AMERICA'S CREATIVITY COLLEGE

LIVING ARTS COLLEGE

Enter the studio world
for advancing the promise
of extreme creativity

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LIVING ARTS COLLEGE

AMERICA'S CREATIVITY COLLEGE™

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INSTITUTIONAL STATEMENT OF PURPOSE

Living Arts College 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

Living Arts College provides trending-centric educational experiences to students in a higher education environment who are engaged to excel in their area of specialization.

OBJECTIVES TO SUPPORT THE MISSION STATEMENT

The objective of the Institution is to provide its students with educational opportunities in all fields relating to Creative Arts and Medical Arts. The Institution accomplishes this objective via this catalog dedicated to the Creative Arts ... in the following manner:

1. The College remains true to delivering programs focused on the current needs of the media production community to provide capable, entry level individuals in the fields of advanced imaging, animation, advertising design, Internet development, graphic design, filmmaking, audio production, photography, interior design with an emphasis towards commercial applications for advertising, sales, promotion, industrial, training, entertainment, and streaming media communications. These educational opportunities offer students an opportunity to pursue a degree of higher creativity in the program of their media design:

> Digital Filmmaking
> Animation & Game Design
> Audio Production & Design
> Interactive Media Arts ... also delivered via distance learning
> Interior Design
> Photography

2. A learning environment is present whereby all students gain studio level, hands-on experience before entering the marketplace.

3. Serve the needs of employers locally, nationally and internationally via graduates capable of entering entry level positions in their occupational field of study.

4. Faculty are employed with qualifications and work experience necessary to teach. In addition to many possessing a Master's degree or higher, some instructors possess industry related 4

5. Students are encouraged to continue their education and training beyond school by taking additional college courses and joining professional organizations. Also, they are encouraged to attend seminars and conventions and engage in a variety of industry related competitions.

Institutional
Information continued...

ACCREDITATION & AUTHORIZATIONS

Living Arts College is a proprietary, educational institution. **Living Arts College** @ School of Communication Arts of North Carolina, Inc. is an S-Corporation owned and operating under the ownership and control of a Board of DirectorsTrustees who assign responsibilities to Founder and President (CEO) Roger Klietz and campus oversight staff.

Living Arts College is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

The Accrediting Council for Independent Colleges and School is located at 1350 Eye Street, NW Suite 560, Washington, DC 20005. The phone number is 202-336-6780. The College is licensed by the North Carolina Community College System. The North Carolina State Board of Community Colleges is not an accrediting agency. Degree programs in this catalog are conferred to the College by the Board of Governors of the University of North Carolina.

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 always rapid technological advances.

INSTITUTIONAL FACILITIES

The College is housed in a building complex located on an eight acre site in north Raleigh, North Carolina, USA. The complex includes three Monolithic Domes, library, and a south wing. The facility was designed by College staff and built to its specifications. Many classrooms are production facilities due to the College's commitment to studio arts education. A Media Center/Llibrary and student lounge are found near the center of campus. The College address is 3000 Wakefield Crossing Drive, Raleigh, NC 27614 USA.

The College has studio facilities that house production and post production for digital media. The entrance to the building includes the Red Carpet Gallery and reception. In addition to specially furnished studio labs and a photography studio, the facility includes a high resolution projection theater with JBL Cinema Array 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 digital environments.

HISTORY OF THE COLLEGE

Living Arts College was founded in Raleigh, North Carolina, on January 31, 1992. The College pioneered efforts to bring high-quality educational programs in digital animation and computer graphic design to North Carolina and beyond. The College is a proprietary, non-sectarian, educational institution accredited by ACICS, licensed by the North Carolina Community College System and its degree programs are conferred by the University of North Carolina Board of Governors.

OFFICERS

Roger Klietz
Founder | President ... experienced media visionary, filmmaker & writer

Intoducing ...
Three year Bachelors degree programs
+ Diploma + Certificate Options

Living Arts College fosters growth real-world Creativity Professionals! Creativity pays here.

For over two decades Living Arts College has pioneered the development of digital arts education starting in the new media world of animation and digital graphic design ... moving on to photography, sound design and recording, filmmaking, interior design, and now, immersive experiences via augmented reality.

Confirm a major having accomplished core studies

Living Arts creativity minded students build competitive skills in a three year Bachelor of Arts Degree equal to a usual four academic year experience. They begin with most valuable core studies, gaining essential know-how in studio arts content and tech design. They are then ready to confirm their major having completed Level 1 status, proceeding to confirm a Level 2 goal dedicated to:

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

■ Animation & FX... producing digital effects for film, broadcast, and entertainment ... creating the digital magic as effects artist, designer, image content developer and technician.

■ Animation & Game Design ... producing 3D models that shape entire environments making possible the impossible. Game production design in this program is all about designing games from the ground up combining creative direction and animation skill sets.

■ Digital Audio Production & Design ... building sound tracks for film, television and the Internet ... gaining added advertising design insight for powerful digital sight and sound experiences. They explore a three year studio track BA degree.

■ Interactive Media Arts ... taking advertising design into the world of advertising, branding, corporate identity, and internet development. Explore a three year studio track BA degree ... on campus or via distance learning.

■ Digital Photography ... gaining the critical skills needed for creative photography in commercial and consumer applications ... attending a three year studio track BA degree.

■ Interior Design ... a total learning goal for creating dramatic designs for residential and commercial applications ... completing a three year studio track BA degree.

For shorter concentrations, plan to explore this catalog for PID--Professional Intensive Diploma series and Certificate Offerings.

What separates the Living Arts College graduate from the traditional art or film school graduate? Answer ... a Living Arts College graduate with demonstrated production know-how has the competitive edge ... practicing real-world like production—meeting tight deadlines—and performing to tough mentors ... are parts of the GreenlightRAW learning system unique to Living Arts College.

Living Arts College applies Greenlight RAW to select Bachelor Arts programs here at the Raleigh campus. GreenlightRAW is explained as REAL APPLICATIONS WORKFLOW—the master steps that take a commercial project from idea to start, to final delivery.

The greenlight process used in much of the film industry begins with gaining approval of creative content along with an okay for production timetable and budget. The goal is to predict success at the box office (or project level) based on starting a production that has bankable creative content along with practical production planning . This process of review and approval is usually accomplished with an experienced producer team. The review, approval, and monitoring are the core elements of creative concept, talent, time, and budget—all oriented around getting the production delivered.

Today, professional rewards do not come from simply knowing Photoshop for design or other software for grinding out digital sight and sound files. Instead, it's the big idea that counts up front. It's all about creating concept, original designs . . . and real world production steps along with marketing solutions. The pay off comes with reaching audiences with valued content on time and on budget.

Those who are accepted attend the College practicing industry roles. Theory and commonly graded assignments may be replaced with Case Problems as team projects . . . and individual projects requiring approved creative work. Selected bodies of work move forward as the team and/or the student gets the Greenlight. Look to be monitored along the way, as teams step through orderly workflow meeting portfolio demands.

In the end, graduation is no longer only about making grades. It's really 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 today has to show, guided results that confirm the student is ready to play a role as a Creativity Professional.
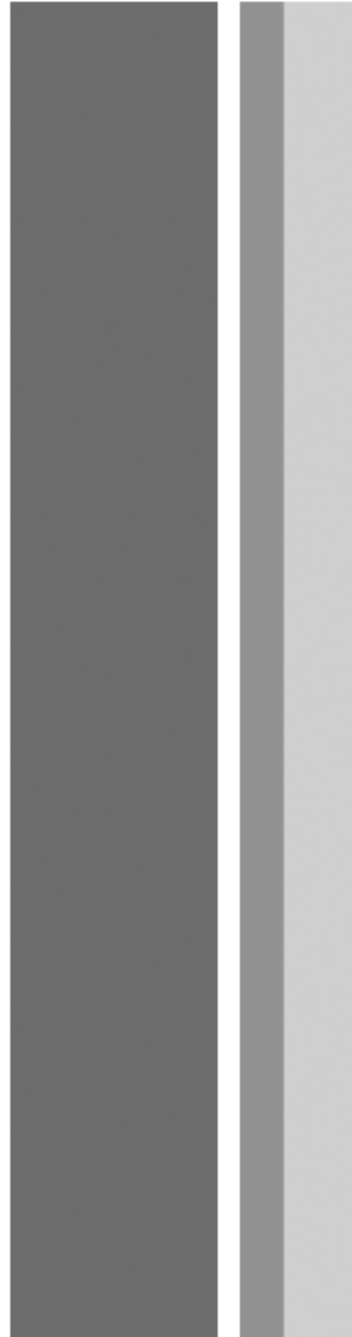
Introduction to
Filmmaking series

Digital Filmmaking is available to candidates in a BA program. The program is devoted to meeting tightly scheduled production in an intense, hands-on environment.

Those accepted into the film programs are expected to perform in a team environment. Expect highly directed critique. Moving into the world of moving images comes with the need for mastering a complex set of digital technology options. Layer complex technology with story content and the filmmaker role becomes even more demanding. Success is a product of acquiring a diverse creativity and technical background including, but not limited to:

- Study of the cinema from story to screen
- Digital filmmaking 4K and beyond
- The step-by-step production process
- Photography and the single camera shoot
- Production for drama, documentary, and commercial projects
- Learning in a true cinema studio arts environment with all large sensor gear

The College goes beyond an already forward leading education with real world experiences as the first College film program to own, shoot and produce digital cinema content with the then breakthrough Arri Alexa. Today, the Living Arts film student is creating substantive work utilizing his or her DSLR camera ... and later incorporating the Sony CineAlta studio production.

Possible job titles include, but are not limited to: Camera Operator, Assistant Director of Photography, Assistant Director, Grip, Motion Graphics Designer, Internet Video Assistant, Editor, Independent Filmmaker, Creative Director, Video Editor, Music Video Editor, Videnician,o Tech Digital Imaging Technician, Director or Paid Intern.

Summing up, digital filmmaking demands studio level knowhow in both technical and creative arenas. Living Arts student seek a higher creative production experience ... earning high value results from those who are accepted here.

This is the true cinema learning experience! There's isn't another program quite like it. Create, direct, and shoot with all large format cinema cameras. **Experience premier camera systems ... the incredible Sony CineAlta!**

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 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 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. The curriculum recognizes three related scenarios closely tied to digital production:

■ Large sensor, cinema 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. Applicants for this program should demonstrate an interest in advancing development of content related film production. See the Admissions section for additional information. The candidate for this program must also be aware that handling and lifting of large or bulky equipment that may weigh up to 40 pounds is a normal part of the profession and of this program. Accomodations can be arranged if staff/faculty are notified.

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

Code	Course	Credits	Hours
FOUNDATION STUDIES Level I			
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
LD200	Light & Lighting Design	4	60
AD105	Animation Construction	4	60
DF120/B	Broadcast Design I	4	60
SCW200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
BU218	Studio Business Practices	4	60
PROGRAM STUDIES Level 2			
AM102/B	Story Development	4	60
AP101	Audio Engineering I	4	60
AP301	Production Audio	4	60
DF205	Production Editing I	4	60
DF106	Production Studio I	4	60
AD195/B	Media Delivery	4	60
DF208	Production Studio II	4	60
DF102	Cinematography & Lighting I	4	60
DF309	Production Editing II	4	60
DF307	Production Studio III	4	60
MG200	Motion Graphics Studio I	4	60
DF312	Website Animation I (social media)	4	60

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

Code	Course	Credits	Hours
DM414	Broadcast Design II	4	60
AP301	Production Audio	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
DF411	Independent Producing	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
GENERAL EDUCATION			
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40
TOTAL		**180**	**2,340**

Diploma in
Digital Filmmaking

Living Arts College introduces the student into the complex world of digital cinema production. This one year program of technology and creativity content development brings film producing competencies to a level not found in usual film school programs. The video cameras are not here, precluded by true cinema gear. Large sensor cameras and coordinated study of 4K production are norms. The result? The Living Arts graduate plays to a higher studio level.

Professional Intensive Diploma **in film design and film production**
This is a diploma program going beyond usual film programs to move the student to a higher level in cinema production. Digital cinema cameras offer the ability to "see" beyond the range of the human eye (and beyond film). The result is a set of much higher technical and creative demands for understanding the new digital workflow. This program meets this new challenge in a unique, but simple way. The film program takes the student to the studio level almost immediately by using real world, advanced camera gear. Living Arts College uses only large sensor cameras—moving beyond film school video cameras. Living Arts is an undisputed pioneer in digital film production as the first college film program to purchase the Arri ALEXA camera . . . the digital choice of Hollywood filmmakers who moved from film into the digital cinema world. The College attained another "first" by purchasing the Sony F55 4K CineAlta system.

Program Goal: The graduate of this program is prepared for competencies in creating and producing cinema. This is professional studio level production. The individual also gains special competencies in promotion, distribution and Internet marketing.

There are 19 courses and 76 credits to be earned for successful graduation from this program. Class size is limited to 28 students. The candidate must be capable of safely lifting 40 pounds of gear.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60
DF101	Language of Film	4	40
DF102	Cinematography & Lighting I	4	60
CSM100	Computer Applications	4	40
AM102/B	Story Development	4	60
BU218	Studio Business Practices	4	40
DF106	Production Studio I	4	60
DF205	Production Editing I	4	60
DF210	Cinematography & Lighting II	4	60
BU317	Practical Marketing	4	40
ART100	Art Appreciation I	4	40
DF208	Production Studio II	4	60
DM210	Website Design & Production	4	60
IC401	Website Campaign & Control	4	60
ENG400	Oral Communication	4	40
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
TOTAL		76	1,040

Certificate in
Digital Filmmaking

This is delivered 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	4	60
AD102	Color Construction	4	60
DF002	Language of Film/C	4	60
DF003	Cinematography & Lighting	4	60
DF006	Producing Sound & Picture	4	60
DF007	Independent Producing I/C	4	60
DF008	Production Studio I	4	60
DF014	Story Development Production	4	60
Total		32	480

Introduction to
Animation, Game Design & SFX series

Today the excitement of film, gaming, and commercial production often revolves around the magic of the digital animation and digital effects wizards. These are the people who create moving, digital simulations with combined creative and technical skills. As a result students demonstrate not only creative know-how, but they become highly disciplined technicians. In this program series, candidates work to gather the hands-on knowledge required to fashion animated images using advanced software.

Animation & Game Design is available to candidates in a three year studio track Bachelor level degree beginning with core studies.

Students in the BA Degree work under the direction of an instructor/producer who uses the principles of Greenlight production management to meet deadlines, budgets, and portfolio goals.

Students gain essential building blocks of know-how within animation, game design, and FX that include:

- Animation design, model building, keyframe animation, and production rendering
- Motion graphics design for combining digital models with live action photography or existing animation footage
- Story content for games development or animation/FX film , TV, and Internet release.

This program series 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.

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. 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 a 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. Applicants for this program should demonstrate an 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, Game Designer, Level Designer, Senior 3D Artist, Character Animator, Character Setup, Paid Intern, Virtual Graphics, Environmental Artist, Motion Graphics Artist or 3D Production Associate, Quality Assurance, Storyboard Artist.

Code	Course	Credits	Hours
	FOUNDATION STUDIES Level I		
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
LD200	Light & Lighting Design	4	60
AD105	Animation Construction	4	40
DF120/B	Broadcast Design I	4	60
SCW200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
U21B8	Studio Business Practices	4	60
	PROGRAM STUDIES Level 2		
AM101/B	Digital Animation	4	60
AM203/B	CG Modeling I	4	60
AM204	Character Setup	4	60
AM102/B	Story Development	4	60
AM307	Lighting, Shading & Effects	4	60
AM205	CG Modeling II	4	60
AM308	Character Animation I	4	60
AM312	Advanced Lighting, Shading & Effects	4	60
AM310	Character Animation II	4	60
MG200	Motion Graphics Studio I	4	60
DF312	Website Animation I (social media)	4	60

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

Code	Course	Credits	Hours
GM401	Game & Entertainment Technology	4	60
GM402	Game Engines & Production	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
GD500	Game Development	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
	GENERAL EDUCATION		
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40
	TOTAL	180	2,340

Diploma
Animation & Special Effects Production

Digital effects and animation provide the visual magic for today's films and television productions. The incredible images you see come from the talents of those skilled in creating 3D models often displayed in layers of images and graphics. This combination effect becomes the foundation for digital compositing. Plan to combine two talents ... designing and rendering characters and objects ... and, then compositing these assembled (layered) images into moving scenes of magical fantasy.

Find almost endless applications for animation and FX talents in film production for features, TV commercials, corporate systems and marketing, eCommerce, etc. This is a highly intensive experience. Careers in animation and special effects offer opportunities for those who have solid, practical skill sets. Core skill sets can be matured in this Living Arts focused, one year diploma intensive.

