



GNOMON
SCHOOL OF VISUAL EFFECTS



Student Catalog

Gnomon School of Visual Effects

Student work by
Jin Jo Phang

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gnomonschool.com

Catalog effective from January 1st 2012 – December 31st, 2014, V 1.0 GSVE-035 100913



Student work by Francesco Corvino

GNOMON SCHOOL OF VISUAL EFFECTS

School Address: 1015 North Cahuenga Blvd., Hollywood, CA 90038 (§94909.a.4)

Administrative Office Hours: Monday through Friday from 9 AM to 6 PM

Office Phone: 323-466-6663

Office Fax: 323-466-6710

Lab Phone: 323-466-6712

Catalog Effective from January 2012 to December 2014 (§ 71810.b.1),

MISSION STATEMENT

Gnomon specializes in computer graphics education for careers in the entertainment industry.

OBJECTIVE STATEMENT

Gnomon School of Visual Effects strives to be recognized globally as the foremost educational authority in 3D computer graphics; committed to offering the highest quality education, instruction and comprehensive educational experience, thereby preparing graduates for successful careers.

INTRODUCTION

Gnomon specializes in computer graphic training by employing only working, top-tier professionals in the entertainment industry, while preparing Gnomon students for careers by mimicking every aspect of productive and working VFX studios.



Gnomon is earnest in its pursuit and has created an educational environment unlike any other. More than just class lectures and homework, the Gnomon experience is one that includes an expansive range of educational activities that include industry events showcasing the latest artistic and CG techniques, among others. Through multiple methods, such as studio tours, open houses and industry-related events, students at Gnomon gain a broad understanding of the operational characteristics of different studios, a unique insight into the current job market and ultimately, the accumulated knowledge of how to market one's self upon completing a Gnomon program. Because of Gnomon's adherence to this well-established mission, our students are guaranteed a full range of educational opportunities well beyond the traditional classroom setting.

Gnomon recognizes that high quality artistic and technical education is only a portion of the necessary components needed to train students for success. In the industries Gnomon serves, productive teamwork, successful collaboration, extensive networking, artistic professionalism and high ethical standards are paramount to success.

The school's vision reflects our commitment to provide world-renowned training that ensures Gnomon programs are on the cutting edge of the computer graphics and VFX industries. To this end, students are provided a competitive level of skill and understanding that emphasizes the artistry and techniques of computer graphics. Gnomon students are groomed to move beyond linear processes and develop heightened critical thinking and problem-solving capabilities.

HISTORY OF GNOMON

Founded in 1997, Gnomon is located in the heart of Hollywood and provides specialized training in the visual effects field. We offer two- and three-year programs for individuals without prior VFX experience, online courses, skill enrichment for individuals already in the industry, and custom training programs for studios. Our curriculum is guided by our esteemed advisory board, which was assembled from professionals working with several major studios across Los Angeles. With their input, our programs and facilities are constantly evolving to reflect the changing demands of the entertainment industry (See Appendix #6 for Advisory Board).

Most of Gnomon's directors, advisory board members and instructors are working professionals, and the offered curriculum is continually developed, tested and delivered by some of the most highly regarded visual effects professionals who work and consult for studios including DreamWorks, Disney, Rhythm & Hues, Industrial Light & Magic, Sony Pictures Imageworks, Sony Interactive, Digital Domain, Electronic Arts, Activision, Rockstar Games, Blizzard and others (See Appendix #4 for Directors).

INSTRUCTION

Gnomon's goal is to create an educational environment unlike any other; to pioneer a more effective way of learning and a better way to prepare students for introductory careers in the computer graphics entertainment industry. Gnomon's instructors are working professionals who bring their passion and experience to the classroom. They use their real-world experience to ensure that Gnomon's curriculum moves in tandem with the industry (See Appendix #7 for Faculty).

To prepare students for the collaborative nature of a career in special effects Gnomon's classrooms mimic the inner-workings of effects studios. Our curriculum takes students through to completion of collaborative



and in-class projects. Gnomon students are able to develop their creative concepts into fully realized production assets; utilizing similar methods and workflow used every day in the entertainment industry. Gnomon graduates enter the video game, broadcast and film industries armed with competitive portfolios and a network of peers and industry-affiliated professional to provide sustainable support.

ACCREDITATION

The Council of Occupational Education (COE), a national accrediting agency committed to assuring quality and integrity in career and workforce development, accredits Gnomon. Throughout its history the Council has been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree granting and applied associate degree granting postsecondary occupational education institutions.

