

HOLLYWOOD CULTURAL CENTER

3540 Wilshire Blvd. Suite 777 Los Angeles Ca. 90010

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Catalog of Courses
January 1, 2013 to December 31, 2013

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3 School Location

Hollywood Cultural Center
3540 Wilshire Blvd. Suite 777
Los Angeles Ca. 90010
Ph: (213) 739-9946 Fax (213) 739-9283

4 BPPE Approval

Hollywood Cultural Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

5 Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897

6 Review Documents

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

7 Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site www.bppe.ca.gov.

8 Address of Instructional Location

Hollywood Cultural Center
3540 Wilshire Blvd. Suite 777
Los Angeles CA. 90010

9 Programs

Name of Program	Radio Broadcasting
Program Description	This program is designed to provide the techniques and procedures for different levels of broadcast positions in radio. Student will learn from a basic course of study to specialized areas. Students will be able to get an overview of radio disc jockeys, as well as specialize in this particular discipline. With the specialized training provided in this program, the student will have the ability to apply for a specific job position with confidence. This course trains individuals for entry level positions as: radio broadcaster, traffic reporter, news broadcaster, master of ceremonies, radio reporting, equipment operations and other job titles.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 324 hours
Final Tests or Exams	None
Required Internship or Externship	None

Modules of Instruction

Introduction to terminology of equipment and procedures
Production of voice sounds, vibration of vocal chords and exercises of vocalization and respiration
Redacting of commercials to fit allotted time
Correct reading of commercials and liners on radio stations
Learn to redact new stories for radio and newspapers
Correctly read news items and provide other information in radio stations
Learn to prepare and identify different types of interviews
Practicing as reporters gather information from various sources, analyze and prepare news stories and deliver reports on the air.
Practice as an announcer, present news, roll play in talk shows, present music programs, introduce movies, and read advertisements
Adhering to procedures and rules
Operation of audio equipment, and disc jockey tasks
Learning to pre-record programs

Name of Program	Radio Digital Production
Program Description	This course will provide the techniques and procedures for the installation, testing, repair, set up, and operation of the electronic equipment used to record and transmit radio programs. Students learn the procedures to operate equipment that regulates the signal strength, clarity, and range of sounds of broadcasts. Students will also operate control panels to select the source of the material. Technicians may switch from one studio to another, to live programming, or from network to local programming. The students are able to work with microphones, tape recorders, digital records, sound effects, transmitters, antennas, and other equipment. In addition, students will be able to get overview of radio disc jockeys.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 324 hours
Final Tests or Exams	None
Required Internship or Externship	None

Modules of Instruction

Introduction to terminology of equipment and procedures
Learning computer literacy – opening and closing programs, saving files
Operating control panels
Operating electronic devices as in sound-reproducing systems used to adjust response to audio frequencies
Learn grammar, voice projection and voice modulation.
Learn to use computer programs in digital productions
Learn to prepare a demo tape for promos and commercials
Learning to use appropriate music and effects suitable to the program
Present and introduce demos for different presentations, groups, commercials and audiences

Name of Program	<u>TV Production</u>
Program Description	This course will instruct students the techniques and procedures for the installation, testing, repair, set up, and operation of the electronic equipment used to record and transmit television programs, cable programs, and motion pictures. The students will learn the procedures to operate equipment that regulates the signal strength, clarity, and range of sounds and colors of recordings or broadcasts. They also operate control panels to select the source of the material. Technicians may switch from one camera or studio to another, from film to live programming, or from network to local programming. By means of hand signals and, in television, telephone headsets, they give technical directions to other studio personnel. The students are able to work with television cameras, microphones, tape recorders, digital recorders, lighting, sound effects, transmitters, antennas, and other equipment.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 324 hours
Final Tests or Exams	None
Required Internship or Externship	None