The program allows those who are accepted to specialize in animation and effects for film and broadcast. The program offers unique challenges while building essential know-how that includes:

The Animation and SFX program accelerates competencies in:
■ Story development for film and TV content delivery
■ Modeling characters, design objects, and graphics
■ Environment design with lighting and atmosphere
■ Animation interaction with audio design
■ Motion Graphics Artist

Plan to review the program details that follow. Find a unique approach to production from idea to story to adding your credits to finished work. There are 19 courses within each 76 credit program. When delivered over four, ten week quarters of instruction, an eclectic mix of learning takes place. Class size is limited to 28 students, except required general education degree course content. Tools incorporated into the program range from core imaging computers to using advanced production software. Studios include options for editing, compositing, and motion graphics. Prerequisite for this program includes a demonstrated interest in animation and foundation drawing or design skills. See Admissions section for added details.

Program Goal: The graduate of this program is prepared for an entry level position in animation production and special effects for both short form and long form titles. Possible job titles include, but are not limited to: Animation, Animator, Motion Graphics Designer, Compositing Artist, Concept Designer, Technical Animator, Shader Network Technical Assistant, Lighting Technical Assistant, Game Designer, Level Designer, 3D Artist, Character Animator, Storyboard Artist, Paid Intern, and Special Effects Artist.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AM101/B	Digital Animation	4	60
AM102/B	Story Development	4	60
CSM100	Computer Applications	4	40
AM307	Lighting, Shading & Effects	4	60
AM203/B	CG Modeling I	4	60
AM308	Character Animation I	4	60
AM310	Character Animation II	4	60
DF120/B	Broadcast Design I	4	60
DM414	Broadcast Design II	4	60
ART100	Art Appreciation I	4	40
DM210	Website Design & Production	4	60
AM312	Adv. Lighting, Shading & Effects	4	60
IC140	Web Audio & Video	4	60
BU415	Portfolio Studio I	4	60
ENG400	Oral Communication	4	40
IC401	Website Campaign & Control	4	60
BU418	Portfolio Studio II	4	60
TOTAL		76	1,080

<u>**Diploma**</u>
Game Design & Animation Production

Interactive game production is big business competing with features, TV shows, and Internet content as a mainstream entertainment option. Careers in animation and game design offer opportunities for those who have solid, practical skill sets. Core skill sets can be matured in Animation focused one year diploma intensives.

This program allows those who are accepted to specialize in animation and game design at the studio level.

Essential know-how in animation and gaming development includes:
■ Game play and game foundation program essentials
■ Character modeling with texture mapping
■ Environment design with lighting and atmosphere
■ Animation interaction

Plan to review the program details that follow. Find a unique approach to production from idea to story to adding your credits to finished work. There are 19 courses within each 76 credit program. When delivered over four, 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 editing, compositing, and motion graphics. 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, Animator, Concept Designer, Technical Animator, Shader Network Technical Assistant, Lighting Technical Assistant, Game Designer, Level Designer, Senior 3D Artist, Character Animator, Paid Intern, Storyboard Artist.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AM102/B	Story Development	4	60
AM101/B	Digital Animation	4	60
CSM100	Computer Applications	4	40
AM307	Lighting, Shading & Effects	4	60
AM203/B	CG Modeling I	4	60
AM308	Character Animation I	4	60
AM310	Character Animation II	4	60
GM401	Game & Entertainment Technology	4	60
GM402	Game Engines & Production	4	60
GM403	Game Design Strategies	4	40
GM404	Game Level Design	4	60
ART100	Art Appreciation I	4	40
IC140	Web Audio & Video	4	60
GM405	Game Development Team	4	60
DM210	Website Design & Production	4	60
ENG400	Oral Communication	4	40
BU415	Portfolio Studio I	4	60
TOTAL		**76**	**1,060**

Certificate in
Digital Animation

One Year Professional Certification in Digital Animation & SFX

This is delivered in four, 10 week quarters. This Certificate Program was created for students to study the process of digital project production, apply industry workflow practices, and then use these abilities in the real world. Complete an intense hands-on program series in just one year. Digital Animation & SFX combines the two certificates shown below by attending class Monday through Friday.

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, Animator, Concept Designer, Technical Animator, Shader Network Technical Assistant, Lighting Technical Assistant, Game Designer, Level Designer, Senior 3D Artist, Character Animator, Paid Intern, Storyboard Artist.

This is delivered in four 10 week quarters and class size is limited to 28 students. Today more than ever, the digital professional must be able to embrace multiple delivery vehicles. The program works to develop foundation knowledge in design, color, animatics, video and audio acquisition, Internet, 2D/3D animation, and 3D animated models and environments. Students complete a series of projects and assignments to develop their own style and skills.

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 internet applications. Job titles include Animation and Animator, Technical Animator, Web Media Production Associate, 3D Artist, Concept Designer, Paid Intern, Character Artist.

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. See Admissions section for added details.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AF114	Character Development	4	60
AM101	Digital Animation I	4	60
AM106	Advanced Digital Animation II	4	60
AM190	Animation Production Studio I	4	60
AM200	Animation Portfolio	4	60
DM141	Web Animation I	4	60
Total		32	480

Introduction to
Digital Audio Production & Design series

Qualify for a three year BA degree

The new age of audio has arrived holding hands with filmmaking. Today's recording engineer has powerful creative tools at hand to guide sound design. In addition, new media avenues on the Internet and in advertising and music production offer even more options.

Living Arts College is shaping the destiny of the individual who has desire to engage in audio production. The courses and programs 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 promotion and 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:

- Core studies for media design and production
- Audio production for film, broadcast, 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 series are eclectic but with a purpose. See the Admissions section for added details on how to become a candidate for acceptance.

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 experiencing a set of finished audio and promotion experiences. As part of this experience, the student joins with others in a production team. 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 based, Solid State Logic Duality equipped mixing studio. The campus Stars Theater supports surround sound, digital mixing console system, along with JBL Cinema-Array sound. A sound stage and additional mixing studios are housed in a dedicated Monolithic dome structure. Program details include study of pre-production, production and post-production plus digital art, 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.

Gain specialized production skill sets in designing, creating, and developing, and supporting Internet based promotion and communications. Apply know-how at the Internet design level.

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 for film, interactive gaming, and television broadcast as well as Internet streaming. Job titles include, but are not limited to: Recording Engineer, Website Designer, Audio Mixer, Producer, Director, Audio Editor, Promotion Designer, Stage Technician, A/V (Audio/Video) Technician, Studio Manager, Technician, Live Sound Engineer, Audio Technician, Paid Intern.

Entrance requirements includes submitting evidence of creativity as detailed in the Admissions section of this catalog. Expect to attend a Guided Interview (in person, Teams or phone) to learn more program details and demonstrate your potential for success. See the Admissions section for additional information.

Code	Course	Credits	Hours
FOUNDATION STUDIES Level I			
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
LD200	Light & Lighting Design	4	60
AD105	Animation Construction	4	40
DF120/B	Broadcast Design I	4	60
SCW200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
U21B8	Studio Business Practices	4	60
PROGRAM STUDIES Level 2			
AP101	Audio Engineering I	4	60
AP103	Music Fundamentals	4	60
DF205	Production Editing I	4	60
AP204	Applied Virtual Instruments	4	60
AP301	Production Audio	4	60
AP202	Audio Engineering II	4	60
AP302	Sound Design	4	60
AP305	Broadcast Audio Production	4	60
AP304	Studio Maintenance & Design	4	60
MG200	Motion Graphics Studio I	4	60
AP303	Game Audio	4	60

Code	Course	Credits	Hours
AP401	Audio Project Studio	4	60
AP405	Music & Entertainment Business	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
AP406	Production Studio Management	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
GENERAL EDUCATION			
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40

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

TOTAL		180	2,340

Diploma in
Digital Audio

This is an intense program that propels the student through the process of developing a competency set that includes recording studio engineering, sound design for film and television, and digital recording and mixing. The scope of this program provides an array of opportunity for career development.
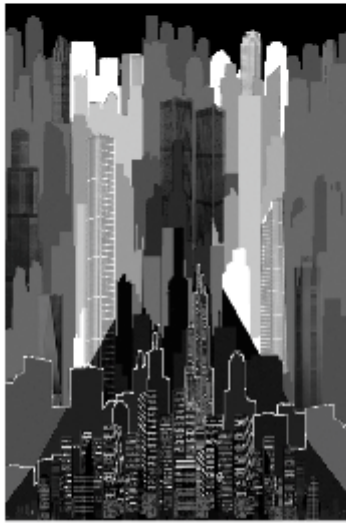
Audio production know-how provides new options for today's media professional. Build on a diverse foundation for creating, designing, and producing audio content. Build special competencies in a higher level of studio production. Example: produce on the high-end Solid State Logic DUALITY . . . the analog and digital mixing system found at the leading edge studios. Gain the core competencies to record and post mixed sound tracks for film and television or the Internet. Expect to be challenged through project critiques. Build a small body of refined work.

Program Goal: The graduate of this program is prepared for competencies in creating and producing audio production elements for media—film, entertainment, broadcast, etc. **Job titles include, but are not limited to:** Recording Engineer, Website Designer, Audio Mixer, Producer, Director, Audio Editor, Promotion Designer, Stage Technician, A/V (Audio/Video) Technician, Studio Manager, Technician, Live Sound Engineer, Audio Technician, Paid Intern.

There are 19 courses and 76 credits to be earned for successful graduation from this program. Class size is limited to 28 students. Courses in this program may be applied toward earning a BA degree at Living Arts College.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD103	Creative Thinking/Visual, Audio Acuity	4	60
AP101	Audio Engineering I	4	60
AP202	Audio Engineering II	4	60
CSM100	Computer Applications	4	40
AP102	Digital Audio Workstation I	4	60
AP201	Digital Audio Workstation II	4	60
AP302	Sound Design	4	60
AP301	Production Audio	4	60
DM207	Advertising Design	4	60
AP305	Broadcast Audio Production	4	60
ART100	Art Appreciation I	4	60
Dm210	Website Design & Production	4	40
IC140	Web Audio & Video	4	60
BU415	Portfolio Studio I	4	60
ENG400	Oral Communications	4	60
IC401	Website Campaign & Control	4	40
BU418	Portfolio Studio II	4	60
TOTAL		76	1,080

Certificate in
Digital Audio Production & Design I

This program is delivered in four, 10 week quarters. Class size limited to 28 students. Audio engineering is emphasized along with foundational courses in graphic and advertising design.

The program consists of 8 courses within this 32 credit hours. The job titles of graduates of this program include audio engineer, audio editor, sound designer, recording engineer, audio mixer, paid intern.

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

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. Class size is limited to 28. See the Admissions section for additional information.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
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
AP010	Digital Audio Engineering II	4	60
DM112	Graphic Design	4	60
Total		32	480

Certificate in
# Digital Audio Production & Design II

This four quarter, 10 week per quarter program 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 program consists of 8 courses within this 32 credit 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 for graduates may include but are not limited to: sound designer, audio engineer, audio editor, recording engineer, audio mixer, paid intern.

Entrance requirements for this program require the candidate to complete a Guided Interview to display a serious level of intent and interest in advancing in the arenas of audio engineering and promotion. Class size is limited to 28. See the Admissions section for additional information.

Code	Course	Credits	Hours
AD201	Web Design Portfolio/ Self Promotion	4	60
AP003	Sound Design	4	60
AP004	Audio Project Studio I	4	60
AP005	Audio Project Studio II	4	60
AP008	Digital Audio Workstation III	4	60
DM141	Web Animation I	4	60
DF120	Broadcast Design	4	60
IC140	Web Audio & Video	4	60
Total		32	480

*With approval, this course may be an elective in a BA program.
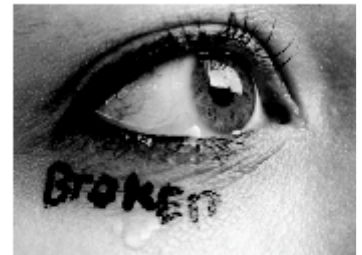
Introduction to
Interactive Media Arts series

Qualify for a Fast Track three year BA Degree

The possibilities for professional development are far-reaching in this program series. Students may elect to seek participation in a three year BA degree program. Core competencies include developing a client model for providing graphic design related services. This program series focuses on new media that includes digital strategies for print publishing, advertising, broadcast, identity design, and Internet development. The program series is not without serious demands on time and energy that translates into meeting deadlines.

With the importance of the Internet as the most efficient modern information source, students learn Internet connectivity, technical applications and work toward a foundation of marketing.

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 development
- Audio & video applications for the Internet
- Website development 2D animation
- Pre-press and 4/color production
- Internet development including promotion
- Advertising design including concept and marketing essentials
- Portfolio development

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 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 is broad involving print, Internet, broadcast, and other interactive media. 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.

Added essential Internet development know-how
Gain specialized production skill sets in designing, creating, developing, and supporting Internet based promotion and communications. Apply your imaging know-how at the Internet design level.

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. Job titles include, but are not limited to: Production Artist, Graphic Designer, Illustrator, Technical Artist, Web Site Manager, Web Site Designer, Ad Layout Designer, Social Media Developer or Paid Intern.

Interested applicants 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.

Code	Course	Credits	Hours
FOUNDATION STUDIES Level I			
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
DF300	Light & Lighting Design	4	60
AD105	Animation Construction	4	60
DF120/B	Broadcast Design I	4	60
SWD200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
BU21B8	Studio Business Practices	4	60
PROGRAM STUDIES Level 2			
BU317	Practical Marketing	4	60
DP205	Advertising Photography	4	60
BU212	Branding	4	60
DM339	Digital Publishing	4	60
AD195/B	Media Delivery	4	60
DM208	Corporate Identity Design	4	60
BU211	Promotion & Industry Relations	4	60
DM207	Advertising Design	4	60
DP212	Photographic Design & Art Direction	4	60
MG200	Motion Graphic Studio I	4	60
DM312	Website Animation I (social media m)	4	60

Code	Course	Credits	Hours
DM414	Broadcast Design II	4	60
DM210	Website Design & Production	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
DM413	Web Animation II (mktg)	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
GENERAL EDUCATION			
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40
TOTAL		180	2,340

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

Diploma in
Interactive Media Arts

The diploma **for** creative design and production in new media
This program provides a deep dive into media design and production in a shorter time frame. The creative individual participates in a digital pathway focused on developing design talent. Going far beyond technical training, the program directs the student to creating portfolio know-how in advertising and print … in broadcast and film graphics … and higher skills in Internet development. Put all together, the graduate of this program works to gain the creative edge!

Creative Media Design & Production—a diverse program
Build on a diverse foundation for creating, designing, and producing new media communications. New media in digital imaging is always changing and evolving requiring extreme creativity skills. Expect to move to a higher skill set in print, media, broadcast and film graphics … and interactive Internet solutions. The program is delivered in four 10 week quarters.

Program Goal: The graduate of this program is prepared for competencies in creating and producing digital media components. The graduate will demonstrate core level competencies in producing creative concepts plus preparation for jobs including Graphic Designer, Illustrator, Technical Artist, Web Site Manager, Web Site Designer, Ad Layout Designer, Social Media Developer or Paid Intern.

There are 19 courses and 76 credits to be earned for successful graduation from this program.

The applicant should demonstrate an interest in graphic design or interactive media. Each applicant is required to submit samples of creative work with a short essay for staff or faculty review. See the Admissions section for additional details. Class size limited to 28 students except for General Education courses.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
BU212	Branding	4	60
BU317	Practical Marketing	4	40
DM103	Graphic Design	4	60
CSM100	Computer Applications	4	40
DM339	Digital Publishing	4	60
Dm207	Advertising Design	4	60
DM208	Corporate Identity Design	4	60
BU218	Studio Business Practices	4	40
DF120/B	Broadcast Design I	4	60
DM414	Broadcast Design II	4	60
IC140	Web Audio & Video	4	60
ART100	Art Appreciation I	4	40
DM210	Website Design & Production	4	60
BU415	Portfolio Studio I	4	60
IC401	Website Campaign & Control	4	60
ENG400	Oral Communication	4	40
BU418	Portfolio Studio II	4	60
TOTAL		**76**	**1,040**

Interactive Media Arts

One Year Certificate in Interactive Media Design

This is delivered in four, 10 week quarters and class size is limited to 28 students. Complete an intense hands-on program series in just one year. Graphic Design is emphasized in the first certificate program and an introduction to website design is introduced in the second certificate program.

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.

Program Goal: The graduate of this program is prepared for competencies in creating and producing digital media components. The graduate will work toward preparing for an entry level position in the production of graphics for print communications and electronic presentations. Job titles include Graphic Designer, Illustrator, Technical Artist, Web Site Manager, Web Site Designer, Ad Layout Designer, Social Media Developer or Paid Intern.

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 and projects.

