"). Students who fail to maintain satisfactory academic progress may be required to return federal funds as required by Department of Education regulations. The student will be responsible to pay back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress. In addition, students must complete the program within 1.5 times the normal completion time for the program in order to maintain eligibility for Federal Financial Aid. Students who exceed the 1.5 times requirement will be withdrawn from the program unless there are mitigating circumstances.

GENERAL PRACTICES

1. Tuition will be calculated for each payment term based on the number of credit/clock hours scheduled for that term: Students will be billed each term for the required tuition; any refund calculations will be based on the current term's tuition and fees.
2. Refund for applicant whose application is rejected: All monies paid by the student will be refunded to applicant whose application is rejected with the exception of the Enrollment Fee and Application Fee.
3. Cancellation within three business days: If at anytime within three business days after the date of signing the enrollment agreement the student requests cancellation of this agreement, the College will refund all monies paid by the student with the exception of the Enrollment Fee and Application Fee.
4. Cancellation of classes by the College: If tuition, fees and/or other charges are collected in advance of the starting date and the College cancels the class, one hundred percent (100%) of the tuition, fees and/or other charges paid by the student shall be refunded.
5. Cancellation after three business days but prior to the commencement of classes: Even after the three day period, if the student withdraws from the institution prior to the commencement of classes, the College will refund all monies paid by the student with the exception of the Enrollment Fee and Application Fee.
6. Cancellation by students who have not visited the College facility prior to enrollment: Students who have not visited the College facility prior to enrollment have the opportunity to withdraw without penalty within the three days following either attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of the College equipment. In these cases, the College will refund all monies paid by the student with the exception of the Enrollment Fee and Application Fee.

Admission Details

7. Withdrawal after the commencement of classes: The following sections apply to students who begin a course of study but do not graduate due to voluntary or involuntary withdrawal. Any student who begins classes is obligated for a certain percentage of the tuition. If the tuition has already been paid, the College will refund the excess tuition paid based on the schedule outlined below. If the student is obligated for part or all of their tuition via an installment loan contract, the College will issue a credit to the student based on the schedule outlined below, but any remainder due on the installment loan contract remains the responsibility of the student. The Enrollment Fee and Application Fee are non-refundable.

8. Cancellation by students who withdraw on or before the first day of class: If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than one hundred dollars (\$100) of the tuition and processing fees may be retained by the College. The Enrollment Fee and Application Fee are non-refundable.

REFUND POLICY FOR STUDENTS ON DVA BENEFITS

A pro-rata refund policy, as required by Title 38 U.S. Code, Section 3676(e)(13), is administered in the event a veteran or other eligible person fails to enter, withdraws, or discontinues attendance.

For more details and to download the refund forms from the VA Website go to: <http://www.vba.va.gov/pubs/forms/24-5281.pdf>

REFUND COMPUTATION

For students withdrawing from college, refunds will be computed according to the following schedule and all applicable state regulations. The percentages of institutional charges that will be refunded are as follows:

1. Withdrawal on the first day of the enrollment period – 100% refund (less the permitted \$75 enrollment fee)
2. Withdrawal after the first day of the enrollment period for which the student has been charged through the first 10% of the enrollment period – 90% refund.
3. Withdrawal after the first 10% of the enrollment period for which the student has been charged through the first 25% of the enrollment period – 75% refund.
4. Withdrawal after the first 25% of the enrollment period for which the student has been charged through the first 50% of the enrollment period – 25% refund.

5. Withdrawal after the first 50% of the enrollment period for which the student has been charged – no refund will be due.

Note: For information concerning refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third party funding agency, please see the Financial Planning Office.

RETURN OF TITLE IV FUNDS

Federal Financial Aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds they are disbursed with each day of class attendance. Students receiving funds from any of the Title IV Federal Assistance Programs are subject to the “Return of Title IV Funds” calculation as required by the U.S. Department of Education. When a Title IV Funds recipient withdraws, the College will calculate the amount of Title IV Funds earned by the student during the payment period or period of enrollment. The amount earned is calculated by dividing the number of days completed in the payment period or period of enrollment (as of the student’s last date of attendance) by the number of calendar days in the payment period or period of enrollment (scheduled breaks are not included in the calculation). The student is considered to have earned this percentage of their Title IV aid.

Once a student has completed more than sixty (60) percent of the payment period or period of enrollment, they have earned one hundred (100) percent of their Title IV aid for the payment period or period of enrollment.

Students are encouraged to meet with their financial planner prior to making the decision to withdraw from college.

Note: For students receiving Title IV federal student assistance, in the event of withdrawal, it is possible for the College to earn more of a student’s tuition than the student earns in Title IV assistance under the “Return of Title IV Funds” calculation. In this case, the student is responsible for the difference.