Modules of Instruction

Introduction to terminology of equipment and procedures
Learning to operate studio cameras and other equipment
Learn the basic video lighting techniques to meet the challenges of this technology
Adjust and adapt lighting intensity to the presenting need
Select and assemble pre-taped videos so as to create a finished program applying sound and special effects as necessary through the conventional editing or computerized editing processes.
Learn to pre-record a program
Develop posture in front of cameras
Practicing as an anchor in different contexts
Practicing as a reporter in different contexts
Gather information from various sources
Analyze and prepare news stories and report on the air
Practice as an announcer presenting news, talk shows, music programs, movies, and advertisements

Name of Program	<u>Modeling</u>
Program Description	This course will provide training in posing, walking, makeup application, knowledge of hair styling, and other basic tasks. Students will receive advice on how to dress, wear makeup, and conduct themselves properly during go-sees and bookings. In addition, the students will learn the ability to relate to the camera in order to capture the desired look on film that is essential. The training in acting, voice, and dance is useful and allows a model to be considered for television work. The skills learned in this program will give the students the competence to seek a position as a Model and to pose for photos or be the subject for paintings or sculptures. Students learn how to display clothing such as dresses, coats, underclothing, swimwear, and suits, for a variety of audiences and in various types of media. Students learn to model accessories, such as handbags, shoes, and jewelry, and promote beauty products, including fragrances and cosmetics.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 180 hours
Final Tests or Exams	None
Required Internship or Externship	None

Modules of Instruction

Introduction to terminology of equipment and procedures
Types of modeling work
Introduction to fitness programs
Health diet and nutrition concepts
How to use skin care products
Acquire make-up ideas and receive advice on the use of make-up
Distinguish between professional and casual make-up and develop skill in the application of each
Use of hair care, nail care and body products
Posture and facial expressions which capture the best look during a photo session
Fundamentals of dance and choreographies
Develop voice techniques and improve diction
Acquire good manners and understand current correct etiquette
Portfolio presentation
Professional photo movements
Modeling for television and commercials
Formal fashion show techniques

Name of Program	Singing
Program Description	This course is designed to develop the techniques needed to interpret music using a proper knowledge of voice production, melody, and harmony. The students sing character parts or perform in their own individual style. This course includes musical theory, music interpretation, composition, and conducting. Because quality performance requires constant study and practice, selfdiscipline is vital. Therefore, preparation and practice is key to success in this career. The skills developed in this course will give the students competence to perform solo or as part of a group in differing settings such as: nightclubs, concert halls, and theaters featuring opera, musical theater, or dance.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 180 hours
Final Tests or Exams	None
Required Internship or Externship	None

Modules of Instruction

Introduction to terminology of equipment and procedures
Stave, musical composition, musical notes, rests and their values
Reading the stave, musical notes and musical figures
Acquire vocal techniques including correct breathing techniques
Acquire skills in vocalization and pronunciation
Perform exercises to learn the balance of musical figures
Exercises in breathing and diction
Exercises in phonation, articulation and tone
Exercises in respiration and pronunciation
Components of music (musical concepts) including tempo and volume
Exercises in singing with background music
Record a song for submission to record companies and radio stations

10 Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

11 Faculty

Jose Salas	TV Show Producer	Azteca America	2010 – 2013
	Instructor	Hollywood Cultural Center	2002 - 2013
Maria Garcia	TV Show Producer	Azteca America	2010 – 2013
	Instructor	Hollywood Cultural Center	2002 – 2013
Raul Medina	Instructor	Hollywood Cultural Center	2011 – 2013
	On Air Personality		2008 - 2013

12 Admissions Policies & Recognition of Credits

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent—passing of 12th grade, is required.
4. This institution has not entered into an articulation or transfer agreement with any other institution.
5. Student must have graduated from high school, or earned a GED.
6. Complete a student enrollment agreement.

Orientation

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. At said time, the school shall impart final details of school policies, rules and regulations, which shall be discussed with each student. A question and answer period shall be provided in order to respond to any concerns students may have.

Teacher / Student Ratio

The teacher / student ratio averages 15 students per instructor.

13 Student's Right to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 3540 Wilshire Blvd. Suite 777 Los Angeles CA. 90010 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

15 Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled class and other such assigned hours.