COE is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.
Telephone (local): 770-396-3898, (toll-free): 800-917-2081
Fax: 770-396-3790

State Approval

Gnomon is approved to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. §94909.a.2 & 94897.i.

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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>.
Telephone (local): 916-431-6959, (toll-free): 888-370-7589. Fax: 916-263-1897. §94909(a)(3)(A)

Notice to Prospective Students

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. §94909(a)(3)(B)



Student work by Adam Ruzycski

ADMISSIONS

ADMISSIONS REQUIREMENTS FOR:

DIGITAL PRODUCTION FOR ENTERTAINMENT PROGRAM

ENTERTAINMENT DESIGN & DIGITAL PRODUCTION PROGRAM

All applicants to our two-and three-year programs must:

- Complete an application form
- Submit a portfolio that demonstrates artistic ability
- Pay an application fee
- Provide a copy of a high school diploma or equivalent
- Be interviewed by an admissions representative

Applications and portfolios may be submitted:

- Electronically: Complete the appropriate application form found at <http://www.gnomonschool.com/> and follow the instructions to submit the form along with a portfolio
- In Person: Monday through Friday from 9 AM to 6 PM
- By mail: Gnomon School of Visual Effects, Attn.: Admissions, 1015 North Cahuenga Blvd., Hollywood CA 90038

Physical portfolios will not be returned unless specified by the applicant. Applicants should send sufficient return postage and insurance fees with their portfolios and indicate the amount for which the portfolio should be insured. Gnomon is not responsible for portfolios lost in the mail.

Upon receipt Gnomon will follow up with a confirmation email or phone call from our Admissions Department. Spaces are reserved once applicable tuition and fees are received (See Appendix #1 for Tuition and Fees). Applications are accepted on an on-going basis though students are encouraged to apply as soon as possible to obtain their desired start dates (See Appendix #2 for Academic Calendar). Once all components of the application have been completed, the Admissions Review Committee will survey the applications. Acceptance is limited to a maximum of 24 students per term.

A student may be denied admission for failure to meet any of the requirements listed above or if determined incapable of benefiting from the training offered. Applicants denied acceptance are encouraged to obtain further course advisement from the Admissions Department.

ADMISSIONS REQUIREMENTS FOR MAYA FAST TRACK

All applicants to our ten-week Maya Fast Track program must:

- Complete an application form
- Submit a portfolio that demonstrates artistic ability
- Pay an application fee
- Provide a copy of a high school diploma or equivalent
- Be interviewed by an admissions representative

Applications and portfolios may be submitted:

- Electronically: Complete the appropriate application form found at www.gnomonschool.com and follow the instructions to submit the form along with a portfolio
- In Person: Monday through Friday from AM to 6 PM
- By mail: Gnomon School of Visual Effects, Attn.: Admissions, 1015 North Cahuenga Blvd., Hollywood CA 90038

Upon receipt Gnomon will follow up with a confirmation email or phone call from our Admissions Department. Spaces are reserved once applicable tuition and fees are received.

Applications are accepted on an on-going basis though students are encouraged to apply as soon as possible to obtain their desired start dates. Once all components of the application have been completed, the Admissions Review Committee will survey the applications. Acceptance is limited to a maximum of 12 students per term.

A student may be denied admission for failure to meet any of the requirements listed above or if determined incapable of benefiting from the training offered. Applicants denied acceptance are encouraged to obtain further course advisement from the Admissions Department.

Physical portfolios will not be returned unless specified by the applicant. Applicants should send sufficient return postage and insurance fees with their portfolios and indicate the amount for which the portfolio should

be insured. Gnomon is not responsible for portfolios lost in the mail.

REGISTRATION REQUIREMENTS FOR PROFESSIONAL STUDIES AND ONLINE COURSES

Prospective students are encouraged, but not required, to complete a personal interview with an admissions representative for course counseling and guidance. Please contact our Admissions Department to make an appointment for a campus tour or course advisement (See Appendix #3 for Contact Information).

Confirmation of enrollment is electronically mailed upon receipt of payment. Online registration is available at <http://www.gnomonschool.com/>. Space in the course is reserved once a registration form, tuition and applicable fees have been received.

INTERNATIONAL STUDENTS

Gnomon is able to issue I-20 student visas for our Digital Production for Entertainment, Entertainment Design & Digital Production and Maya Fast Track programs. A \$150 student visa processing fee applies and is non-refundable once issued.