Interested applicants should demonstrate an interest in art and/or design through evidence of expression, and are required to submit their portfolio or work samples for review by faculty. See Admissions section for additional information. Class size is limited to 28 students.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
AD104	Personal Branding Strategies	4	40
DM108	Digital Publishing	4	60
DM112	Graphic Design	4	60
DM124	Advertising Design	4	60
DM125	Digital Photography	4	60
DM200	Visual Portfolio Production	4	60
Total		32	460

Certificate in Internet Site Development

This program serves the needs of the graphic designer who wishes to gain a strong base of web site production and web development skills. They include applications in e-commerce to enhance web sites with awareness of the audience, and concept development. Students gain interactivity skills coupled with animation, audio, and special effects coupling their graphic & web skills producing compelling websites.

Program Goal: 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.

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 and projects. See Admissions section for additional information. Class size for studio courses is usually limited to 28 students.

Code	Course	Credits	Hours
AD195/B	Media Delivery	4	60
AD201	Web Design Portfolio/Self Promo	4	60
DF120	Broadcast Design	4	60
DM120/B	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
Total		32	480

Introduction to
Digital Photography series

Qualify for a Three year BA Degree in intensive development in creative imaging for photography and event video production

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 including core competencies in DSLR based video production. Both camera practices (still and motion) and image control with manipulation are executed in a series of real world like projects. Students utilize a variety of digital resources including computers, cameras, lighting, website, and publishing software.

Added core essentials in business and promotion

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. 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
- Single camera video production

Bachelor of Arts in
Digital Photography

Photography has become the multi-use visual medium for the age of digital image making. Digital photography is everywhere in captured images and images shaped and manipulated by digital tools. This is a program dedicated to developing an art director's eye within you, the professional photographer.

The emphasis for this program is creating and assembling commercial grade photographic art. Plan to build a scope of knowledge for applications in advertising, editorial, and interactive media. Master foundation skills in composition, ad design, lighting, styling, portraiture plus Internet production.

Added essential Internet development know-how

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 include studio and location lighting accessories and lighting instruments plus image control software.

Program Goal: The graduate of this program is prepared for an entry level position as a Photographer, Studio Assistant, Advertising Photographic Illustrator, Photo Editor, Videographer. Additional Job titles include, but are not limited to: Photography Director, Website Designer, and Advertising, Photographic Illustrator, Digital Imaging Technician, or Paid Intern. Interested applicants should indicate a passion for commercial photography. The student should demonstrate this interest through previous work in image making or through experimentation in visual design. Gathering this evidence is best accomplished by scheduling a Guided Interview to be conducted by the admissions office. See the Admissions section for additional

Code	Course	Credits	Hours
FOUNDATION STUDIES Level I			
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
LD200	Light & Lighting Design	4	60
AD105	Animation Construction	4	60
DF120/B	Broadcast Design I	4	60
SCW200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
U21B8	Studio Business Practices	4	60
PROGRAM STUDIES Level 2			
DP205	Advertising Photography	4	60
DP104/B	Career Competencies	4	60
BU212	Branding	4	60
DM339	Digital Publishing	4	60
AD105/B	Media Delivery	4	60
DP206	Photographic Illustration	4	60
BU211	Promotion & Industry Relations	4	60
DP212	Photographic Design & Art Direction	4	60
DP310	Applied Digital Photography	4	60
MG400	Motion Graphic Studio I	4	60
DM312	Website Animation I (social media m)	4	60

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

Code	Course	Credits	Hours
DP208	Architectural/Interior Photography	4	60
DP207	Narrative Photography	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
DP411	Applied Photography II	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
GENERAL EDUCATION			
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40
	TOTAL	180	2,340

Diploma in
Digital Photography

This is an intense program that propels the student through the process of developing a competency set that includes photographic technology moving on to art direction, in-camera design, image manipulation plus business practices.

Creative Commercial Photography

Build on a diverse foundation for creating, designing and producing commercial creative photography. Gain the core competencies to capture art directed digital images and deliver portfolio quality works. Expect to be challenged through critique. Continue with adding core competencies in DSLR video including editing and post production. Build a small body of refined work.

Program Goal: The graduate of this program is prepared for competencies in creating and producing digital still photography. The student will have gained foundation competencies in the technical and creative process of photography. As a result the individual may seek a role as a Photographer, Studio Assistant, Advertising Photographic Illustrator, Photo Editor, Videography, Paid Intern, Location Video (such as wedding coverage), Photofinisher, Photojournalist, Scientific/Medical photographer, Studio Photographer, and Portraiture Photographer.

There are 19 courses and 76 credits to be earned for successful graduation from this program. Class size is limited to 28 students. Many courses combine lecture, studio production, and critique.

Prior to class start, each student must possess and bring to class a digital SLR (single lens reflex) camera with tripod. An incident light meter is optional. The student must demonstrate interest in attaining competencies in the business and profession of photography.

| Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
DP205	Advertising Photography	4	60
DP105/B	Career Competencies in Photography	4	60
BU218	Studio Business Practices	4	40
DP310	Applied Photography I	4	60
CSM100	Computer Applications	4	40
DP104/B	Lighting & Design for Imaging	4	60
DP411	Applied Photography II	4	60
DP103/B	Portraiture & Fashion Photography	4	60
DM207	Advertising Design	4	60
DM210	Website Design & Production	4	60
IC140	Web Audio & Video	4	60
ART100	Art Appreciation I	4	40
IC401	Website Campaign & Control	4	60
ENG400	Oral Communication	4	40
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
TOTAL		**76**	**1,060**

Certificate in
Digital Photography & Digital Video

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. The program is delivered in four, 10 week quarters. The program begins with an intense approach to digital photography . . . camera and image manipulation and correction. Maximum class size is 28.

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. Entry level job titles may include: Photographer, Studio Assistant, Advertising Photographic Illustrator, Photo Editor, Videography, Paid Intern. See the Admission section for added information.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
Dp101	The Art of Digital Photography	4	60
DP102	Portraiture, Fashion and Form	4	60
DP103	Lighting Design for Photography	4	60
DP104	Advertising Photography	4	60
DP105	Applied Digital Photography I	4	60
DP108	Digital Portfolio	4	60
Total		32	480
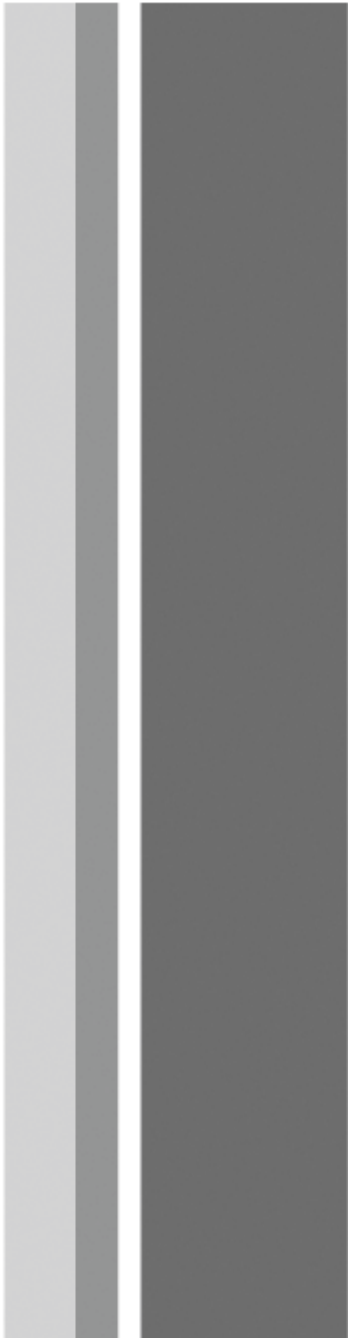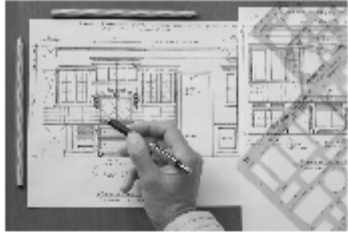
Introduction to
Interior Design

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 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
- Green design

Bachelor of Arts in Interior Design

This is an advanced Interior Design study that goes beyond the usual core studies. This program provides a superior foundation then progresses 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 advancing competencies in studio level residential design, commercial and contract design, lighting design, advanced Revit CAD, building codes, furniture and accessories, green and sustainable facility support and project management.

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, or 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.

Added essential Internet development know-how

Gain specialized production skill sets in designing, creating, developing, and supporting Internet based promotion and communications. Apply your imaging know-how at the Internet design level.
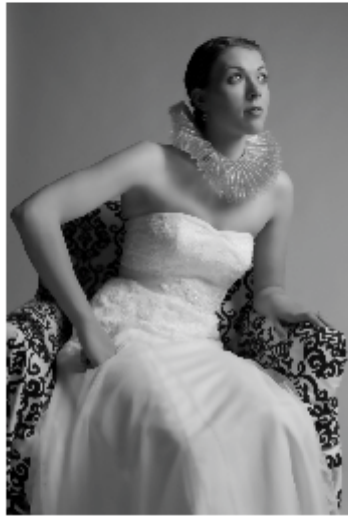
Program Goal: The graduate of this program prepares for job titles which may include: Interior Designer, Assistant Designer, Space Planner, Facilities Planner, Interior Design Assistant or Paid Intern.

There are 45 courses and 180 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. Interested applicants should demonstrate passion for art and design through evidence of expression. See the Admission section for added information.

Code	Course	Credits	Hours
FOUNDATION STUDIES Level I			
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
DP101/B	Applied Camera Arts	4	60
LD200	Light & Lighting Design	4	60
AD105	Animation Construction	4	60
DF120/B	Broadcast Design I	4	60
SCW200	Story & Content Writing	4	60
AD106	Audio Construction	4	60
DF101	Language of Film	4	60
BU218	Studio Business Practices	4	60
PROGRAM STUDIES Level 2			
ID101/B	Introduction to Interior Design	4	60
ID105/B	History of Interior Design	4	60
ID207	Lighting for Interior Design	4	60
ID104/B	Textiles, Materials & Specifying	4	60
ID210	Green Design Practices	4	60
ID112/B	Project & Process	4	60
ID208	CAD Drafting I	4	60
ID315	Commercial Design	4	60
ID316	Residential Design	4	60
MG200	Motion Graphics Studio I	4	60
DF312	Website Animation I (social media)	4	60

Code	Course	Credits	Hours
ID313	CAD Drafting II	4	60
ID414	Building Systems & Codes	4	60
IC140	Web Audio Video (social media)	4	60
AD407	Web Design Portfolio/Self Promotion	4	60
MG400	Motion Graphics Studio II	4	60
ID415	Commercial Design II	4	60
BU415	Portfolio Studio I	4	60
BU418	Portfolio Studio II	4	60
BU420	Conceptual Design	4	60
DF412	Project Studio	4	60
GENERAL EDUCATION			
ART100	Art Appreciation I	4	40
ART200	Art Appreciation II	4	40
CSM100	Computer Applications	4	40
ECN400	Introduction to Economics	4	40
ENG200	English Composition	4	40
ENG400	Oral Communication	4	40
MTH100	Contemporary Mathematics	4	40
MTH300	Geometry	4	40
HUM100	Music Appreciation*	4	40
SCI300	Environmental Science	4	40
SCI301	Life Science	4	40
SOC200	Geography	4	40
SOC201	Sociology	4	40
PSY200	Psychology	4	40
	TOTAL	**180**	**2,340**

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

Diploma in
Interior Design

This is an intense program that propels the student through the process of developing a competency set that includes developing a range of competencies seldom discovered in a short, one year program.

Approaching Total Interior Design at the foundation level
Build on a diverse foundation for creating, designing, and project management in the rewarding arena of interior design. Gain essential core competencies in months, not years. Experience real-world like case problems. Expect to be challenged through critique. Build a small body of refined work.

Program Goal: The graduate of this program is prepared for competencies in creating and producing interior design projects requiring core know-how in space design, fixtures and furniture, and finishes. The student will have gained competencies in the technical and creative process of designing for both residential life styles and commercial spaces.

There are 19 courses and 76 credits to be earned for successful graduation from this program. Class size is limited to 28 students. Many courses combine lecture, studio and critique.

Entry-level job titles for this program may include but are not limited to: Interior Designer, Assistant Designer, Space Planner, Facilities Planner, Interior Design Assistant or Paid Intern. Interested applicants should demonstrate interest in attaining competencies in the business of interior design.

Code	Course	Credits	Hours
AD101	Visual Construction	4	60
AD102	Color Construction	4	60
ID101/B	Introduction to Interior Design	4	60
ID104/B	Textiles, Materials & Specifying	4	60
CSM100	Computer Applications	4	40
ID207	Lighting for Interior Design	4	60
ID208	CAD Drafting I	4	60
ID313	CAD Drafting II	4	60
ID209	Residential Design I	4	60
ID210	Green Design Practices	4	60
ID312	Advanced Kitchen & Bath Design	4	60
ART100	Art Appreciation I	4	40
DM210	Website Design & Production	4	60
ID414	Building Systems & Codes	4	60
IC140	Web Audio & Video	4	60
ID315	Commercial Design I	4	60
ENG400	Oral Communications	4	40
IC401	Website Campaign & Control	4	60
BU415	Portfolio Studio I	4	60
TOTAL		**76**	**1,080**

Course Listing

AD101	Visual Construction
AD102	Color Construction
AD103	Creative Thinking/ Audio & Visual Acuity
AD104/B	Personal Branding Strategies
AD195/B	Media Delivery
AD407	Web Design Portfolio / Self Promotion
AF113/B	Human & Animal Form
AF114	Character Development
AM101/B	Digital Animation
AM102/B	Story Development
AM106	Advanced Digital Animation II
AM190	Animation Production Studio I
AM200	Animation Portfolio
AM203/B	CG Modeling I
AM204	Character Setup
AM205	CG Modeling II
AM307	Lighting, Shading & Effects
AM308	Character Animation I
AM310	Character Animation II
AM312	Advanced Lighting, Shading & Effects
AM404	Animation Production Studio
AP001	Digital Audio Engineering I
AP002	Digital Audio Workstation I
AP003	Sound Design
AP004	Audio Project Studio I
AP005	Audio Project Studio II
AP006	Music Theory
AP007	Digital Audio Workstation II
AP008	Digital Audio Workstation III
AP010	Digital Audio Engineering II
AP101	Audio Engineering I
AP102	Digital Audio Workstation I
AP103	Music Fundamentals
AP104	Critical Listening
AP201	Digital Audio Workstation II
AP202	Audio Engineering II
AP203	Digital Audio Workstation III
AP204	Applied Virtual Instruments
AP301	Production Audio
AP302	Sound Design
AP303	Game Audio
AP304	Studio Maintenance & Design
AP305	Broadcast Audio Production
AP401	Audio Project Studio
AP405	Music & Entertainment Business
AP406	Production Studio Management Practices
BU211	Promotion & Industry Relations
BU212	Branding
BU218	Studio Business Practices
BU317	Practical Marketing
BU415	Portfolio Studio I
BU418	Portfolio Studio II
BU420	Conceptual Design
DF002	Language of Film
DF003	Cinematography & Lighting
DF006	Producing Sound & Picture
DF007	Independent Producing I
DF008	Production Studio I
DF010	Production Studio II

DF011	Production Studio III
DF012	Production Studio IV
DF013	Production Studio V
DF014	Story Development Production
DF101	Language of Film
DF102	Cinematography & Lighting I
DF106	Production Studio I
DF120/B	Broadcast Design I
DF205	Production Editing I
DF208	Production Studio II
DF210	Cinematography & Lighting II
DF307	Production Studio III
DF309	Production Editing II
DF411	Independent Producing
DF412	Project Studio I
DF413	Project Studio II
DM103	Graphic Design
DM108	Digital Publishing
DM112	Graphic Design/C
DM120	Website Development Studio
DM122	Internet Technology
DM124	Advertising Design
DM125	Digital Photography
DM141	Web Animation I
DM200	Visual Portfolio Production
DM207	Advertising Design
DM208	Corporate Identity Design
DM209	Package Design
DM210	Website Design & Production
DM312	Website Animation I
DM339	Digital Publishing
DM413	Web Animation II
DM414	Broadcast Design II
DM415	Business of Advertising Communications
DP101/B	Applied Camera Arts
DP103/B	Portraiture & Fashion Photography
DP104/B	Lighting and Design for Imaging
DP105/B	Career Competencies in Photography
DP108	Digital Portfolio
DP205	Advertising Photography
DP206	Photographic Illustrations (Journalism)
DP207	Narrative Photography
DP208	Architectural/Interior Photography
DP212	Photographic Design & Art Direction
DP310	Applied Photography I
DP411	Applied Photography II
GM401	Gaming & Entertainment Technology
GM402	Game Engines & Production
GM403	Game Design Strategies
GM404	Game Level Design
GM405	Game Development Team
IC140	Web Audio & Video
IC401	Website Campaign & Control
ID101/B	Architecture for Interior Design
ID102/B	Residential Design
ID103/B	CAD Drafting I ID104/B CAD Drafting II
ID105/B	Commercial Design
ID101/B	Introduction to Interior Design
ID102/B	Drawing Fundamentals I
ID103/B	Drawing Fundamentals II
ID104/B	Textile, Material and Specifying
ID105/B	History of Interior Design
ID112/B	Project and Process

ID207	Lighting for Interior Design
ID208	CAD Drafting I
ID209	Residential Design I
ID210	Green Design Practices
ID211	Professional Practices for Interior Designers
ID312	Advanced Kitchen & Bath Design
ID313	CAD Drafting II
ID315	Commercial Design I
ID316	Residential Design II
ID414	Building Systems & Codes
ID415	Commercial Design II
ID423	Portfolio Studio II

General Education

ART100	Art Appreciation I
ART200	Art Appreciation II
CSM100	Computer Applications
ECN400	Introduction to Economics
ENG200	English Composition
ENG400	Oral Communications
HUM100	Music Appreciation
MTH100	Contemporary Mathematics
MTH300	Geometry
SCI300	Environmental Science
SCI301	Life Sciences
PSY200	Psychology
SOC200	Geography
SOC201	Sociology

Course Electives

AM102/B	History of Animation & Video Games
AP200	Introduction to Film Scoring
DM100	Introduction to Motion Design
DP102	History of Photography
DM102	Typography
HUM101	History of Aesthetic Culture

** Please see page 78 for COURSE NUMBERING SYSTEM description.

Course Descriptions

AD101 Visual Construction • 4 credits
This course is about understanding and practicing good visual media design. We begin with an exploration of the elements of visual design. Emphasis is placed on monochromatic design elements including typography. The student begins to understand that attention to the principles of good design translate to powerful results in print, advertising and Internet applications. Out-of-class Homework Requirement*.