16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Radio Broadcasting	\$12,000	\$150	\$6.00	\$420	\$12,576
Radio Digital Production	\$12,000	\$150	\$6.00	\$420	\$12,576
TV Production	\$12,000	\$150	\$6.00	\$0	\$12,156
Modeling	\$9,000	\$150	\$4.50	\$0	\$9,154.50
Singing	\$9,000	\$150	\$4.50	\$0	\$9,154.50

Required Disclosure:

Radio Broadcasting

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$12,576
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,576

Radio Digital Production

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$12,576
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,576

TV Production

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$12,156
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,156

Modeling

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,154.50
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,154.50

Singing

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,154.50
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,154.50

18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

19 Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

21 Placement Services

This institution does not provide placement assistance.

22 STRF Disclosure

76215. Student Tuition Recovery Fund Disclosures.

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

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

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

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

24 Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year.

25-1 Beginning and End Dates

January 1, 2013 through December 31, 2013

25-2 Mission, All Programs, & Training Outcomes

Hollywood Cultural Center (the "School") is committed primarily to provide the necessary skills and knowledge to the Hispanic Community to better their opportunities in the entertainment industry, and toward personal growth by stressing continuing education and vocational development of its student body. In this regard, the school's objective is to train students with marketable job skills, to improve and develop excellent work habits, students' self-esteem and the ability to meet employer's expectations in the field of entertainment industry.

25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language Proficiency

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

Instruction will be delivered in English or Spanish.

25-6 Financial Aid

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

Hollywood Cultural Center is located at 3540 Wilshire Blvd., Suite 777 Los Angeles, CA 90010-2307. It is easily accessible from the Harbor Freeway (10), Santa Monica Freeway, Blue Line (Metro) at Vermont street terminal. The school's facility fully complies with all federal, state and local requirements as to fire and building safety. Instruction is in residence with facility occupancy level, which accommodate over 12 students per shift of instruction. Our facilities consist of three studios. All three studios are equipped with radio consoles, computers, microphones, CDs and cassettes in order for the students to have the experience of working in radio stations. The studios are also equipped for the students in the Digital Production class to practice and work on projects and assignments. We have a small-range broadcasting radio station fully equipped for the students that are ready to run a real radio show where they have the experience of being on the air. We have two fully furnished classrooms for lessons. Each classroom has microphones and a sound system. Our facilities also have an area for the students to take a break, relax, drink coffee and interact with each other and the faculty.

25-10 Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. The institution subscribes to numerous publications, which have current information, and subject materials that are related to the courses or programs being offered and which are available to all students. Likewise, the school is continually generating its own publications and workbooks, which are also made available to all students. Each instructor has his/her own reference materials which are made available to each and every student. Instructors and the Administration direct students to local resource centers and provide supplemental, remedial and/or enrichment materials if needed and requested by the students.

25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,800 a month.

25-14 Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Hollywood Cultural Center
3540 Wilshire Blvd. Suite 777
Los Angeles CA. 90010

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 7 Complaint procedures
- See section 13 Right to Cancel
- See section 22 Student Tuition Recovery Fund
- See section 23 Notice Concerning Transferability of Credits
- See this section Student Grievance Procedures
- See section 25-15 Student Rights to Inspect Records and Obtain Transcripts
- See section Non-Discrimination Policy
- See section Academic Freedom
- See section Sexual Harassment

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.

- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Hollywood Cultural Center is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Hollywood Cultural Center encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Renewal of Catalog

This institution publishes a revised catalog in January of each year.

Force Majeure In the event of natural disasters such as earthquakes, floods, fire, labor disputes, etc., the School deserves the right to suspend - classes at the premises for a period not to exceed 180 days or to relocate to an acceptable substitute location.

Disabled Student: Disabled students should make arrangements to meet with the School Director prior to the start of class to review facilities and required accommodations.

Parking Public parking is readily available in the immediate proximity of the school. Among the parking lots available are, Wilshire and Normandy and Wilshire & Irolo Street. The average parking fee we are informed is approximately \$85 per month or \$3.50 per day. All students are required to make their own arrangements and are responsible for the payment of their own parking fees. Rehabilitation students and their insurance companies must make arrangements directly with the parking structure selected.

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