International applicants must meet the same admission requirements as U.S. citizens. In addition to the application, a Certificate of Finances must be completed and submitted with the application. All documents must be accompanied by an English translation and evaluation.

All applicants are required to speak with an Admissions representative via phone or in person to ensure that their program of interest is appropriate. Gnomon does not offer English language services. Applicants from countries in which the official language is not English are required to submit official evidence of English language proficiency.

While Gnomon requires students to speak and read English fluently to be admitted and participate in classes, any student whose primary language is not English may obtain translation services before enrollment for the purposes of understanding the terms of the Enrollment Agreement. Accordingly, if English is not the primary language of the student completing this agreement, and the student is unable to understand the terms and conditions of the agreement, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Translation services for the enrollment agreement will be provided by a school official upon request at no cost. §94906.a&b

Evidence of English Proficiency

Students must be able to read, write, speak, understand and communicate in English. All applicants whose native language is not English are required to submit the results of the TOEFL or IELTS as evidence of English proficiency.

The minimum requirements by Gnomon, are as follows:



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- TOEFL score of at least 75 on the Internet-based test (IBT)
- IELTS band score of at least 6 on a 9-point scale

Applications from international students may not be reviewed if they do not include a TOEFL score.



Student work by Luca Nemolato

DIGITAL PRODUCTION FOR ENTERTAINMENT

Gnomon's certificate in Digital Production for Entertainment is a full-time, two-year program that creates well-rounded, production-ready artists who are versed in digital and traditional skills. It is intended for students with a background in art and who desire a career as a digital artist in the game, broadcast or film industries.

The curriculum is designed to expose students to production-specific concepts, tools and techniques. Projects are geared towards providing students with real-world experience. Students follow a pre-set curriculum and are automatically registered into required courses each term, and class sizes are limited to eighteen students (See Appendix #11 for Program List of Classes).

We offer four specialized career tracks:

- Character and Creature Animation
- Modeling and Texturing
- Visual Effects Animation
- 3D Generalist

Gnomon's instructors are established industry professionals with extensive production experience. In addition to being graded and evaluated in every course, students benefit from in-depth feedback on their work through regular, formal critiques and reviews by working industry professionals familiar with the program to ensure that students are developing artistic, technical and problem-solving skills.

Financial aid is available for those who qualify. International visas are available.

PATHWAYS TO CAREERS IN 3D ARTISTRY

Our curriculum prioritizes the development of artistic and technical skills by profession rather than by industry. Both fundamental and specialized skills in digital production are transferable across media, so our graduates aren't restricted to working on any one type of production.

Gnomon's courses are specifically designed to develop studio-ready professionals. After emphasizing fundamentals during the first two terms, the remainder of the program is dedicated to mastering a field of specialty.

Modeling and Texturing

In this track students are guided through the process of asset creation from inception to delivery of content. Assets may vary from a simple insertion of a building into a live-action shot to a complex combination of many elements for a 3D feature or game. Modeling and texture artists are required to have a strong understanding of form, texture and detail, so our students take fundamental classes on anatomy, sculpture, painting and design.

Character/Creature Animation

Animators are the actors of the game and visual effect industries, enlivening their creations with ranges of emotion. Animators must demonstrate their ability to act in a variety of roles and transfer these emotions to their creations. Coursework covers a variety of animation methods including traditional, stop motion and computer, including technical character rigging.

Visual Effects Animation

Visual effects animators integrate realistic elements into shots that would otherwise be too costly, dangerous or impossible to capture on film. This track emphasizes the various processes by which imagery is created or manipulated outside of a live action shot, including the blending of background plates or matte paintings with 3D architectural, character or elemental assets. Classes concentrate on lighting and filming techniques, tracking and compositing of elements and creating both particle and dynamic effects.

3D Generalist

Our 3D Generalist track is an outgrowth of our longstanding High-End Computer Graphics certificate program. As with the former, this track covers all aspects of 3D production along with a strong visual art foundation and is ideal for students who are unsure of what area of digital production in which they'd like to excel. This program has plenty of allowances to choose elected specialty classes where further focus is desired.

PROGRAM OBJECTIVES

The objective of the Digital Production for Entertainment program is to produce production-ready artists who are well rounded in their skill-set yet also specialized in distinct disciplines within 3D production. Students will:

- learn how to effectively use external production equipment to capture resource images through the use of high-definition digital cameras, lighting rigs and grip material.
- know how to develop 3D imagery within a collaborative environment.
- possess a knowledge of computer graphics tools and processes, preparing them to work in a multitude of studio production formats including games, episodic television and films.
- build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields.