AD102 Color Construction • 4 credits
This course explores the theory and practice of color in preparing media messaging. Students gain production level design know-how in digital color layout, image manipulation and color correction for media applications including advertising, editorial, film and television and the Internet. This course goes beyond advanced techniques for layering and color control to creating targeted digital illustrations for new media marketing and entertainment elements. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement**. Prerequisite: AD102 Color Construction, AD103 Creative Thinking/ Audio & Visual Acuity.

AD195/B 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. Out-of-class Homework Requirement*. Prerequisite: AD102 Color Construction

AD407/AD201 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. Out-of-class Homework Requirement*.

AF113/B 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. Out-of-class Homework Requirement**.

AF114 Character Development • 4 credits
Focuses on essential pre-production skills including drawing, sculpting, and conceptual development. Characters are created through multiple passes of design and critique and then developed through various conceptual art methods, which is then used to design, sculpt and finalize a maquette. Out-of-class Homework Requirement*.

AM101/B 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 projects that build a strong technical and creative foundation. Students develop problem solving skills and strategies. Out-of-class Homework Requirement*. Prerequisite: Am203 CG Modeling I.
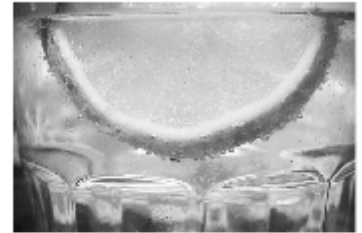
AM102/B /Am175 Story Development • 4 credits
This course covers the fundamentals of high end, high precision storyboarding and an overview of the storytelling and pitching process. Students gain a knowledge based on shot composition and visual storytelling. Storyboards are produced both through digital and traditional techniques with emphasis on real world application. Students learn how to create animatics and how to author creative content. Out-of-class Homework Requirement**.

AM203/B 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. Students develop problem solving skills and strategies. Out-of-class Homework Requirement*. Prerequisite: AM101/B Digital Animation

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 though 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. Out-of-class Homework Requirement*. Prerequisite: AM101/B Digital Animation

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
** This course includes four hours per week of lecture. Students can expect to spend a minimum of eight or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
***Unless otherwise approved by the Program Coordinator or the Director of Education.

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. Out-of-class Homework Requirement*. Prerequisite: AP201 Digital Audio Workstation II

AP203/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. Out-of-class Homework Requirement*. 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. Out-of-class Homework Requirement*. Prerequisite: AP201 Digital Audio Workstation II

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. Out-of-class Homework Requirement*. Prerequisite: AP101 Audio Engineering I

AP302 /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. Out-of-class Homework Requirement*. Prerequisite: AP301 Production Audio

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. Out-of-class Homework Requirement*. Prerequisite or Corequisite: 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. Out-of-class Homework Requirement*. 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 ethnical and social responsibilities. Out-of-class Homework Requirement*. Prerequisite: AP202 Audio Engineering II

AP401/AP004/AP005Audio 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. Out-of-class Homework Requirement*. 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. Out-of-class Homework Requirement*. Prerequisite: BU218 Studio Business Practices

AP406 Production Studio Management Practices • 4 credits
This course is designed to complete the student's audio portfolio. Projects will be judged on a professional basis and be compiled into industry standard demo reels. DVD and CD authoring, graphics, professional identities, and branding will be incorporated to produce a complete fully package portfolio. Professional sound quality, technical proficiency, creativity and presentation will be stresses. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement**.

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
** This course includes four hours per week of lecture. Students can expect to spend a minimum of eight or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
*** Unless otherwise approved by the Program Coordinator or the Director of Education.

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. Out-of-class Homework Requirement*. Prerequisite: AM203/B CG Modeling I

AM307/AM190 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. Out-of-class Homework Requirement*. Prerequisite: AM101/B Digital Animation

AM308/AM191 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. Students develop problem solving skills and strategies. Out-of-class Homework Requirement*. Prerequisite: AM101/B Digital Animation

AM310 Character Animation II • 4 credits
This content centric class builds on the principles learned in Character Animation I. Working with a content producer (class instructor) 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. Students develop problem solving skills and strategies Out-of-class Homework Requirement*. 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 and work with students from other departments. Out-of-class Homework Requirement*. Prerequisite: AM307 Lighting, Shading & Effects

AM404/AM192 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 pervious 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. Out-of-class Homework Requirement*. Prerequisite: AM205 CG Modeling II, AM204 Character Setup I, AM310 Character Animation II, AM312 Advanced Lighting, Shading & Effects.

AP101/AP001 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. Out-of-class Homework Requirement*.

AP102/AP002/AP007/AP010 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. Out-of-class Homework Requirement*. Prerequisite: AP101 Audio Engineering I

AP103/AP006 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. Out-of-class Homework Requirement*. Prerequisite: AP101 Audio Engineering I

AP104 Critical Listening • 4 credits
This course develops learner's ability to evaluate production element quality, and their ability to identify the key features of these elements. Through weekly training drills and analysis of recordings they will learn to identify frequency content, dynamic range, and spatial, and time based effects. They will learn to identify aspects such as amplitude, distortion, compression, stereo imaging, polarity reversal, and delays. The course also explores various types of instruments and their uses in musical genres as well as the frequency/note ranges of these instruments and their key mix frequencies.

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. Out-of-class Homework Requirement*. Prerequisite: AP102 Digital Audio Workstation I

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
** This course includes four hours per week of lecture. Students can expect to spend a minimum of eight or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
***Unless otherwise approved by the Program Coordinator or the Director of Education.

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. Out-of-class Homework Requirement*. Prerequisite: DM207 Advertising Design

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. This course embraces building competencies in entrepreneurism. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**. Prerequisite: AD104 Personal Branding Strategies

BU415 Portfolio Studio I • 4 credits
This course is designed to mature and display learned competencies to date. Evidence of learned competencies is displayed through developing a portfolio demonstration website. The student will learn to design a self promotion website that supports his or her "brand". The site and brand concept will be Greenlight reviewed, critiqued and approved to creative standards. Portfolio elements selected for the promotion site may be subject to make over or development of new portfolio pieces. Out-of-class Homework Requirement*.

BU418 Portfolio Studio II • 4 credits
This course focuses on producing a reasonably complete self promotion portfolio. The ideal portfolio will be designed to incorporate online delivery as a dedicated website. The student will maintain an updated production calendar of critiqued work and new work. All work is subject to Greenlight review standards critiqued by faculty and staff. Out-of-class Homework Requirement*. Prerequisite: BU415 Portfolio Studio I.

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. Out-of-class Homework Requirement*. Prerequisite: BU211 Promotion & Industry Relations

DF101/DF002 Language of Film • 4 credits
This course provides an investigative look at the foundations of film as a story telling vehicle supporting roles as entertainment, news, documentary, editorial and education content. The process that is filmmaking is surveyed from both a technical and creative foundation order. Out-of-class Homework Requirement*.

DF102/DF003 Cinematography & Lighting I • 4 credits
The nature of film (or video) and lighting is examined through foundation study in film (video) production. Topics include DSLR film (video) camera setup, event photography, cinematic story plus location lighting support. Shooting foundations utilize large sensor techniques (DSLR) such as composition, depth of field, and lighting level dynamics. Out-of-class Homework Requirement*.

DF106/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. Out-of-class Homework Requirement*.

DF120/B Broadcast Design I • 4 credits
This course is a mix of design and animation imaging tied to targeted projects. Graphic design skill sets are applied to case problems and include typography, composition, color palette and both still and motion graphics. Case study production includes TV and film titling, network promos. TV spots, event imaging and online media. Out-of-class Homework Requirement*. Prerequisite: AD195/B Media Delivery

DF205/DF006 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. Out-of-class Homework Requirement*.

DF208/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. Out-of-class Homework Requirement*. 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. Out-of-class Homework Requirement*. Prerequisite: DF102 Cinematography & Lighting I

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. Out-of-class Homework Requirement*. Prerequisite: Df106 Production Studio I.

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. Out-of-class Homework Requirement*. Prerequisite: DF205 Production Editing I

DF41/DF007 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. Out-of-class Homework Requirement*.

DF412 Project Studio I • 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. Out-of-class Homework Requirement*. Prerequisite: DF106 Production Studio I, Df208 Production Studio II.

DF413 Project Studio II • 4 credits
The course advances competencies to the level of directing and producing live action with computer graphics scenes. The student building on study of cinematography and special effects design. The result is participation in a case study carefully crafted to display a frame matched, multi layered scene that is a digital new reality.
Out-of-class Homework Requirement*.

DM103 Graphic Design • 4 credits
In this course students are introduced to the principles and high precision tools employed by the professional graphic designer. Students will expand on their foundation knowledge of design principles and the design process. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*. Prerequisite: AD195/B Media Delivery

DM207DM124 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. Out-of-class Homework Requirement*. Prerequisite: DM103 Graphic Design

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*. Prerequisite: BU212 Branding

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. Out of-class Homework Requirement*. Prerequisite: AD195/B Media Delivery

DM312/DM141 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. Out-of-class Homework Requirement*.

DM339/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. Out-of-class Homework Requirement*. Prerequisite: DM207 Advertising Design

DM413 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. Out-of-class Homework Requirement*. Prerequisite: DM312 Website Animation 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 reflect real world needs for broadcast motion graphics, television commercials, promos, spots and more. Out-of-class Homework Requirement*. Prerequisite: DF120/B/B 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. Out-of-class Homework Requirement*. Prerequisite: DM207 Advertising Design, BU317 Practical Marketing and BU212 Branding, DM413 Web Animation II.

DP101/B 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. Out-of-class Homework Requirement*.

DP103/B/DM112 Portraiture & Fashion Photography • 4 credits
This course is an introduction to the practice and techniques of portraying the human image through photographic expressionism. The student will include interpretation of the fashion message through analog and digital enhancement and the usage of color and black and white rendering. Out-of-class Homework Requirement*. DP101/B Applied Camera Arts

DP104/B Lighting & Design for Imaging • 4 credits
In this course we are challenged to explore the technical and creative potentials for lighting the image. The properties of light provide the foundation for understanding lighting ratios, color temperature of light and operation of lighting instruments. Lighting design, we learn, is an essential competency required of the professional photographer, Out-of-class Homework Requirement*.

DP105/B 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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*. Prerequisite: DP105/B 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. Out-of-class Homework Requirement*. **Prerequisite: DP205 Advertising Photography**

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. Out-of-class Homework Requirement*. **Prerequisite: DP206 Photographic Illustrations (Journalism)**

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*.

DP310 Applied Photography I • 4 credits
This course emphases 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. Out-of-class Homework Requirement*. **Prerequisite:** DP207 Narrative Photography

DP411 Applied Photography II • 4 credits
This course moves the student toward competencies in executing photography as a powerful imaging vehicle in advertising, editorial applications and live events applications. The photographer learns to find creative solutions as he or she provides unique points of view. Both technical and creative factors are incorporated into this mission. Out-of-class Homework Requirement*.

GM401 Game & 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. Students develop problem solving skills and strategies. Out-of-class Homework Requirement*.

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.
Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*.

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. Out-of-class Homework Requirement*. **Prerequisite: DM210 Website Design & Production**

IC401 Website Campaign & 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. Out-of-class Homework Requirement*. **Prerequisite: DM210 Website Design & Production**

ID101/B Introduction to Interior Design • 4 credits
Introduction to Interior Design provides students with a general overview of the profession. Through studio time, lectures, projects, and assignments students will learn about the responsibilities and activities of an interior designer. The various types of jobs for interior designers are presented and discussed. Out-of-class Homework Requirement*.

ID102/B Drawing Fundamentals I • 4 credits
In this course students will learn basic drawing and drafting skills and how to create presentation drawings for interior design projects. Topics covered in both lecture and studio format include sketching; drawing media and techniques; orthographic, paraline, and perspective drawing, an introduction to rendering, an introduction to model building; presentation and craftsmanship; using the elements and principles of design; and design concept development.
Out-of-class Homework Requirement*.

ID103/B Drawing Fundamentals II • 4 credits
Drawing Fundamentals II offers students a chance to explore a variety of rendering and drawing media including markers and pencils, papers, watercolors, pastels, inks, and mixed media.
Out-of-class Homework Requirement*. Prerequisites: ID101 Intro to Interior Design, ID102 Drawing Fundamentals I.

ID104/B Textiles, Materials and Specifying • 4 credits
Textiles, Materials, and Specifying is an introduction to the wide array of textiles, materials, and products available for use in interior design projects. Students will learn how to specify a variety of products based upon function, performance, aesthetics and sustainability.
Out-of-class Homework Requirement*. Prerequisite: ID101 Intro to Interior Design.

ID105/B History of Interior Design • 4 credits
History of Interior Design is an extensive study of Interior Design from pre-historic times to current design movements. Students will learn to recognize artifacts and designs from eras and periods throughout history. Research and written explanations of when, where, and why design movements emerge is required. In addition students will learn how to apply their knowledge of the elements and principles of design when using historical examples in design solutions.
Out-of-class Homework Requirement*.

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
** This course includes four hours per week of lecture. Students can expect to spend a minimum of eight or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
*** Unless otherwise approved by the Program Coordinator or the Director of Education.

ID112/B/ID114 Project & Process • 4 credits

In Project and Process students focus on using the design process, organizational, and managerial skills to complete interior design projects. Students will learn how to determine the scope of a project and how to use the design process and interior design business practices in order to complete an entire project from beginning to end. Systems thinking and modular cabinetry will be used to design a kitchen project and a bath project and students will apply the necessary project development and management skills to create budgets, time schedules, construction drawings, presentation drawings, installation notes, itemized lists, inventory tracking forms, and project notebooks. Out-of-class Homework Requirement*. Prerequisite: ID 101 Intro to Interior Design, ID 102 Drawing Fundamentals I.

ID207 Lighting for Interior Design • 4 credits

In this course students will explore how lighting is used in residential and commercial interior design projects. Beginning with basic information about fixtures, luminaires, controls, switching, wiring, and daylighting students will gain knowledge about interior lighting. Moving forward students will apply this knowledge in conjunction with lighting design concepts in order to produce power plans for a residential and a commercial interior project. Lighting calculations, code requirements, power plans, lighting design concepts, and lighting specifications are topics students will learn about and apply in their studio classes. Out-of-class Homework Requirement*. Prerequisites: ID101 Intro to Interior Design, ID102 Drawing Fundamentals I, ID103 Drawing Fundamentals II, ID 04 Textiles, Materials and Specifying, ID105 History of Interior Design.

ID208 CAD Drafting I • 4 credits

This introductory CAD course covers basic skills students need to in order to produce a residential interior design project using Revit. Familiarization with the user interface and software language will enable students to acquire CAD drafting skills. Drawing space, views, tools, options, preferences, printing, and presentation are all covered in this course. In addition 3D CAD drawings are explored as are model templates. Out-of-class Homework Requirement*. Prerequisites: ID 101 Intro to Interior Design, ID102 Drawing Fundamentals I, ID103 Drawing Fundamentals II, ID104 Textiles, Materials and Specifying, ID105 History of Interior Design.