Note: It is also possible that the result of this calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student.

Admission **Details**

WITHDRAWAL FROM THE COLLEGE

Although no written notice of withdrawal is required, students who wish to withdraw from the College should contact either the Director of Education, Student Services Coordinator or Campus Director to begin the withdrawal process. Students who withdraw before the completion of 50% of any payment term will have their tuition charges adjusted based on the time they have attended classes as specified by individual state refund requirements. The amount of tuition adjustment is based on the percentage of the payment term that has not been completed (see "Cancellation and Tuition Refund Policy"). Financial aid will be refunded to the respective sources (federal, state, and institution) using the percentages dictated by federal, state or institutional policies. Examples of the application of the refund policy are available upon request from the Financial Planner. If funds have been refunded to the student because of a credit balance, the student may be required to repay some of the federal loan disbursed to the student. Failure to return federal funds as required may result in loss of eligibility for aid at other schools and colleges. This policy is subject to federal regulations. Contact the Financial Planning Office for details and to learn of any changes to this policy.

Especially important to students is a formal Exit Interview with the Financial Planning Office in order to prevent problems in applying for state or federal financial aid at a later date.

APPLICATION

To be considered for enrollment, an individual must complete the following:

1. Review this catalog in detail noting any special requirements for individual programs. You must have graduated from High School or completed a GED or Home School program.
2. Contact the Office of Admissions to schedule a Guided Interview. Complete an interview in person or an interview may also be conducted by phone with approval.

3. All new Degree, Diploma and Certificate students must complete an Application for Admission form. Plan to include the \$25 non-refundable application fee with your application. A \$75 non-refundable enrollment fee is required before final acceptance to a program is granted. A Pre-Application form may be submitted online: www.higherdigital.com/application. After acceptance by the Admissions Committee to a program, a \$200 class deposit is required to reserve a space in class as an enrolled student if a student is registering for two or more courses.

4. A Criminal Record Check may be performed.

Additional steps for application include:

- Completing a high school transcript request
- Obtaining an acceptable College administered test score
- In addition, you must submit creative work for review.

Please submit creative work in digital format for email or on a non-returnable CD. Your image sizes should be 8.5"x11" to 11"x17" at 72dpi saved as a JPG. Animation students must submit copies of 7-10 drawings to demonstrate foundation proficiency. Please include 2 of the following: still life, figure drawing, contour drawing or perspective drawings. Interactive Media Arts, Photography, Filmmaking and Interior Design students must submit evidence of design or creativity potential in the form of copies of drawings, commercial like graphics, photography or other approved media. Audio Production applicant's submission should be on a CD-R and include a clear, clean and accurate label. The Audio Production submission CD-R should include two to three tracks or files for a total of two to five minutes long and formatted as an audio CD-R or a data CD-R. Mac or PC formats are acceptable.

E-mail address is: admissions@living-arts-college.com. If a candidate does not have access to email, the above non returnable items may be mailed to: LAC Admissions, 3000 Wakefield Crossing Drive, Raleigh, NC 27614.

Admission **Application & Acceptance**

SCHOLARSHIPS

A limited number of scholarships are available. Plan to check early with the Office of Admissions.

The last day for scholarship and grant applications is the Friday before classes start. See Quarter Calendar or check with Office of Financial Assistance.

ADMISSION STANDARDS

Living Arts College does not offer open enrollment. All candidates for enrollment are reviewed and evaluated on the basis of their previous education, background, interest or documented level of interest in Advertising, Internet, Gaming, Photography, Animation, Audio, Filmmaking and/or Interior Design. Programs at the College are intense and demand total commitment.

While students usually plan to work toward graduation, some students attend for specific courses. Course listings in this catalog state required prerequisite or co-requisite courses.

TRANSFER STUDENTS & ADVANCE STANDING

Students who have attended another accredited college may be considered for admission with advanced standing by receiving credit for certain College courses. Credit for courses presented by transfer students will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the College curriculum. Other factors evaluated will include the prior institution's and/or program's approvals/accreditations, the syllabus of the course(s) in question, the grade achieved by the student, and the length of time intervening. At a minimum:

1. The student must have earned at least a grade of "C",
2. The course must have been completed within the last 7 years,
3. The course must have had course content and units of measurement similar to those in the student's program.

Students who plan to transfer to the College are encouraged to contact Admissions as soon as possible so that course planning may take place. Applicants wishing to receive transfer credits must provide all required materials to designated College personnel before starting classes.