Gnomon alumni are sought after in the entertainment industry because of their problem solving skills, comfort in collaborative environments and artistic underpinnings. Our graduates leave with a representative compilation of their work and a strong network of peers and industry-affiliated professionals who provide sustainable support.

Program Specifics

- Eight 10-week terms
- Two years to complete
- 1,920 clock hours
- 165 quarter credit units

Course Delivery

- Most courses consist of three hours of lecture and demonstration per week
- A typical full-time student load consists of 18 hours of lecture and six to nine hours of monitored lab per week
- Some courses may be offered online
- Because courses are taught by working professionals, instruction may be held any day of the week
- Throughout the term, six to nine hours of mandatory studio lab time per week is assigned, scheduled and monitored
- Students are encouraged to utilize additional studio lab time, up to 24 hours per week, to complete assignments



work by Curt Binder Concept by Kefka

Student

ENTERTAINMENT DESIGN & DIGITAL PRODUCTION

Gnomon's Certificate in Entertainment Design & Digital Production is a full-time, three-year program comprised of one year of foundational art and design classes with two years of instruction in digital production. The curriculum is geared towards students who desire careers as digital artists in the game, broadcast or film industries, but have limited traditional art skills. As with all of Gnomon's programs, the goal is to create well-rounded artists who are versed in digital and traditional skills (See Appendix #12 for Program List of Classes).

Gnomon offers four unique career tracks for students enrolled in the Entertainment Design & Digital Production program. Students build general artistic and technical skills in the first six terms then specialize in one of the four following career tracks:

- Character and Creature Animation
- Modeling and Texturing
- Visual Effects Animation
- 3D Generalist

Gnomon's instructors are established industry professionals with extensive production experience. In addition to being graded and evaluated in every course, students benefit from in-depth feedback on their work through regular, formal critiques and reviews by working industry professionals familiar with the program. Small class sizes that are limited to eighteen students, offer students access to each of their instructors. Financial aid is available for those who qualify. International visas are available.

PATHWAYS TO CAREERS IN 3D ARTISTRY

Our curriculum is geared towards the development of artistic and technical skills by profession, not by industry. We teach our students to be accomplished artists first so they graduate with skills applicable to all areas of the entertainment industry, be it games, broadcast or film.

Gnomon's courses are specifically designed to develop studio-ready professionals. Students choose from four different career tracks:

Modeling and Texturing

In this track students are guided through the process of asset creation from inception to delivery of content. Assets may vary from a simple insertion of a building into a live-action shot to a complex combination of many elements for a 3D feature or game. Modeling and texture artists are required to have a strong understanding of form, texture and detail, so our students take fundamental classes on anatomy, sculpture, painting and design.

Character/Creature Animation

Animators are the actors of the game and visual effect industries, enlivening their creations with ranges of emotion. Animators must demonstrate their ability to act in a variety of roles and transfer these emotions to their creations. Coursework covers a variety of animation methods including traditional, stop motion and computer, including technical character rigging.

Visual Effects Animation

Visual effects animators integrate realistic elements into shots that would otherwise be too costly, dangerous or impossible to capture on film. This track emphasizes the various processes by which imagery is created or manipulated outside of a live action shot, including the blending of background plates or matte paintings with 3D architectural, character or elemental assets. Classes concentrate on lighting and filming techniques, tracking and compositing of elements and creating both particle and dynamic effects.

3D Generalist

Our 3D Generalist track is an outgrowth of our longstanding High-End Computer Graphics certificate program. As with the former, this track covers all aspects of 3D production along with a strong visual art foundation and is ideal for students who are unsure of what area of digital production in which they'd like to excel. This program has plenty of allowances to choose elected specialty classes where further focus is desired.

PROGRAM OBJECTIVES

The objective of the Entertainment Design and Digital Production program is to produce production-ready artists who are well rounded in their 2D foundational skills yet also specialized in distinct disciplines within 3D production.

Students will:

- develop a broad foundation in art history, visual communication, and design
- learn how to effectively use external production equipment to capture resource images through the use of high-definition digital cameras, lighting rigs and grip material.
- know how to develop 2D and 3D imagery within a collaborative environment.
- possess a knowledge of computer graphics tools and processes, preparing them to work in a multitude of studio production formats including games, episodic television and films.
- build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields.