Id209 Residential Design I • 4 credits

Students in this course are expected to design a residential interior. Real Applications Workflow (RAW) will be essential to the success of this class. Challenging case studies will be implemented with students required to use the same floor plan but arrive at totally different solutions. Professional design requirements will include client analysis, code consideration, lighting, traffic flow, residential mechanical systems, estimating, furniture and finishes, plumbing fixtures and hardware, and art and accessories. Students will execute residential projects including manual drafting, rendering and drawing skills, demonstrating understanding of elements and principles of design, knowledge of safety health, and human welfare issues. They will demonstrate use of the design process and project management skills. Students will also research how humans interact with their homes.
Out-of-class Homework Requirement*. Prerequisites: ID101 Intro to Interior Design, ID 102 Drawing Fundamentals I, ID103 Drawing Fundamentals II, ID104 Textiles, Materials and Specifying, ID105 History of Interior Design.

ID210 Green Design Practices • 4 credits

Environmentally Responsible Interior Design (ERID) will be explored in this course. Students will be introduced to global and professional issues concerning sustainability and ERID, energy production and consumption, water use, indoor air quality, alternative energy sources, energy efficiency, building systems, waste reduction, sustainable FF&E and evaluation instruments for specifying are topics covered in this course. Students will have an opportunity to apply design skills and knowledge of ERID to create a residential case study. Out-of-class Homework Requirement*. Prerequisites: ID101 Intro to Interior Design, ID102 Drawing Fundamentals I, ID103 Drawing Fundamentals II, ID104 Textiles, Materials and Specifying, ID105 History of Interior Design, ID209 Residential Design I.

ID211 Professional Practices for Interior Designers • 4 credits

In Professional Practices for Interior Designers students will be introduced to business and professional practices used in the interior design profession. The topics covered in this course include a historical overview of the profession, business formations, business management, financial management, project management, documentation, proposals, pricing, delivery methods, legal issues and strategic planning. In addition students will explore the types of jobs and places of employment for interior designers, ethics, lifelong learning, and community and public service. Out-of-class Homework Requirement*. Prerequisite: ID 101 Intro to Interior Design, ID102 Drawing Fundementals I, ID103 Drawing Fundamentals II, ID104 Textiles, Materials and Specifying, ID105 History of Interior Design, ID209 Residential Design I.

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
** This course includes four hours per week of lecture. Students can expect to spend a minimum of eight or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts.
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ID312 Advanced Kitchen & Bath Design • 4 credits
Upon completion of this course students will demonstrate knowledge of advanced approaches to kitchen and bath design solutions including knowledge of the planning and access guidelines for kitchens and baths. Topics covered include lighting and electrical requirements, plumbing placement and fixtures, ventilation, installation procedures, kitchen and bath design drawing and presentation, anthropometrics, proxemics and ergonomic design, cabinetry construction, kitchen and bath product knowledge, and project management. Students will have acquired mastery of solving problems, mastery of developing a concept and theme design, mastery of producing professional working documents, and mastery of processing forms through development of an advanced kitchen project and an advanced bathroom project from inception to completion. Out-of-class Homework Requirement*. Prerequisites: ID207 Lighting for Interior Design, ID208 CAD Drafting I, ID 209 Residential Design I, ID210 Green Design Practices, ID211 Professional Practices for Interior Design.

ID313 CAD Drafting II • 4 credits
This course provides advanced techniques in computer drafting utilizing applications in 2D and 3D computer aided design. Students will use Revit Architecture design package to create construction and presentation drawings of an office building and a doctor's office. Out-of-class Homework Requirement*. Prerequisites: ID207 Lighting for Interior Design, ID208 CAD Drafting I, ID209 Residential Design I, ID210 Green Design Practices, ID211 Professional Practices for Interior Design.

ID315 Commercial Design I • 4 credits
This course examines the principles of interior design for varied commercial design applications. Students will explore space utilization, adjacencies, proxemics, and anthropometrics to create ergonomically designed commercial spaces. Several types of commercial projects will be explored including offices, hospitality, restaurants, retail, healthcare, institutional, and recreational. FF&E specifying for commercial interiors will also be presented. Students will be expected to apply and improve skills from previous design courses to the commercial projects in this course. Other topics covered include lighting, toilet facilities, codes, American Disability Act (ADA), aging in place, democratic design, laws and requirements, special populations, and commercial materials for special applications. Out-of-class Homework Requirement*. Prerequisites: ID207 Lighting for Interior Design, ID208 CAD Drafting I, ID112 Project & Process.

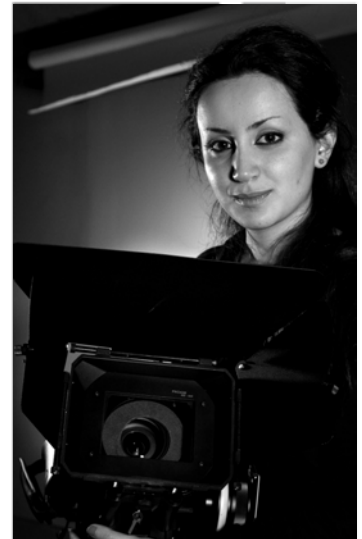ID316 Residential Design II • 4 credits
This course is an advanced exploration of residential interior design methods. Students must use knowledge and skills from previous interior design courses and apply them in creating interior design solutions. Students must demonstrate a deeper understanding of previously covered topics including residential space planning, client interviews, programming, concept statements, conceptual sketching, and application of the elements and principles of design, drawing, drafting, rendering, and presentations. In addition students will explore residential mechanical systems, kitchen and bath planning, building analysis, universal design, aging in place and ergonomics. Out-of-class Homework Requirement*. Prerequisites: ID207 Lighting for Interior Design, ID208 CAD Drafting I, ID209 Residential Design I, ID210 Green Design Practices, ID211 Professional Practices for Interior Design.

ID414 Building Systems & Codes • 4 credits
Various city, county, and national codes will be explored for both residential and commercial application. Students will learn the basic construction elements and building systems including plumbing, electrical and mechanical. Students will be introduced to case examples and will apply this knowledge in the creation of a power plan and reflected ceiling plan. Out-of-class Homework Requirement*. Prerequisites: ID 312 Advanced Kitchen & Bath Design, ID313 CAD Drafting II, ID315 Commercial Design I, ID316 Residential Design II.

ID415 Commercial Design II • 4 credits
This course expands on the principles and skills learned in previous ID courses. Special attention is on programming, space planning, project management, drawing and presentation, wayfinding, accessibility, special populations, environmental practices, commercial FF&E, ergonomics, psychological effects of ID, and building codes. Students are expected to demonstrate a progressive improvement and mastery of previously learned skills. Out-of-class Homework Requirement*. Prerequisites: ID 312 Advanced Kitchen & Bath Design, ID313 CAD Drafting II, ID315 Commercial Design I, ID316 Residential Design II.

* This course includes two hours per week of lecture. Students can expect to spend a minimum of four or more hours of homework per week. Homework assignments for this course may include additional reading, research, skill projects, production projects or portfolio projects. Assigned reading may be evaluated by the completion of projects and assignments, tests and quizzes. Homework may be assigned as one or multiple parts
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***Unless otherwise approved by the Program Coordinator or the Director of Education.

Course Electives

AM102/B History of Animation & Video Games • 4 credits
This course will provide an overview and study of the history of animation and video games. Studies will take the students from the late nineteenth century to first video games to emerging digital animation pipelines. This will be accomplished through a series of discussions, lectures, and projects. The students will view and evaluated animated movies and video games to gain an aprieciation of intellectual and asthetic components of both mediums. Out-of-class Homework Requirement**.

AP200 Introduction to Film Scoring • 4 credits
This class is designed to introduce students to the basics of film scoring. The students will explore and survey the history and craft of film scoring. The students will have the opportunity to compose a score to new films produced by students from the film department or existing films that have been released by stripping the audio. Out-of-class Homework Requirement*.

DM100 Introduction to Motion Design • 4 credits
This course introduces the student to the fundamentals of 2D Animation and Motion Design. Students learn the basic workflow of timeline authoring, traditional keyframing, and computer based animation. They eventually build animatics and produce an animated short with basic sound and interactivity. Out-of-class Homework Requirement*.

DM102 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 application. Out-of-class Homework Requirement*.
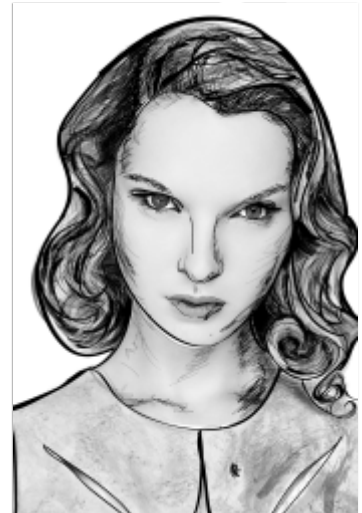
DP102 History of Photography • 4 credits
This class will introduce the student to a diverse range of photographers' work and their influence on society as a recording and editorial devise. Photography from the turn of the century to the contemporary applications will be shown in content to some of the 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. Out-of-class Homework Requirement**.

HUM101 History of Aesthetic Culture • 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. Out-of-class Homework Requirement**.

IIM200 Interactive Computer Applications • 4 credits
This course builds on earlier work and introduces the students to applied, interactive, internet technologies. The types of technologies examined include building social media network applications, online video presentations, mobile applications, interactive/rich media, and geolocation technologies. Other topics addressed include considering business and marketing objectives within the development of such technology. Students are taken through a series of applied projects creating various modern frameworks. Out-of-class Homework Requirement*.

General Education

General Education courses have a maximum capacity of 50 students.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

CSM100 Computer Applications • 4 credits
This course focuses on the basics of information processing systems using proper terminology, fundamental concepts and computer icons and functionality. Out-of-class Homework Requirement**.

ECN400 Introduction to Economics • 4 credits
This course provides instruction on the structure of the U.S. Government, key macroeconomic concepts, and the role of the U.S. in the global environment. Students will review the U.S. Constitution, the structure of the Federal Government, the role of the State Government, and monetary and fiscal policy. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

ENG400 Oral Communication • 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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

SCI301 Life Science • 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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

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. Out-of-class Homework Requirement**.

Course Equivalence

BACHELOR

FILMMAKING
AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
AM102/B	Story Development
DF101	Language of Film
DF102	Cinematography & Lighting I
DF106	Production Studio I
DF120/B	Broadcast Design I
DF205	Production Editing I
DF208	Production Studio II
DF307	Production Studio III
DF411	Independent Producing
DF412	Project Studio I
DM210	Website Design & Production
DM312	Website Animation I
BU415	Portfolio Studio I

AUDIO PRODUCTION & DESIGN
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
BU415	Portfolio Studio I
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/B	Broadcast Design I
DM103	Graphic Design
DM207	Advertising Design
DM210	Website Design & Production
DM312	Website Animation I
IC140	Web Audio & Video
BU415	Portfolio Studio I

ANIMATION
AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
AF114	Character Development
AM101/B	Digital Animation
AM102/B	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
IC140	Web Audio & Video
BU418	Portfolio Studio II

INTERACTIVE MEDIA ARTS
AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
BU415	Portfolio Studio I
DF120/B	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

PHOTOGRAPHY
AD101	Visual Construction
AD102	Color Construction
AD407	Web Design Portfolio/Self Promotion
DM210	Website Design & Production
DM339	Digital Publishing
DP101/B	Applied Camera Arts
DP103/B	Portraiture and Fashion Photography
DP104/B	Lighting and Design for Imaging
DP205	Advertising Photography
BU415	Portfolio Studio I
Dp310	Applied Digital Photography I
DP411	Applied Digital Photography II
IC140	Web Audio & Video

INTERIOR DESIGN
AD101	Visual Construction
AD102	Color Construction
BU218	Studio Business Practices
BU415	Portfolio Studio I
DM210	Website Design & Production
ID101/B	Introduction to Interior Design
ID104/B	Textiles, Materials & Specifying
ID207	Lighting for Interior Design
ID208	CAD Drafting I
ID209	Residential Design I
ID112/B	Project & Process
ID211	Professional Practices of Interior Design
ID313	CAD Drafting II
ID315	Commercial Design I

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

COURSE NUMBERING SYSTEM
Course code lettering designation — common multi-discipline courses

AD All-discipline. Broad-based courses for students in multiple disciplines. Foundation in conceptual breadth and depth. (But not necessarily "first-year" — see Course code numbering levels.)
IC Internet-based Competencies. Core courses with internet skills emphasis, also commonly offered to students in multiple disciplines given their important and broad reaching nature.
BU Business-based. These core courses emphasize competencies as they relate to business aspects of creative disciplines.

Course code lettering designation

AM Animation
AP Audio Production
DF Filmmaking
DM Interactive Media / Digital Media
DP Photography
GM Game Design
ID Interior Design

Course code numbering levels

100 These courses are foundation courses within a given programmatic designation (AD, DM, etc.)
200 Beginner level course offered early and occasionally throughout a given progression
300 Intermediate level course for a given designation
400 Advanced course for a given designation
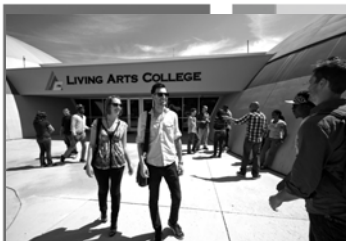
Administration & Faculty

ADMINISTRATION

CAMPUS PRESIDENT
James Ramey III
Argosy University
MBA in Business Administration
Argosy University
BS in Business Administration — Accounting

DIRECTOR OF EDUCATION/ ASSISTANT
CAMPUS DIRECTOR
Matthew Kelly
Duquesne University
MS in Multimedia Technology
BA in Studio Art
(Interactive Media Arts)

LIBRARIAN ASSOCIATE
Amanda Gibbons

REGISTRAR
Sara Trocino

BURSAR
Jo Ann Sessoms

DIRECTOR OF FINANCIAL ASSISTANCE
Kellie Gaines

DIRECTOR OF PROFESSIONAL SERVICES
David Franks

ASST. DIRECTOR OF STUDENT SERVICES
Terri Wynne

DIRECTOR OF ADMISSIONS
James Ramey III

BOARD OF DIRECTORS
(Corporate Officer)

Roger Klietz
President and Creative Director

FULL-TIME FACULTY

Nicholas Bagwell
University of South Florida
Master of Music in Jazz and Composition
University of North Florida
BA of Music in Jazz Piano Performance
(Audio Production & Design)

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

Debbie Young
William Paterson University
MA in Animation
Pratt Institute
BFA in Commercial Art
(Animation & Game Design)

Todd Warnken
Bennington College
MFA in Photography & Theater Arts
Nicholls State University
BA in Visual Arts
(Photography)

Mark Smith
Columbia Southern University
MBA Project Management
East Carolina University
BFA in Painting
(Interactive Media Arts)

FULL-TIME FACULTY continued...

Matthew Kelly
Duquesne University
MS in Multimedia Technology
BA in Studio Art
(Interactive Media Arts)

Keith Herbin
Full Sail University
MBA in Marketing
BS in Entertainment Business
Living Arts College
BA in Animation & Game Design
(Filmmaking & Interactive Media Arts)

Olukayode Talabi
North Carolina State University
MA in Art and Design
Maryland Institute College of Art
BFA in Fine/Studio Arts
(Animation & Interactive Media Arts)

Administration
& Faculty Continued...

ADJUNCT FACULTY

Dr. Larue Coats
University of North Carolina Chapel Hill
PhD in Curriculum & Instruction
Campbell University
MEd, with Distinction, in English Education
Campbell University
BA in English
(General Education)

Priyanka Kumar
Guru Nanak Dev University
MS in Business Economics
Guru Jambheshwar University of Science &
Technology
BA in Business Administration
(General Education)

Keaton Lusk
BS in Communications with concentration
in Public Relations
East Carolina University
(Audio Production & Design)

Moriah Swick
Concordia College
PhD in Sociology & Criminal Justice
University of North Carolina at Chapel Hill
BA in Sociology with Minor in Social &
Economic Justice
(General Education)

ADJUNCT FACULTY continued...

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

Dea Varone
Academy of Art University
MFA in Advertising
Long Island University
BFA in Computer Graphics
(Interactive Media Arts)

ADJUNCT FACULTY continued...

Genene Reynolds
Copella University
MS in Psychology
North Carolina Central University
BA in Psychology
(General Education)

Benjamin R. Parks
School of Visual Arts
MFA in Computer Art
Middle Tennessee State University
BS in Mass Communications
(Animation & Game Design)

Colby Katz
University of Miami
MFA in Photography
New York University
BFA in Photography
(Photography)

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 skills 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
- Creative Director
- Video Editor
- Music Video Editor
- Video Technician
- Video/Multimedia Specialist
- Director
- Paid Intern

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
- Marketing or Sales Promotion Designer
- Stage Technician
- A/V (Audio/Video) Technician
- Operations Manager (Studio)
- Technician
- Live Sound Engineer
- Audio Technician
- Paid Intern

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
- Game Tester
- Character Setup
- Paid Intern
- Virtual Graphics
- Motion Graphics Artist
- 3D Production Associate

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
- Ad Lay-out
- Designer
- Social Media Developer
- Paid Intern

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 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
- Advertising photographer
- Aerial photographer
- Architectural/historical photographer
- Engineering photographer
- Photo archivist
- Photo editor
- Digital Imaging Technician
- Paid Intern

INTERIOR DESIGN

Graduates trained in the 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
- Furniture, Fixtures or Fabrics Sales
- Decorator Studio Owner
- Interior Design Assistant
- Paid Intern

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. With a change in course or program offering, a new digital catalog will be posted. 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 50% 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 successfully completed required exit counseling sessions.