Candidates for acceptance will be admitted with advance standing status after the Campus Director in consultation with the Program Coordinator and/or Director of Education has evaluated all required materials, transcripts and demonstrated skills (including testing). The transfer of courses completed at other colleges is determined on a case-by-case basis. There are limits on the amount of transfer credits, at a minimum, the final 75% of the program must be completed at the College

HOUSING & SPECIAL ASSISTANCE

The College does not provide housing. Student Services, however, will assist students in locating housing plus provide help in finding a roommate if desired. If you need special assistance or help in locating housing, contact your Admissions Officer or Student Services at the College.

RALEIGH, THE CITY & THE AREA

Raleigh, North Carolina is the state capital. It is constantly ranked as one of the best places to live. To the west, visitors will find the mountains, with the Atlantic Ocean a short drive to the east. Other major cities such as Washington D.C., Richmond, Columbia and Atlanta are within driving distance.

CRIMINAL RECORD CHECK

The College may verify an applicant's background information including limited criminal history checks. A student will not automatically be disqualified for having a criminal record. Admissions decisions are made on a case-by-case basis, depending on several factors, including the severity and circumstances of offenses. Promoting a safe environment while encouraging access are the college's goals.

NAME CHANGE

In 2009, the decision was made to change the name of the school to Living Arts College @ School of Communication Arts. This change communicates a stronger emphasis on a Bachelor Degree level of learning and more precisely describes the essence of the College's curriculum in digital arts.

Institutional Information

INSTITUTIONAL STATEMENT OF PURPOSE

The Living Arts College @ School of Communication Arts is dedicated to creative and technical development of effective educational programs within the arenas of the living arts. This includes delivery of worthy educational plans within the digital arts communications sector and programs of similar worth that build human value in support of business and allied health. A common purpose of all education at the College is that it shall be contemporary in focus aiming to support career growth.

MISSION STATEMENT

The Mission of the Living Arts College @ School of Communication Arts is to provide educational experiences and resulting personal development for serious students within their chosen field of study at the College. They will benefit from programs dedicated to both current technical and current creative knowledge sets in their area of specialization. The College is dedicated to continuous development of curriculum to satisfy the always evolving elements of change for progress and improvement.

ACCREDITATION & AUTHORIZATIONS

Living Arts College is a proprietary, non-sectarian, educational institution. School of Communication Arts of North Carolina, Inc. is an S-Corporation owned and operating under the ownership and control of a Board of Directors whose members are Founder and President- Roger Klietz, Campus Director and Vice President- Debra Ann Hooper and Secretary Treasurer- Roger Hauge. Degree programs in this catalog are conferred to the College by the Board of Governors of the University of North Carolina.

Living Arts College is accredited by the Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. The phone number is 770-396-3898. The college is also accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241. The phone number is 202-336-6780. The College is located at 3000 Wakefield Crossing Drive, Raleigh, NC 27614. The College is licensed by the North Carolina Community College System. The North Carolina Community College System is not an accrediting agency.

FACULTY & STAFF

The faculty is comprised of individuals who have the education and diversity of professional experience to provide a rich and thorough educational experience. Faculty members may free-lance, consult to industry, and attend conferences, workshops, and seminars to remain current with the rapid technological advances.

INSTITUTIONAL FACILITIES

The College is housed in three Monolithic Domes. The facility has been designed by the College and built to its specifications. Many classrooms double as computer laboratories due to the College's policy of maintaining a high ratio of computers to students. A Media Center/Library and student lounge are also found on the campus.

The College has studio facilities that house post production facilities for digital editing and mixing audio. The entrance to the building includes an art gallery and reception area. In addition to specially furnished studio labs and a shooting studio, the facility includes a high definition theater with surround sound.

Special note: It should also be understood that equipment shown in this catalog may change. Also, some of the images shown have been completed elsewhere and may or may not reflect current offerings at the College. This is especially true of cameras and data environments.

SMOKING POLICY

Living Arts College has adopted a policy that makes the campus entirely smoke-free after September 1, 2008. The College Board Members recognize that the use of tobacco products is a serious health hazard and poses serious safety and environmental risks as well. We are committed to a healthy learning and work environment for our faculty, staff and students.

The policy states that no student, staff member, or visitor is permitted to use any tobacco product on campus at any time (including non-class hours):

- In any building, facility or vehicle owned or leased by Living Arts College;
- On any grounds or property, including parking lots, owned or leased by Living Arts College; or
- At any College-sponsored or College-related event, on or off campus.

Calendar, Holidays, Etc.

CLASS SCHEDULE

Each quarter is 10 weeks in length.

Degree, Diploma and Certificate Courses offered at the Living Arts College are scheduled on Monday, Tuesday, Wednesday and Thursdays between the hours of 8:00am and 10:00pm and on Fridays between 8:00am and 5:00pm. Schedules will be different quarter to quarter and students will need to adjust their work schedules when necessary in support of their academic schedule. Scheduling is conducted with an emphasis on minimizing gaps of time between courses and number of days on campus as much as possible.