Gnomon alumni are sought after in the entertainment industry because of their problem solving skills, comfort in collaborative environments and artistic underpinnings. Our graduates leave with a representative compilation of their work and a strong network of peers and industry-affiliated professionals who provide sustainable support.

Program Specifics

- 12 10-week terms
- Three years to complete
- 2,880 clock hours
- 247 quarter credit units

Course Delivery

- Most courses consist of three hours of lecture and demonstration per week
- A typical full-time student load consists of 18 hours of lecture and six to nine hours of monitored lab per week
- Some courses may be offered online
- Because courses are taught by working professionals, instruction may be held any day of the week
- Throughout the term, six to nine hours of mandatory studio lab time per week is assigned, scheduled and monitored
- Students are encouraged to utilize additional studio lab time, up to 24 hours per week, to complete assignments



Student work by Cenk Cevdetkilar

MAYA FAST TRACK

Maya Fast Track diploma program is a demanding and intensive ten-week course of study reserved primarily for individuals who already have a solid understanding of 3D concepts within Autodesk Maya or comparable software. The program is comprised of ten one-week courses and covers the major components of 3D production skills via small class sizes that are limited to eighteen students, but typically are capped at ten. Each course is based on the time-tested curriculum of Gnomon School of Visual Effects, providing a thorough introduction to Maya's use in high-end production (See Appendix #13 for Program List of Classes).

PROGRAM OBJECTIVES

The objective of the Maya Fast Track program is to produce production-ready artists who possess a broad yet comprehensive technical skill set in 3D production. Students will:

- develop an extensive understanding of the 3D production pipeline.
- know how to develop 3D imagery within a collaborative environment.
- possess a knowledge of computer graphics tools and processes, preparing them to work in a multitude of studio production formats including games, episodic television and films.
- build and maintain a representative compilation of work demonstrating proficiencies and specializations within computer graphics and related fields.

Gnomon alumni are sought after in the entertainment industry because of their problem solving skills, comfort in collaborative environments and artistic underpinnings. Our graduates leave with a representative compilation of their work and a strong network of peers and industry-affiliated professionals who provide sustainable support.

Program Specifics

The Maya Fast Track consists of the following ten one-week courses:

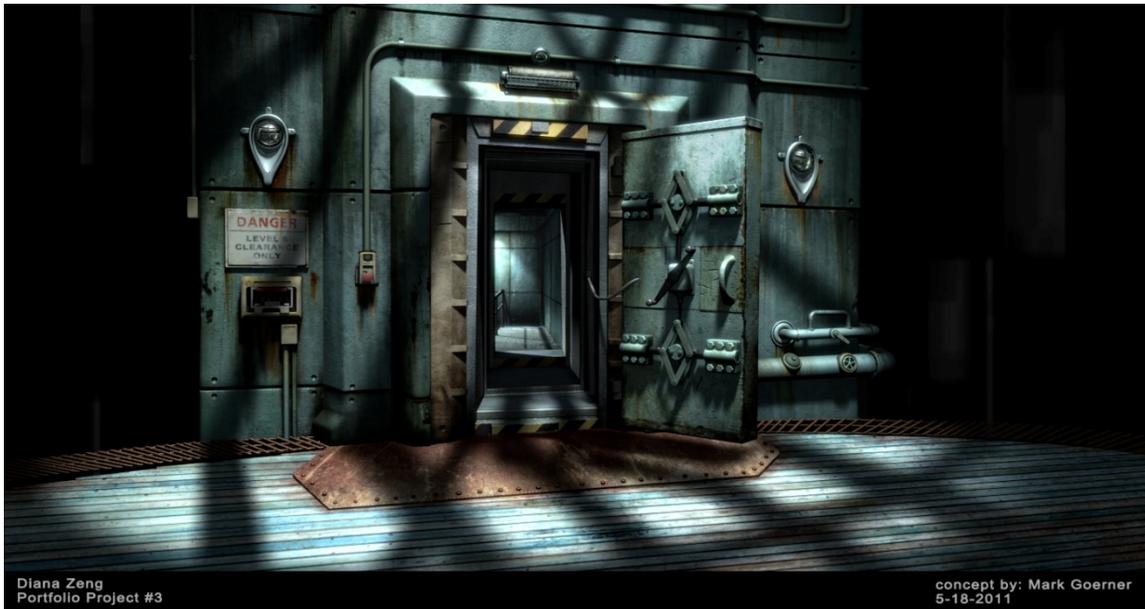
1. Introduction to Maya
2. Hard Surface Modeling 1
3. Hard Surface Modeling 2
4. Texturing and Shading 1
5. Lighting and Rendering with Mental Ray
6. Animation and Visual Effects
7. Character Rigging Fundamentals
8. Character Rigging for Production
9. Introduction to Dynamic Effects
10. Dynamic Effects for Production