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.

DEFINITION OF CLOCK HOUR

Courses are measured in contact/clock hours and, as used here, a contact/clock 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.

MAKEUP WORK

Each course syllabi contains a curriculum overview, course objectives, homework assignments and specific policies regarding make-up work.

TRANSFER CREDITS

To be considered for advanced standing, applicants must submit transcripts from all official post-secondary institutions attended. 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 or for classes below the required number of hours and credits. Decisions concerning the acceptance of transfer credits are at the discretion of the Director of Education or Campus Director. Students must complete atleast 50% of their program at Living Arts College. Advanced standing credit must not exceed 25% of their program at Living Arts College.

CREDIT BY EXAMINATION

The College does not offer credit by examination for its' Bachelor of Arts

INDUSTRY OPPORTUNITIES

The Professional Services office will work with eligible students to connect with select 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 forego 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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

SATISFACTORY ACADEMIC PROGRESS (SAP)
SATISFACTORY ACADEMIC PROGRESS (SAP) - GRADES
Students must be progressing toward program completion with a GPA that tracks toward the minimum GPA required for graduation (2.0 or "C"). The School has established certain benchmarks to be achieved along the way. Progress Reports are made available to students throughout their program. At a minimum, a student's progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (see "Tutoring") and/or the student may be required to attend an additional section of the class if available.

The policies in this section, as well as all others contained in this catalog, are applicable to VA and other eligible students in receipt of VA education benefits.

ACADEMIC STANDING CREDIT HOUR PROGRAM
Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid. The benchmarks are as follows:

SATISFACTORY ACADEMIC PROGRESS (SAP) – PURSUIT OF PROGRAM
SAP is evaluated at the end of each quarter. The College measures SAP qualitatively using standard cumulative Grade Point Average (GPA) requirements measured at the following intervals:
Bachelor Degree Programs
• At the end of the first quarter, a student must attain a minimum 1.5 cumulative GPA
• At the end of the second quarter, a student must attain a minimum 1.8 cumulative GPA
• At the end of the third quarter, a student must attain a minimum 2.0 cumulative GPA
• Fourth and subsequent quarters, a student must maintain a minimum 2.0 cumulative GPA

• At the end of the second quarter, a student must attain a minimum 1.8 cumulative GPA
• At the end of the third quarter, a student must attain a minimum 2.0 cumulative GPA
• Fourth and subsequent quarters, a student must maintain a minimum 2.0 cumulative GPA
In addition to maintaining an acceptable GPA, students must pursue the program at an acceptable pace. The College also measures SAP quantitatively. 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
The maximum allowable time frame and attempted credits for program completion is 150% of the program as identified below:

Bachelor Degree programs – All BA programs are 180 credits and 12 quarters in length. The maximum allowable time frame for completion is 18 quarters and maximum attempted credits are 270 credits.

The College uses a Pace Formula to determine its Fixed Completion Standard of 67%. This means at any time in the program a student is evaluated, if a student is completing at least 67% of his/her attempted credits, the student should complete the program within the maximum allowable time frame.

The Pace Formula is used to determine quantitative measurement of SAP at each evaluation period (each quarter).

$$\text{Pace} = \frac{\text{Cumulative number of hours successfully completed}}{\text{Cumulative number of attempted hours}}$$

SATISFACTORY ACADEMIC PROGRESS (SAP) – UNSATISFACTORY PROGRESS IN PROGRAM

To remain eligible for financial aid, a student must meet the requirements of Satisfactory Academic Progress (SAP). Students who fail to maintain SAP may be required to return federal funds as required by Department of Education regulations.

• Financial Aid Warning - When it is determined by evaluating SAP at the end of each grading period (quarter) that a student is not making satisfactory progress, the student will be placed on Financial Aid Warning for the next academic period. A student is eligible to receive Financial Aid when placed on Financial Aid Warning. Progress will be evaluated at the end of the next grading period (quarter) to determine if the student has achieved SAP. If the student did achieve satisfactory progress, no further action is required as the student is in SAP compliance.

• Suspension of Financial Aid - If the student did not achieve satisfactory progress while on Financial Aid Warning, the student's financial aid is suspended and the student is not eligible to receive financial aid. Students may appeal suspension of financial aid by submitting an appeal in writing documenting extenuating circumstances that led to the students' unsatisfactory progress and inability to achieve satisfactory progress while on Financial Aid Warning.

Examples of circumstances that may warrant approval of an appeal would be a death in the family, unexpected illness or injury or other special and unusual circumstances. The students' written appeal should include documented circumstances that led to him/her not maintaining satisfactory progress and should also include what has changed to now allow the student to be successful in making satisfactory progress in the next evaluation period.

• Financial Aid Probation – A student who did not make satisfactory progress while being placed on Financial Aid Warning and whose financial aid has been suspended may write a written appeal.
Prior to the student submitting a written appeal, the Registrar will determine if the student can successfully complete the program within the maximum allowable time frame and maximum attempted credits with the minimum required cumulative GPA.

If these criteria are met, the student will be advised they are eligible to submit a written appeal provided they demonstrate extenuating circumstances warranting approval of an appeal.

Appeals are approved by the Campus President. If an appeal is denied, the student will be notified in writing. The student may re-establish eligibility to be considered for financial aid for a subsequent period by taking actions that would bring his/her progress into compliance with qualitative and quantitative measurements of SAP. If the student is eligible to complete the program within 150% of the approved length, the student may cash pay for classes until eligible to receive financial aid as long as the student is progressing satisfactorily and in compliance with his/her academic plan.

If the appeal is approved, the student will be placed on Financial Aid Probation. A student who is placed on Financial Aid Probation is eligible to receive financial aid for the next grading period (quarter). A student placed on Financial Aid Probation is expected to achieve satisfactory progress by the end of the next grading period (quarter).

If it is determined by the Registrar that a student cannot achieve qualitative or quantitative SAP standards by the end of the next grading period (quarter), an Academic Plan will be put into place with the student indicating specific academic goals that must be met by the student in the next grading period (quarter) to insure progress is being made to regain satisfactory progress and complete the program within the maximum allowable time frame and attempted credits meeting all SAP requirements.

A student who is on Financial Aid Probation that does not meet the goals established in the Academic Plan in the next grading period (quarter) will not be eligible for further financial aid and will be withdrawn from the College.

When a student on Financial Aid Probation meets the academic goals outlined in their Academic Plan in the next grading period (quarter), the student may continue receiving Financial Aid an additional quarter while on Financial Aid Probation striving towards achieving satisfactory progress. Students in this category must progress towards satisfactory progress as outlined by an Academic Plan in place that assures the student can successfully complete all SAP requirements and complete the program within the maximum allowable time frame, maximum attempted credits, and graduate with the required cumulative GPA.

SATISFACTORY ACADEMIC PROGRESS (SAP) ... continued

If a student's appeal is approved, the student will be notified in writing and given a probationary status. For the probationary payment period, the student will be considered academically eligible for federal aid for which the student has applied and is otherwise eligible. Repeated courses (R) count as credits attempted during each module the student is enrolled in the course. Course withdrawals (W) count as credits attempted does not affect CGPA. Exemption Testing (X) Credits given due to exemption testing do not affect the student's grade point average, but do count as credits attempted and earned. Incomplete Grades (I) Incomplete grades are temporarily assigned until the passing grade is received or replaced by an F. No impact on SAP.

REPEATED COURSES

Count as credits attempted during each module the student is enrolled in the course. Course withdrawals (W) count as credits attempted does not affect CGPA. Exemption Testing (X) Credits given due to exemption testing do not affect the student's grade point average, but do count as credits attempted and earned. Repeated courses (R) count as credits attempted during each module the student is enrolled in the course. Incomplete Grades (I) Incomplete grades are temporarily assigned until the passing grade is received or replaced by an F. No impact on SAP. Non-credit and remedial courses have no impact on SAP.

ACADEMIC PROBATION FOR FAILING TO PURSUE PROGRAM

If a student has not met the minimum acceptable standards for the above benchmarks the student is placed on Academic Probation. Eligibility for financial aid continues. The student must achieve the next benchmark or be dismissed from the program. A student may appeal dismissal based upon extenuating circumstances. The appeal must be made in writing to the Campus Director. If the appeal is accepted, the student may continue to pursue the program with eligibility for financial aid, but under no circumstances may a student continue once the student has attempted 150% of the program without successfully completing all coursework.

CHANGE OF PROGRAM

When a student elects to change from one School program to another, the transcript is evaluated to determine which classes are applicable toward the new program. All classes 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 Change of program fee (if applicable).

SEEKING ADDITIONAL DEGREE

When a student seeks an additional degree 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.

GRADING SYSTEM AND STANDARDS

A complete record of academic accomplishments is maintained for each student. A copy of the student's academic progress is given to each student at the end of each term. This report contains the current term and cumulative grade point averages (CGPA). Transcripts and/or grade reports of the student's progress may be mailed, posted or given to the student. Students may also obtain a copy of their grades from the Registrar. If a student wishes to contest a final grade, the challenge must be submitted in writing to the Director of Education or Campus Director within ten (10) days of the end of the term in which the grade was earned. The challenge must include a detailed explanation of why the student believes the posted grade is incorrect. Documentation such as graded copies of assignments, tests, and quizzes may be submitted to support the claim of an inaccurate grade.

Students will receive a syllabus stating the basis for assessment/evaluation in each course. Grades are assigned and recorded at the end of each academic term. Grades of "W" or "F" are not considered passing and must be repeated. Grades of "I" are not considered passing and must be completed (see Incomplete Grades below). In the cases "F" repeats, the new grade replaces the old one in the CGPA calculation, but the "F" remains on the student transcript. 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. However, the program must be completed within 150% of the original program length and repeated courses are applied toward this requirement.

The School uses a four-point grading system and each letter grade has a numerical equivalent called GPA Value. The School also employs a ten-point (10) grading system with grades being determined as follows:

Grade	Grading Scale	GPA Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
I	Incomplete	
P	Pass	
N	No Pass	
W	Withdrawal	
X	Exempt via exam	
R	Repeated Course	
T	TransferCredits	

• Example of a student in compliance with the Fixed Completion Standard of 67%: A student successfully completed a cumulative total of 92 credits out of an attempted 120 hours (92/120). In this example, the student has completed 76.6% of their program and would be within the Colleges Fixed Completion Standard.

• Example of a student out of compliance with the Fixed Completion Standard of 67%: A student who had attempted 120 hours but only successfully completed 72 hours. In this example, the student has completed 60% of the program (72/120), under the Fixed Completion Standard of 67%.

DEFINITION OF SAP STATUS

-Satisfactory: Satisfactory status is achieved when all criteria explained above are met.

-Warning: Students (who are not currently on Warning status) who do not have the required cumulative grade point average and/or who are not meeting the 150% time frame, will be placed on Warning status for the following payment period. Satisfactory progress will be monitored at the end of the payment period to determine if the student met the standards of progress and is eligible to continue to receive financial aid. You are eligible to receive financial aid for one payment period in warning status. Massage Therapy students will not be placed on Warning, instead they will be placed on suspension.

-Suspension: Students on financial aid Warning status who have not met the 150% time frame and/or earned the minimum required cumulative grade point average listed above will have their financial aid suspended at the conclusion of the Warning period. Massage Therapy students will be placed on suspension status if SAP requirements are not met. You are not eligible for financial aid if your status is suspension. Students may appeal suspension by providing information on extenuating circumstances, indicating what has changed to allow successful academic progress. Documentation must be included with the appeal to support your appeal. Appeals must be submitted in writing to the Campus Director by the date specified by the Registrar/Assistant Campus Director

-Probation: Probation status can be granted to a suspended student who has an approved SAP appeal due to extenuating circumstances. You are eligible to receive financial aid for one payment period in probation status. If SAP is not met at the end of the probation period, the student may be placed on an academic plan that will ensure SAP standards will be met.

SATISFACTORY ACADEMIC PROGRESS (SAP) – SATISFACTORY PROGRESS IN PROGRAM

When a student is meeting SAP by qualitative and quantitative analysis each grading period (each quarter), no action is required as the student is making Satisfactory Progress.

APPEAL FOR PROBATIONARY PAYMENT PERIOD

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the conclusion of their Warning Semester are considered to be in a SAP suspension status, under which Federal student aid eligibility is lost. A student who is denied Federal aid because of a failure to meet SAP standards after the Warning Semester has concluded may appeal this determination to the Assistant Campus Director. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance (for example, serious illness or injury of the student, or death of a relative). In the SAP Appeal, a student is expected to demonstrate an understanding of what SAP measure/s were failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied. Documentation must be attached that confirms your extenuating circumstance and the dates during which it occurred.

If an appeal for a probationary semester is denied, the student will be notified in writing and the decision is final for that payment period. The student may re-establish eligibility to be considered for federal aid for a subsequent payment period by taking action that brings him or her into compliance with the qualitative and quantitative components.

Academic Policies

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

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.

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.

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 anticipation of industry standards.

Grading Scale:
A = 100-90   B = 89-80   C = 79-70   D = 69-60
F = 59-0
I = Incomplete
W = Withdrawal

Students may add or drop courses through the first five school 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 withdraw or are dismissed 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". Students that choose to withdraw or are dismissed from a course after the end of the 8th week of the quarter will receive a letter grade of "F".

VETERAN'S ATTENDANCE POLICY

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

Academic Policies

TRANSFERRING PROGRAMS

Students who desire to transfer to a new program make a written request and submit required program materials for admission to the new program. Students who apply to transfer to a new program must be in good academic standing and meet all Satisfactory Academic Progress requirements. If a student 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.

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, and 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 may be applicable.

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 clock hours (for clock hour programs) per week. Below twelve (12) credits hours or 24 clock 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 clock hours is considered a part-time student by the College.

COURSE SUBSTITUTION POLICY

The College reserves the right to substitute courses. The only courses eligible for substitution are the courses designated with an asterisk (*) on the previous course outline in the respective departments. 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 student's educational experience.

TRANSFER CREDITS (T)

Credits accepted from study at other institutions (see "Transfer Students & Advanced Standing") 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 courses that a student will be allowed to take independently will be limited.

HOMEWORK

Homework assignments are designed to provide an opportunity for support and practice of the concepts and techniques taught in class. As such, these assignments contribute to the course outcomes and facilitate the completion of learning objectives for the course. Assignments given for completion outside of class hours are no less important than assignments completed during class hours, and should be given equal attention and dedication. Students are expected to carefully, honestly, and thoroughly complete all assignments given by the instructor.

The course syllabi clearly outline the minimum assignments for each class offered by the College. It is the right of the instructor to supplement this list of homework assignments with additional tasks and lessons for each section of the course. Upon his or her discretion, assignments may be added as needed to provide sufficient review, support, and preparation for lessons taught to the class. The instructor will provide ample time, support, and resources to the students to assist them in the completion of the assignments in a timely manner.

Homework assignments will be collected and evaluated as part of the student's overall grade for the course. Assignments will be graded on a basis of completion, as well as correctness and effort made.

Academic
Policies...Continued

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 visit Student Services Director or office of Campus President.

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 must check with other schools regarding acceptance of credits.

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 25 minutes late for class or leaves class more than 25 minutes early, the student should be marked Absent.

  1 day a week classes (4 credits)
  1 Absence / 6 Hours = Alert
  2 Absences / 12 Hours = Warning
  3 Absences / 18 Hours = Dismissal

  2 days a week classes (4 credits)
  2 Absences / 6 Hours = Alert
  4 Absences / 12 Hours = Warning
  6 Absences / 18 Hours = Dismissal

  3 days a week classes (4 credits)
  3 Absences / 6 Hours = Alert
  6 Absences / 12 Hours = Warning
  9 Absences / 18 Hours = Dismissal

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 College.

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.

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 College, 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.
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.

Academic Policies

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 Add/Drop period of each quarter which is the first 5 academic days. Should a student stop attending a course for whatever reason after the Add/Drop period, 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 must repeat a course in which a "W," or "F" grade was received. In cases of "F" grades, a repeated course's passing grade replaces the "F". If a student receives an "F" for the same course more than once, only the first "F" is replaced by the passing grade. While "W" grades have no impact on the CGPA, they do remain on the transcript when repeated and may have a negative impact on Satisfactory Academic Progress. Repeated courses (R) count as credits attempted during each module the student is enrolled in the course. 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 President, in consultation with the DOE, may dismiss/terminate a student for failing the same course twice, regardless of GPA.

DROP/ADD PERIOD

Students may request schedule changes through the fifth academic 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 and may be withdrawn from the college.