Individual courses are subject to cancellation if enrollment is seven or fewer. Select courses may be scheduled for Saturdays or other days and other times if holidays or other circumstances prevent delivering the credit hours noted in this catalog.

SCHOOL HOLIDAYS

New Year's Day

Martin Luther King Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

QUARTER CALENDAR

Subject to change:

Winter Quarter
January 19, 2010 – March 30, 2010

Spring Quarter
April 12, 2010 – June 22, 2010

Summer Quarter
June 30, 2010 – September 13, 2010

Fall Quarter
September 29, 2010 – December 16, 2010



**International
Council of
Design Schools**

Living Arts College is a member of the International Council of Design Schools. ICDS is an association of prestigious, independent design schools from around the world. Member institutions are selected for their excellence in design education. ICDS was founded to encourage the interchange of creative ideas among students, faculty and administrators of leading design schools in the Americas, Europe, and the Far East.

NORTH AMERICAN SCHOOLS

■ Art Institute of Cincinnati, Cincinnati, Ohio
■ Hussian School of Art, Philadelphia, Pennsylvania
■ Nossi College of Art, Goodlettsville, Tennessee
■ Northwest College of Art, Poulsbo, Washington
■ School of Communication Arts, Raleigh, North Carolina
■ Rocky Mountain College of Art & Design, Denver, Colorado

INTERNATIONAL SCHOOLS

Ecole Superieure D' Arts Graphiques, Paris, France
■ Inchbald School of Design, London, England
■ Pontifica Universidad Catolica de Chile, Santiago, Chile
■ Escuela de Artes Decorativas de Madrid, Madrid, Spain
■ University of Santo Tomas, College of Architecture and Fine Arts, Manilla, Philippines
■ Tetric-Art, Girona, Spain

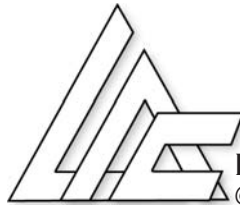
OFFICERS

Roger Klietz
Founder / President

Debra Ann Hooper
Campus Director / Vice President

Roger Hauge
Secretary/Treasurer

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LIVING ARTS COLLEGE
@ School of Communication Arts

CONTACT

Living Arts College
3000 Wakefield Crossing Drive
Raleigh, NC 27614

Phone:
919.488.8500
1.800.288.7442

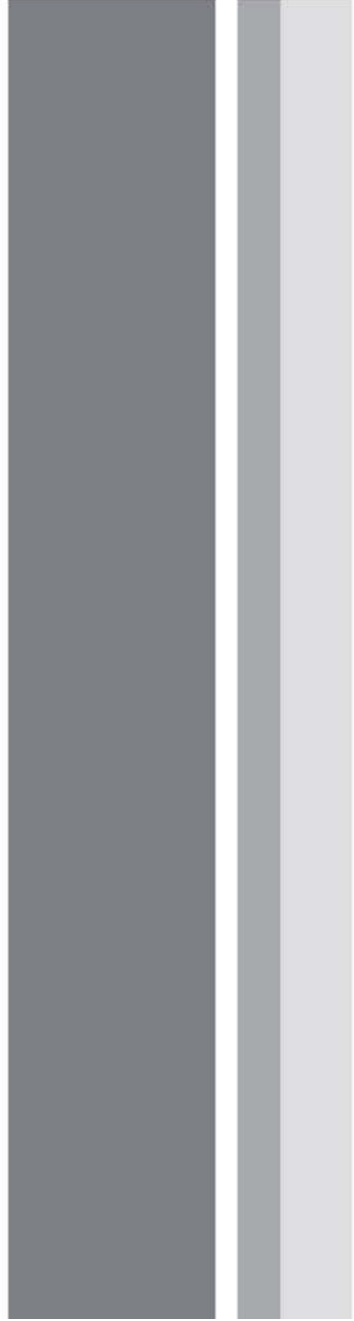
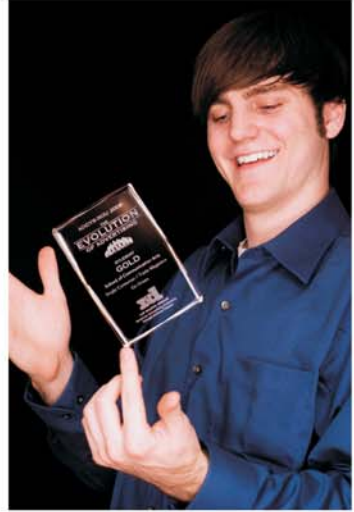
Fax:
919.488.8490

Email:
school@living-arts-college.com

Web Site:
www.living-arts-college.edu

*A
Higher
Digital
Education™*

Notes





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