The diploma program includes studio time for a total of:

- 450 clock hours
- 37 quarter credit units

Course Delivery

- Maya Fast Track is held twice per year
- Students may take courses individually
- Courses are held Monday through Friday from 9 AM to 4 PM
- Tuition includes three hours of studio lab time from 4-7 PM each day.



PROFESSIONAL STUDIES

Gnomon was founded as a professional training center for students looking to advance their studies within the visual effects industry. We specialize in supplying students and professionals with the skills they need to succeed in animation and effects for film, broadcast and games. All of our courses are open to individuals with the necessary background or prerequisites.

Ideal candidates for Professional Studies are individuals who are:

- Considering a career in effects, animation, game development or high-end visualization
- In need of a customized track of courses that can be taken on nights and weekends
- Seeking training in order to develop portfolio pieces for submission to a Gnomon program
- Working professionals who want to learn specific skills or software

Course Delivery

- To accommodate working professionals, courses are offered in 10, five and one-week formats
- Courses are offered on a quarterly basis, four terms per year
- Most courses consist of three hours of lecture and demonstration per week
- Studio lab time is available
- Online instruction is available for some courses
- Course assignments are project-based and often revolve around the student's personal direction and creation
- Faculty and staff respond in a timely manner to student questions and concerns, both academic and administrative

Course Specifics

- All instructors have production experience and teach in their area of expertise
- Curriculum and projects are geared toward providing students real-world experience
- Weekly homework or final projects are assigned in every course
- Industry professionals offer weekly video-based critiques
- Each class session is scheduled for 3 hours, meeting once per week during the duration of the course. Students will sign in and join the online classroom where an instructor will perform attendance, critiques and full lectures. During lecture, the instructor will break for Q&A sessions

Computer Equipment

- Students are responsible for supplying and maintaining their own computer equipment, software, broadband Internet access and other material
- The predominant 3D software used is Autodesk Maya
- Enrolled students will need to secure a version of software that is current with or

newer than the one required by the course

- Other software requirements will vary. Please see individual course requirements on a course's info page for more details

Access to Online Courses

Online courses follow the same schedule and format as our live courses. Class sessions are delivered live via a streaming, interactive virtual classroom system. Real-time instruction ensures instructional techniques and industry references are relevant and current.

- After enrolling for the course, students will be emailed their login/password no later than one week before the start date of the course(s). Registrations received later than one week before the course start date will be processed as quickly as possible
- Students who miss a lecture must follow up with a peer to catch up on missed work/information. Instructors are not obligated to repeat material covered in lecture due to a student's absence
- Each course will require 6 or more hours of homework per week
- All courses will be delivered in English without subtitles
- Online instructors evaluate, grade and provide critiques within one week of the assignment due date.
- The "Live" online system requires a high speed internet connection.

Please visit the FAQ section of our website for more information on the technical requirements before registering for online courses:

http://www.gnomonschool.com/programs/online_training/

ADMISSIONS

Admission is based on space at the time of registration, as well as education and experience.

Please contact our Admissions Department to make an appointment for a campus tour or course advisement.

How to Drop a Class

If it is necessary to drop any or all of your courses, a written request to drop must be submitted via email to: register@gnomonschool.com. The request must include the following:

- Student's full name and Gnomon ID number
- The date of request submission
- Name of the class(es) being dropped
- Briefly, why the class(es) is being dropped

The effective date of the drop is the day the drop request is received, not the last day of attendance. Failure to officially drop a course will result in a failing grade.

Registration

- Students may register online at <http://www.gnomonschool.com/>
- At least 50% of tuition and fees are required to complete registration (See Appendix #1 for Tuition and Fees)
- Space is reserved once a registration form, tuition and applicable fees have been received
- Confirmation of enrollment is electronically mailed upon receipt of payment
- This transaction receipt can also serve as proof of student status for purchasing educational software. Please note that not all software manufacturers provide educational prices on their software
- For questions regarding online registration, visit our website at

<http://www.gnomonschool.com/> or call 323-466-6663

Withdrawal and Refunds

Students have the right to withdraw from the program of instruction at any time. If you have completed 60% or less of the period of attendance, a refund may be due.