STUDENT/INSTRUCTOR RATIO

All programs: The maximum number of students in a general education 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 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 experiences.

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 ensure 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
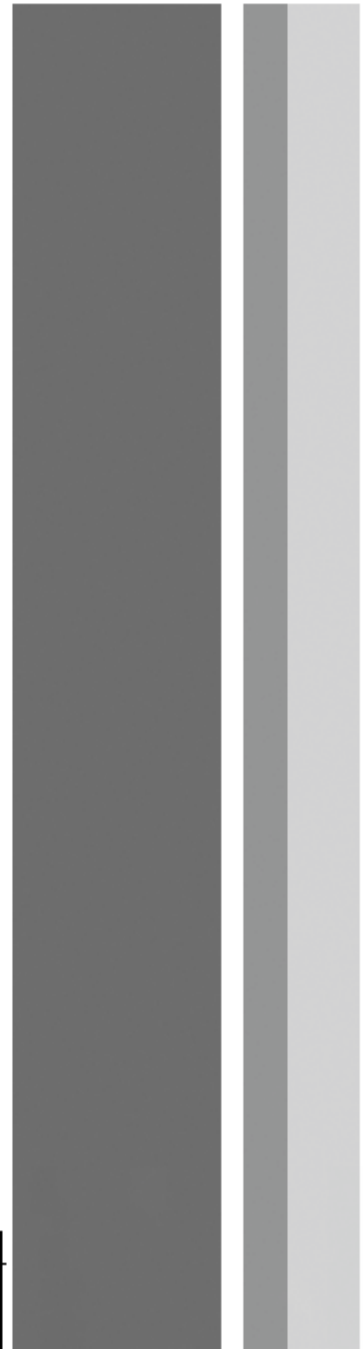# Policies

NO SMOKING POLICY

Living Arts College has adopted a policy that makes the campus entirely smoke-free. The College recognizes 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.

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 President determines 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 the 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.

Academic
Policies

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.

SEEKING ADDITIONAL DEGREE

When a student seeks an additional degree at the College 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.

INTERRUPTED STUDIES & LEAVE OF ABSENCE (LOA)

The College allows for LOAs for medical or unusual circumstances only. Students are encouraged to pursue their program within the designed parameters completing 4 quarters each calendar year making it possible for students enrolled in BA Programs to complete their program within 3 years and students enrolled in Diploma and Certificate Programs to complete their program within one year.

Medical Leave of Absence - Students requesting a medical leave of absence will need to provide written documentation from their attending physician or assigned health professional indicating the necessity for the student to be exempt from their program for a specified period of time. Some examples warranting a medical leave of absence would be an upcoming surgery, rehabilitation from surgery or a serious injury, or need for hospitalization and/or supervised rehabilitation. This documentation should be prepared on official stationary and/or letterhead from the attending physician and include his/her contact information and credentials. It must indicate the designated timeframe the student should be placed on a medical leave of absence. If the attending physician or assigned health professional indicates the need for re-evaluation prior to the student resuming their program, the student must provide written documentation of the re-evaluation and clearance to continue pursuit of their program. Students who are placed on a medical leave of absence must return to the College as an active student in the next grading period (quarter) immediately following the release date of the medical leave of absence. In other words, if a student does not return to the College after their period of authorized medical leave of absence, the student will be officially withdrawn from the College.

Academic
Policies

Administrative Leave of Absence - In unusual circumstances only, if a student needs to take an administrative leave of absence (other than a medical leave of absence), the student must submit the request in writing detailing the extenuating circumstances warranting the situation. This should be accompanied by evidence and/or documentation of the reason for the request and submitted to the Campus Director. The request will be reviewed considering the students' attendance record and pattern of conduct in addition to the evidence submitted with the request. If approved, the student must return to the College after the period of authorized administrative leave of absence. If the student does not return in the next grading period (quarter), the student will be officially withdrawn from the College.

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.

HEALTH SERVICES
Living Arts College does not provide health care services on campus. Incoming students are provided with reference listings during Orientation for off campus medical services to include the nearest emergency clinics and emergency rooms, dental facilities, mental health providers and social services resources. 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.

HOUSING/SPECIAL ASSISTANCE DETAILS
The College sponsors access to private SMARTSUITES just steps from the campus. Early application is suggested. Additionally, nearby off campus housing lists are provided to students of the College as requested. As a service to students, the Student Services Department facilitates exchange of information on apartment sharing and introductions to the apartment rental offices. The College expects all students living in nearby housing to conduct themselves professionally 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 Department is expected to:
1. Attend scheduled housing meetings until graduation from the College.
2. Notify the Student Services Department of any change of address each time the student moves.
3. Report any negative housing behavior by another student to Student Services.
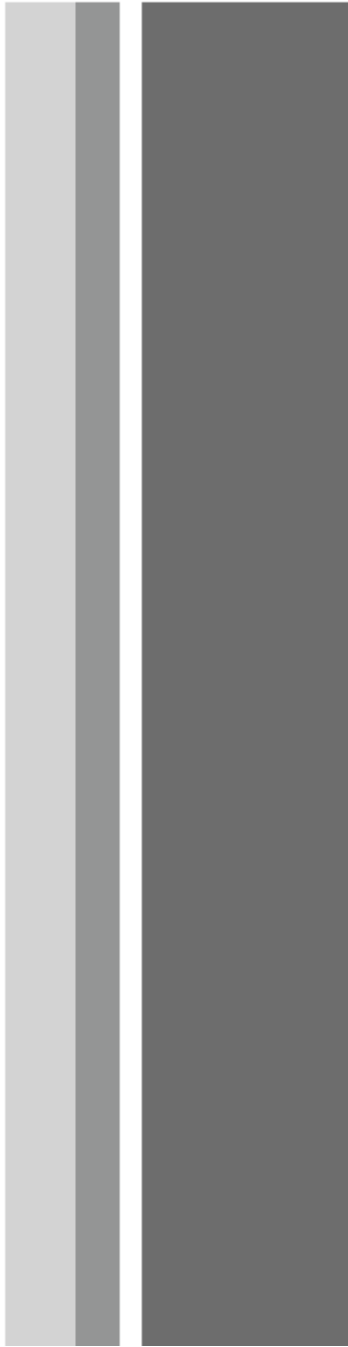
Academic
Policies

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 President 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 Support office at the College's address: The complaint review team shall be composed of Campus President, Director of Education, and one other College 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.

Academic
Policies

RELEASE AUTHORIZATION STATEMENT

Living Arts College (LAC) has all rights, title and interest in student images, statements and/or writings including photographic images and video recordings produced by Living Arts College in connection with promotions and/or marketing materials/platforms. Further irrevocably grant to (LAC), its advertisers, customers, agents, successors and assigns, unrestricted rights to use the above mentioned still, or moving images in any medium, including posting on the Internet and World Wide Web, for educational, promotional, advertising, or other purposes without limitation consistent with the mission of the College. All intellectual property rights to the still, or moving images belong to (LAC). The student voluntarily waives the right to inspect or approve such images and waives their rights to any royalties, proceeds or other benefits derived from such photographs or statements.

The enrolled student, is to understand that this statement constitutes a waiver of their privacy rights under The Federal Educational Rights and Privacy Act.

COPYRIGHT RESTRICTION & FILE BACKUP

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities up to and including:
1. Actual dollar amount of damages and profits.
2. $200 to $150,000 for each work infringed.
3. Attorney fees and court costs.
4. An injunction to stop the infringing acts.
5. Impound the illegal works.
6. Up to five years in prison.

Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary actions, and prosecution.

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 is not responsible for those files.

GUIDELINES FOR PROGRESS

The programs here are accelerated. 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 believes the instructor cannot satisfy the question or problem • not making satisfactory progress related to grades, attendance, or program completion rates.

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.

Academic Policies

GUIDELINES FOR PROGRESS

The programs here are accelerated. 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 believes the instructor cannot satisfy the question or problem • not making satisfactory progress related to grades, attendance, or program completion rates.

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.

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 with the exception of the Application Fee and the Application Processing Fee.

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 Application Fee and the Application Processing 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 Application Fee and the Application Processing Fee.

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 Application Fee and the Application Processing 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) may be retained by the College. The Application Fee and the Application Processing Fee are non-refundable.

Academic
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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.

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 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.
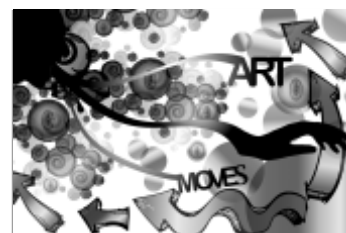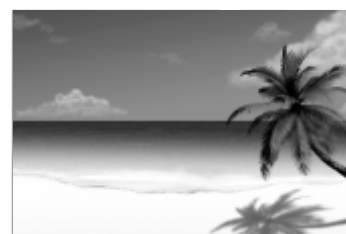
Academic
Policies

TRANSCRIPT REQUESTS

Records of Progress are kept by this institution on all students. Transcripts of programs completed at Living Arts College are available from the College. The first copy of a former student's transcript is issued free of charge; subsequent copies cost $6.00 each. Neither a student copy nor an official transcript will be issued for a student with outstanding debts to the College.

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.
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: nccommunitycolleges.edu/

STUDENT COMPLAINT/GRIEVANCE PROCEDURE ... continued

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, 1350 Eye Street NW Suite 560, Washington, DC 20005.Phone: (866) 510-0746, (202) 336.6780, fax 202.842.2593. Website: www.acics.org

Complaints concerning degree programs can be submitted to the following address:
North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina System Office
910 Raleigh Road, Chapel Hill, NC 27515-2688
https://www.northcarolina.edu/sites/default/files/student_complaint_form.pdf

Academic
Policies

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.

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.

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.

Notice: All financial assistance including campus awards is based on continuous attendance. If the student withdrawals for even a quarter and plans to return, this is a disruption of continuous attendance. As a result, financial assistance, including campus based awards maybe discontinued.

Academic
Policies

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.

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 applicants whose application is rejected: All monies paid by the applicant will be refunded when the application is rejected with the exception of the Application Fee and the Application Processing Fee.
3. Cancellation within three business days: If at anytime within three business days after the date of signing the enrollment agreement the applicant requests cancellation of this agreement, the College will refund all monies paid with the exception of the Application Fee and the Application Processing Fee.

RETURN OF TILE 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 withdrawal from college.

Student Services

STUDENT SERVICES ASSISTANCE

Student Services seeks to support a variety of assistance needs outside of the classroom. Job search planning, advising and academic monitoring are just a few of the roles executed by this office. Plan to visit the Student Services staff.

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.

ADVISING

The Student Services Director, Director of Education and/or Campus President are available to assist students with academic and personal problems that may impede their educational progress. They work with the faculty to arrange make-up work and tutoring and are the persons to see if a period of non-attendance becomes necessary. The Registrar and Student Services Director monitor satisfactory progress and attendance weekly. Information is available for outside referrals and organizations that provide assistance with daycare, housing, health, welfare, and crisis intervention services. Students with academic and/or attendance problems should consult regularly with the Student Services Director to address issues relating to the problem. Students are welcome to discuss problems or issues such as make-up exams, program or schedule changes, attendance, tardiness, etc. Information is provided to students at Orientation providing the below:
1. The names and office location of the Student Services, Director of Education and/or Campus Director, and other key departments and personnel.
2. Become familiar with general education requirements, graduation requirements, and program requirements,
3. Schedule appointments to assure needs are addressed more quickly,
4. Consult with an Instructor or the Director of Education when they are experiencing academic difficulty, or before changing schedules or programs, transferring to another college, or withdrawing from the College.

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.

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 classes. Students needing tutoring should see their Instructor, the Director of Education, the Student Services Coordinator or Campus Director.

FINANCIAL PLANNING SERVICES

Financial Planners are available to provide information relating to financing tuition and meeting ongoing personal expenses. See the Financial Planning section of this catalog.

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.

CAREER PROFESSIONAL SERVICES

The College has a Professional Services Director to assist with all aspects of the job search process and career development; including, but not limited to, resume writing assistance and interviewing techniques. Placement services are always available for graduates in good standing should they suffer job loss or would like further job search advice. Disclaimer: Although we do offer the above assistance, the College specifically disclaims any guarantee of job placement for the student upon graduation.

PARKING

Students are required to abide by campus parking policies as well as, by local and state laws. Use of parking facilities may require registration and, if so, registration tags must be displayed on all vehicles. Parking tickets or towing fees associated with illegally parked vehicles are the responsibility of the student.
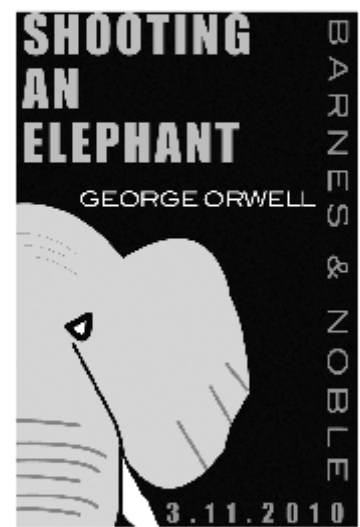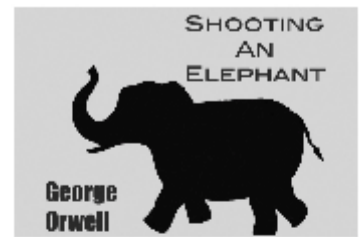
Campus
Policies

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").

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.

Campus
Policies

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.

GANG ACTIVITY POLICY

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.
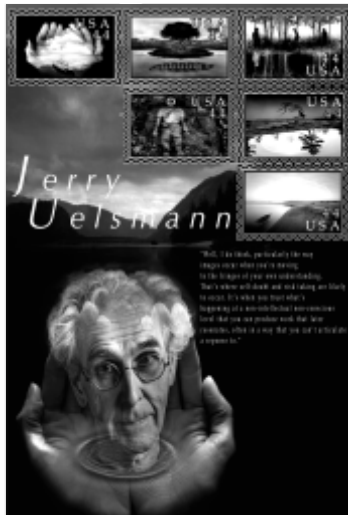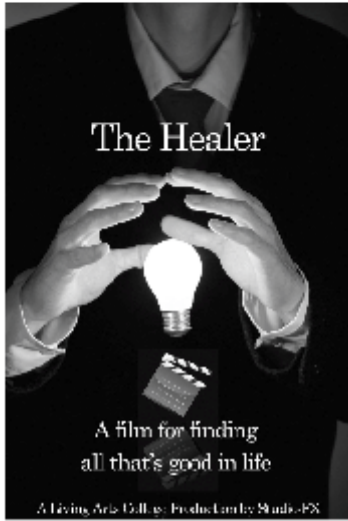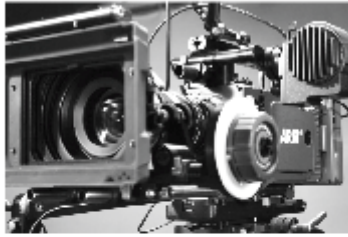
Campus Policies

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.

> Joanie Dunbar
> 3000 Wakefield Crossing Drive
> Raleigh, NC 27614

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.

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.

5. 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.

6. 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 speak with a staff or faculty member and/or any member of senior management.

Campus
Policies

SEXUAL HARASSMENT POLICY ... continued

7. 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 Student Services Director, then Assistant Campus Director and/or 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.

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.

Campus
Policies

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 President. Additionally this information is provided to incoming students during Orientation.

FOOD & BEVERAGE

Food and beverages are prohibited from all studios, classrooms and labs except as designated by the Campus President.

Admission Details

ADMISSION PROCESS

Admissions to the College begins with a Guided Interview. See the "How to be considered for Acceptance" section for details on this proven process. Discover your potential as you discover the studio magic that takes place here.

Plan to learn the details that may take you from Candidate to moving to Enrolled Status having completed your Application and receiving your requested Financial Assistance Plan. Start with a direct phone call to a qualified Admissions Officer at 1.919.488.8504.

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 and submitted portfolio materials.

STUDENT OWNED EQUIPMENT & SOFTWARE

All programs and many select courses will require a compact 1 TB or higher capacity USB storage drive. All BA, Diploma, and Certificate programs will require a basic (or advanced) digital still camera with video recording capability. The camera should be equipped with a basic zoom lens and a 16GB (or higher) SD storage card. A wide-angle lens is recommended but not required. A tripod is also required for students enrolled in the Film and Photography programs. All students are also required to have an annual subscription to Adobe Creative Suite effective January, 2020.

TUITION & FEES

All tuition and learning resource 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 plan.

Program tuition for Bachelor of Arts is $460 per credit hour plus learning resource fees of $39 per credit hour for a total of $89,820. There is a separate graduation fee of $94 that must be paid at least one month before graduation.
All books and materials are included at no additional cost.

Program tuition cost is subject to change. Changes are announced in subsequent catalog editions. Program cost is always current in the Enrollment Agreement. Current BA program cost schedules appear above.