Please address your email drop/refund request to register@gnomonschool.com. Tuition refunds are based on the date your written drop request is received via email. Refunds will not be honored without a written request.

Refunds will be made within 45 days of the date of cancellation. Please refer to your confirmation letter for the refund calendar.

Requests will be processed during regular business hours: Monday through Friday from 9 AM to 6 PM



Student work by Nate Healy

FINANCIAL ASSISTANCE

Gnomon participates in federal financial aid programs. For qualifying individuals, federal financial assistance may apply towards Digital Production for Entertainment and Entertainment Design & Digital Production programs.

For students interested in professional studies and online learning private educational loans may be available. Please contact our Financial Aid Office at finaid@gnomonschool.com or 323-466-6663 for more information.

Students interested in financial aid applicability should start by completing the *Free Application for Federal Student Aid*. The FAFSA is the core financial aid application used nationwide and must be completed each year in order for a student to be considered for federal assistance. FAFSAs can be filed electronically at <http://www.fafsa.ed.gov/>. Gnomon's school code is **040764** and is required for the school to gain access to applicants' FAFSA results.

About a week after filing a FAFSA, Federal Student Aid generates a Student Aid Report. The SAR is a summary of information entered on the FAFSA and serves both for proofing the submitted information and serving as your official receipt of FAFSA submission. If errors are noted on the SAR, they can be corrected online at <http://www.fafsa.ed.gov/>. Once the SAR is correct, contact our Financial Aid Office at finaid@gnomonschool.com or by calling 323-466-6663, ext. 117 for information on how to proceed.

Students who obtain loans to pay for educational programs have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student receives funds from Federal Student Aid funds, then the student is entitled to a refund of the monies not paid from Federal Student Aid program funds.

FINANCIAL AID PROGRAMS

Financial aid is made up of a number of different types of program sources. Note that federal financial aid funds can only be applied towards Digital Production for Entertainment and Entertainment Design & Digital Production programs. A brief description of each category follows.

Federal Pell Grant – Undergraduate Students only

Federal Pell grants are based on financial need, cost of attendance and student enrollment status. The maximum Federal Pell Grant award for the 2013-2014 Award Year is \$5,645. The maximum Pell-eligible EFC is 5081 with a minimum award for a full-time student of \$600. Grant amounts are determined after the Financial Aid Office receives the results of the student's Free Application for Federal Student Aid (FAFSA). The FAFSA must be received before or while a student is enrolled. FAFSA results received after withdrawal or at the end of a school year are void.

Federal Direct Loans

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department). However, a bank or other financial institutions will actually provide loan services to students on behalf of the government.

Subsidized Direct Loans are those for which the government pays the interest while a student is enrolled at least half-time (a minimum of six credit hours toward student's program) or in applicable loan deferment status. The interest rate for subsidized loans disbursed between 7/1/13-6/30/14 is 3.86%.

Unsubsidized Direct Loans are those that are not need-based and for which the student is responsible for paying the interest that accrues during in-school and deferment periods. The interest rate for new unsubsidized loans first disbursed between 7/1/13-6/30/14 is 3.86%.

Federal Direct PLUS Loans for Undergraduate Students (PLUS)

PLUS loans are borrowed by parents on behalf of their dependent undergraduate students. This program gives parents with good credit histories an opportunity to borrow an amount each year that equals the student's cost of education minus any financial aid received. Between 7/1/13-6/30/14 the interest rate is fixed at 6.41%. Interest is charged from the date of the first disbursement until the loan is paid in full.

Parents may defer repayment on a PLUS loan until six months after the student ceases to be enrolled at least half-time (six credits). Parents may opt to pay accruing interest monthly or quarterly, or allow interest to be capitalized quarterly. PLUS loans are not awarded or packaged automatically by the Financial Aid Office. Parents desiring a PLUS Loan should contact the Financial Aid Office for additional information.

Notice Regarding Private Education Loans

If you still need money after reaching the borrowing limits for federal loans, you may consider private education loans as an alternative. Private loans carry higher interest rates and fees than federal loans and may have less attractive repayment terms. Typically, the interest rates on private loans are variable and can change from month to month. Private loans are usually based on your credit rating and income-to-debt ratio – not financial need – and may require a co-signer. The information in your credit report will determine the interest rate you qualify for. Do not apply for private loans without consulting with the Financial Aid Office or you may be declined immediately. Contact our Financial Aid Office via email at finaid@gnomonschool.com or by calling 323-466-6663, ext. 117 for more information.