Tuition - Bachelor of Arts in

Digital Filmmaking —180 credits	$89,820
Animation & Game Design —180 credits	$89,820
Audio Production & Design —180 credits	$89,820
Interactive Media Arts —180 credits	$89,820
Photography —180 credits	$89,820
Interior Design —180 credits	$89,820

Fees and required expenses

Application Fee (non-refundable)	$25
Application Processing Fee (non-refundable)	$75
Tuition Deposit (refundable prior to start)	$200
Studio Access Fee	$590
Graduation Fee (non-refundable)	$94

Other Fees and Expenses

Student ID replacement	$5
Official Transcript (beyond one issued upon completion)	$6
Readmission Fee (non-refundable)	$50
Program Transfer Fee (non-refundable)	$70

PROCESSING FEE

Living Arts College charges a 2% credit card processing fee for select transactions. This processing fee will be applied to all transactions on any VISA, MASTERCARD, or DISCOVER CARD being charged $500 and over for any type of school payment, fee or fine.

This fee will include a 2% fee which will be added to all credit and debit card payments to offset the processing fee the College must pay to the credit card processor. For example, a $1,000.00 payment to the college will result in a $1,030.00 charge to your credit card. The College will provide the following payment alternatives that will not incur the convenience fee:

Paper checks — Paper checks may be mailed to
3000 Wakefield Crossing Drive, Raleigh, NC 27614
The College will continue to accept cash, checks, money orders, and cashier's checks in person at the above address.

BOOKS & MATERIALS

Books are included in the cost of tuition. Unless otherwise noted, paper books are loaned and will be returned at end term. Books

There are no additional books or course materials to complete projects, exercises or assignments. Some students elect to expand on their work and may supply added materials or other items.

The College coordinates and otherwise organizes travel to professional events and studios. All such travel is optional and is not included in tuition.

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. Grant qualification privileges are the same for all BA degree

Admission
Details

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 by relevancy to a course offered in their program and must meet the required credits and GPA (a minimum of 2.0). Other factors evaluated will include the prior institution's and/or program's approvals/accreditations, and 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 official transcripts to the Registrar before starting classes.

There are limits on the amount of transfer credits. At a minimum, 50% of the program must be completed at the College.

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.

ADMISSION FOR APPLICANTS WITH DISABILITIES

The 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.

BORROWER DEFENSE TO REPAYMENT DISCLOSURE

The school cannot require the borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the Department pursuant to § 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).
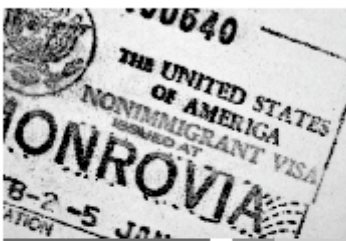
Financial Assistance

APPLYING FOR FEDERAL FINANCIAL AID

All students wishing to apply for Federal Financial Aid must:

1. Obtain a FSA ID (Federal Student Aid ID). Log on: www.fsaid.ed.gov
2. Complete a FAFSA (Free Application for Federal Student Aid) Enter school code 031090. Log on: fasfa.ed.gov
3. Work with College staff for assistance completing the above. Ask them for assistance should you have any delays or questions with log on to the above government sites. Phone 1.919.488.8500.
3. Provide all other forms and details 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 limited portion of the tuition for Financial Aid Programs subject to available funding.

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.

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 DIRECT 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 DIRECT 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. 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. 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.

Financial
Assistance

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 EDUCATION BENEFITS

Students who are eligible for VA Education Benefits should notify the Admissions Office. The School Certifying Official will assist students with certification procedures. Students interested in Title IV Financial Aid assistance must make an appointment with a Financial Planner. 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

Loss of Federal financial aid can be related to the following (and other) 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.

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 continue to be satisfied.
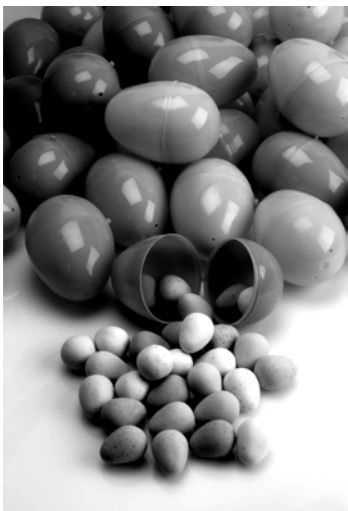
VERIFICATION PROCESS

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 may be asked to submit signed forms, 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). The Financial Planning Office will assist in the verification process. Plan to contact staff.

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.

Campus based support & other support

FOUNDER'S TUITION SUPPORT

This grant is offered to those students that have a financial shortfall that is not covered through federal loans and grants. The grant does not have a cash value and the student will only be awarded what is needed to cover tuition, fees and housing if applicable. The grant amount per quarter is based on the program length and will not exceed $24,000 for the entire program. The Student needs to maintain a 2.0 GPA each quarter in order to continue receiving the grant. Dependent students' parent will need to apply for and be denied the Parent PLUS loan. The grant is subject to change if the student fails to meet the below criteria at any point in their program. The Grant Can also be awarded to independent students that have a shortfall even after Title 4 funding has been maxed out for the quarter or award year.

UNIGO ALL ABOUT EDUCATION SCHOLARSHIP

This Unigo scholarship is about winning a $3,000 All About Education Scholarship.

Applicants must:
Be thirteen (13) years of age or older at the time of application. Be legal residents of the fifty (50) United States or the District of Columbia. Be currently enrolled (or enroll no later than the fall of 2022) in an accredited post-secondary institution of higher education. Submit an online short written response (250 words or less) for the question: "How will a $3,000 scholarship for education make a difference in your life?" https://www.unigo.com/scholarships/our-scholarships/all-about-education-scholarship

The All About Education Scholarship winner will be notified by email or phone. Check the about website for possible change and announcement dates.

UNIGO $10K SCHOLARSHIP

We want to know yours. Whether you're already in college or planning to go, what's the biggest challenge facing college students today and how it can be addressed? In 250 words or less, tell us what you think.

Applicants must:
Be thirteen (13) years of age or older at the time of application. Be legal residents of the fifty (50) United States or the District of Columbia. Be currently enrolled (or enroll no later than the fall of 2021) in an accredited post-secondary institution of higher education. Submit an online short written response (250 words or less) for the question: "What's the biggest challenge facing college students today and how can it be addressed?" https://www.unigo.com/scholarships/our-scholarships/unigo-10k-scholarship

The Unigo $10K Scholarship winner will be notified by email or phone. Check the about website for possible changes and announcement dates.
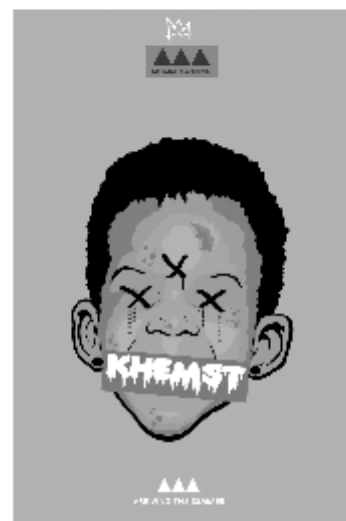
How to be considered for
Acceptance

CANDIDATE QUALIFICATION

Living Arts College graduates have gained recognition as highly qualified creativity professionals in digital arts production. The College seeks Candidates for Acceptance who begin the enrollment process by displaying their potential for creative growth. If the College agrees that the Candidate has creativity potential, the individual is urged to make application. This sorting out process begins with a Guided Interview directed by the Admissions Office. The individual should consider the following:

■ First, asking: "Do I feel I have creative potential worthy of development to the professional level?

■ Do I have a demonstrated passion for the visual or studio arts—film, art, photography, writing or design?

■ Am I able to meet deadlines through a good work ethic? I realize that creativity professionals are expected to be rewarded for executing audience pleasing work on time and on budget.

■ Am I a team oriented person, capable of contributing to a larger effort? Digital professionals often work in teams and enjoy the rewards of team efficiency.

■ Will I respect goals aimed at achieving above average work aiming to meeting core competency standards needed for developing my creativity and technical skills?

If you can honestly answer YES to four or more of the above questions, you might wish to make an appointment for a Guided Interview.

DEDICATED TO A COMPETENCY BASED EDUCATION

The founders of Living Arts College long ago decided that a digital arts education is about competency—being able to do what so many just talk about. The best results come from working in a studio gaining real world like experience. This studio educational model is enhanced in studios, labs & classrooms at Living Arts College.

APARTMENT STYLE HOUSING

Long hours are rewarded with a quality housing experience just 39 steps from a campus entrance. Make early application to SmartSuites ... On campus bedroom suites complete with Internet, satellite TV, large LCD screen, dishwasher, furniture, full size refrigerator—at one affordable lease rate. Student Services will assist with additional nearby housing options.

RALEIGH, THE CITY & THE AREA

Raleigh is the state capitol for North Carolina. The city and the area are constantly ranked as one of the best US places to live. To the west, visitors will find the Blue Ridge mountains, with the Atlantic Ocean a short drive to the east. Other major cities ... Washington D.C., Richmond, Columbia and Atlanta are within driving distance. A short flight will take you to New York City.

APPLICATION

Living Arts College receives applications from incoming freshmen as well as those with prior postsecondary education. Applicants must meet the following requirements:

1. Review this catalog in detail noting requirements for individual programs. Provide evidence of high school completion by transcript, diploma, GED or Home School completion.

2. Contact Admissions to schedule a Guided Interview. This may be conducted by phone or Zoom or Teams with approval. The Guided Interview is a beginning step of exploration between the individual and the College. It's here that the Admissions Officer and the Admissions/Faculty team begin to gather an understanding of the individual. There are questions and dialog back and forth. The individual may elevate to become a Candidate for Acceptance following the Guided Interview. Additional data and practical evidence of creative potential is assembled for delivery to the Admissions Department.

3. All first-time students complete an Application for Admission online (living-arts-college.edu/application) or in person. Plan to include the $25 non-refundable application fee with your application. A $75 non-refundable application processing fee is required for acceptance to any program. A a $200 Tuition Deposit is required to reserve a space in class to gain final Enrollment Status. This amount is refundable if the student does not start the program.
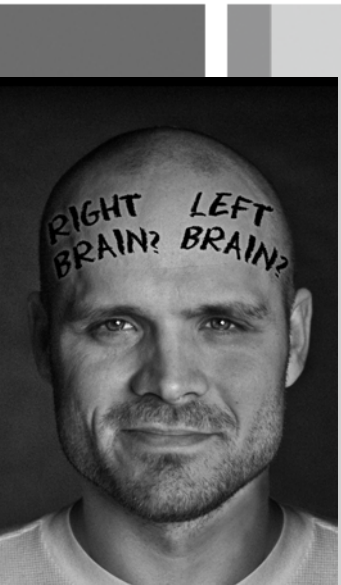
How to be considered for Acceptance

APPLICATION continued...

4. Promptly submit a short essay stating your career and present educational goals. Ideally this essay is type written and is no longer than one or two pages.

5. Obtaining a Federal FSA ID registration. Log on to: www.fsaid.ed.gov

6. If you plan to request Federal Financial Aid, complete your Free Application for Federal Student Aid. When completing the FAFSA, enter the school code request as: 031090. Log on to: www.fasfa.ed.gov

7. Every applicant must provide a government issued non-expired photo I.D. at time of application. A copy of this I.D. will be made and retained on the applicant's permanent student record.

You are advised to ask for assistance completing the above, by talking to our Financial Assistance Department in the USA: +1 919.488.8500.

8. Additional application steps include:
• Completing all required admissions paperwork.
• Obtain acceptable College test score.

Again, your Living Arts Admissions Officer or Financial Planning Officer will assist you.

• The applicant must take a scholastic level exam. If the applicant fails the exam twice, they must wait one week to retake the test. If the applicant fails the test for the third time, they will not be accepted to the College and will not be able to retake the test. CollegeBoard SAT scores may be considered for entrance in lieu of the exam. If you need to find your SAT test scores log onto www.collegeboard.org and follow instructions.
• Criminal Record check may be made.

9. Schedule a budget and tuition support meeting with the Financial Assistance Office. Your Admissions Officer is available to assist you in scheduling.

10. Candidates are notified of ACCEPTANCE via letter or email following review and receipt of $25 and $75 fees .

11. The next step is to achieve Enrollment Status. Enrollment Status includes confirming a starting date reservation to a specific program subject . Students begin with foundation studies and confirm their eligibility for their major prior to next academic year study. These steps follow:

• Participate in a final review by Admissions ... the Candidate works with his or her Adviser and Student Services to complete a check list ia n timely manner. Also, plan to complete the $200 tuition deposit (not a fee).

Check the status of the need to submit your samples and essay. Find easy to complete details on the next page.

• Complete a visit (on campus or virtually) with the Financial Assistance Office for financial support planning. This includes the option of making application for currently available Federal and College assistance grants and loans.

• Register with Student Services for any remaining pre-planning steps such as housing assistance and/or requests for special assistance or help with a part time job. Early attention to housing is important.

APPLICATION CHECKING

All applications are thoroughly reviewed for accuracy. Applicants who have completed a G.E.D. or attended a private or non-traditional institution must provide proof of meeting state requirements for receipt of a G.E.D. and/or high school diploma equivalency as approved by the Department of Education (DOE) within the issuing state. In the event the documents provided are questionable in authenticity, the Registrar will contact the institution listed and/or the issuing states department of education to verify the applicant has met high school graduation requirements and that the institution is recognized by the DOE.

How to be considered for Acceptance

APPLICATION continued...

4. Submit creative samples and a written essay for review. Plan to submit the following creative samples:

Creative Sample Examples

From one or more categories below:
- Drawings - Such as life figure/portrait, perspective, still life, environment, concepts, etc.
- Design- 2D logo, sculpture, 3D media model, product rendering, etc.
- Photographs - Portraiture, advertising and commercial, landscape, fashion, street photography, creative photography, etc.
- Filmmaking - Documentary, time based projects, sequencing, story, motion graphics, etc.
- Writer - Narrative, fiction, journal, story, biography, poetry, lyrics, etc.)
- Performing Artist - Youtube videos, blogging, performance art, audio recording, videos of performances, etc.
- Music - Audio recordings, videos, personal composed pieces, videos of performances, etc.
- Awards or recognition (varied)

Preparing Elements (above) include:
- Attempt to package as digital files. All digital files should be saved as a low to medium resolution JPG or similar to be viewed on a PC. This includes files originally prepared on a Mac.

Delivery options include:
- Email to: mywork@living-arts-college.com
Include files, your name, phone number, email, and home address.
Note: Send essay in a separate email. See essay details to the right of this page.

- You can also bring in your physical portfolio, laptop, jump drive, etc. to showcase your work.

Essay

Creative Work Elements are often sent or provided early in the review process. The required essay often follows soon after making application (and prior to acceptance). Essay standards include:
- Simple typed, double space page (or more) document containing one or more of these Essay elements:
- My (your) Story noting why you are pursuing a career pathway into the creativity arena.
- Or, why you are uniquely qualified to grow your passion for (name media – design, photography, AR, etc.) through education.

Delivery should be made in a separate email to: mywork@living-arts-college.edu including your name, preferred email address and phone number.

Calendar, Holidays, Etc.

CLASS SCHEDULE

The College operates under the quarter system with four quarter sessions per calendar year. Each quarter is 10 weeks in length.

Programs conducted at 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. Evening courses for some programs may be scheduled in a window of delivery from 6pm to 10:00pm, Monday through Thursday. 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:

2021 WINTER
January 12 – March 23

2021 SPRING
April 7 – June 18

2021 SUMMER
June 30 – September 13

2021 FALL
September 7 – December 14

2022 WINTER
January 10 – March 23

2022 SPRING
4-4-2022 – 6-16-2022

2022 SUMMER
6-29-2022 – 9-9-2022

2022 FALL
9-26-2022 – 12-13-2022

2023 WINTER
1-9-2023 – 3-21-2023

2023 SPRING
4-3-2023 – 6-14-2023

2023 SUMMER
6-29-2023 – 9-8-2023

CONTACT

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Raleigh, NC 27614

Phone: 919.488.8500
Fax: 919.488.8490
Email: contact@living-arts-college.edu
Website: www.living-arts-college.edu

STUDENT CONSUMER INFORMATION

As required by the Department of Education of institutions that are Title IV approved, Living Arts College lists all required student consumer information at the following online link:
http://www.living-arts-college.edu/sci/

Catalog R86 2022
Effective Dates: This catalog is effective from January 13, 2020 to December 13, 2022

LIVING
ARTS
COLLEGE

Extreme Creativity is the force that makes possible the blockbuster films, best selling books, hot interactive books, memorable logos, bold restaurant designs, top of the chart music, VR game experiences. Extreme Creativity comes from the minds that combine mastery of psychology, design and digital know-how. Those accepted here benefit from this deeper studio creative experience. Each Living Arts graduate is challenged to become the Creativity Professional practicing *Extreme Creativity*.

North Carolina USA Campus