PROGRAM CANCELLATION, WITHDRAWAL AND REFUNDS

If tuition and fees are collected in advance of the start date of a program and Gnomon cancels or postpones the start date, Gnomon will refund 100% of the tuition and fees collected. Refunds will be paid within 45 days.

Student's Right To Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance of the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation

Gnomon will refund 100% of the amount paid for institutional charges, less the non-refundable registration fee of \$75, if notice of cancellation is made through attendance at of first class session, or the seventh day after enrollment, whichever is later. Refunds will be paid within 45 days after your notice of cancellation is received.

1. You have the right to cancel the agreement for a course of instruction until midnight of the seventh day after enrollment
2. Cancellation occurs when you give written notice of cancellation via email to Office of Administration
3. Gnomon will provide a pro rata refund of nonfederal student financial aid program monies paid to students who have completed 60% or less of the period of attendance within the current term. If you have received federal student financial aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds

Withdrawal

Students may withdraw from the school at any time and receive a pro rata refund if they have completed 60% or less of the scheduled days in the current payment period in their program through the last day of attendance. The refund will be less any non-refundable fees and will be paid within 45 days of withdrawal.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the Director of Administrative Operations in writing or via email of the date of intent to withdraw
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by

- the rules and regulations of the institution;
and/or failure to meet financial obligations
to the school
- The student does not return from a leave
of absence

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current payment period, students who withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

If the amount paid is more than the amount owed for the time attended, then a refund will be issued within 45 days. If the amount owed is more than the amount paid, arrangements must be made to pay the balance due.

Refund for Financial Aid Students

The U.S. Department of Education certifies this institution as an eligible participant in the federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must determine how much federal assistance the student has earned which can be applied to the institutional charges.

If a student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution and in some cases the student, is required to return the unearned funds to the Federal Treasury. The student must pay any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state/institutional policy to the institution.

Any monies due an applicant or student will be refunded within 45 days of the date of cancellation, withdrawal or termination. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

If a student received a loan for tuition, a refund will be made to the lender to reduce the student loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

If student does not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 45 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Direct Loan Program
2. Subsidized Direct Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program
5. Other federal, state, private and/or institutional sources of aid
6. The student

Federal Return of Title IV Funds Refund Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the student began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the last date of attendance.

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Notice to Students Regarding the Student Tuition Recovery Fund (STRF) (§76215 and §76020)

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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.

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

- 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
- 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:

- You are not a California resident, or are not enrolled in a residency program, or
- 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”

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

VETERAN'S EDUCATIONAL BENEFITS

Gnomon is approved by the Veteran's Administration to provide educational benefits. Gnomon is classified by the VA as a “non college degree” or NCD institution. There are several different types of educational benefits for veterans depending on the type of service performed, length of service, date of service, among others.

Upon acceptance, veterans interested in

applying their educational benefits should contact 888-GI-BILL-1 or go to <http://www.gibill.va.gov> for information on how educational benefits for veterans can be used at Gnomon. Please request a **Certificate Of Eligibility** that will indicate how much of your benefits are available.

Once you have determined how benefits apply at Gnomon, contact our Financial Aid Office via email at finaid@gnomonschool.com or by calling 323-466-6663, ext. 117 for more information.

Please forward the **Certificate of Eligibility** when inquiring about financial assistance.

ACADEMIC INFORMATION

UNIT OF CREDIT

Gnomon School of Visual Effects operates on a quarter term calendar. The unit of measure for the valuation of all courses is a quarter credit hour. A quarter credit hour is defined as:

- A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation, or
- 20 laboratory hours, or
- 30 externship hours, or
- An appropriate combination of all three

Units attempted reflect actual registered units. Units earned reflect actual units completed with a passing grade.

CHANGE OF TRACK

(This section pertains only to the Digital Production for Entertainment and Entertainment Design & Digital Production for Entertainment programs)

Students wishing to change their track selection must submit a written request to the Office of Records and Registration no later than week seven of the term. A student's decision to change tracks may require the student to meet with their academic advisor; take additional requirements of the new track and may postpone program completion and graduation.

International students who change their track must consult with the Office of Administration to review their visa status and make any necessary adjustments.

TRANSFER CREDIT

Undergraduate Transfer Applicants:

Transfer credit will be considered toward a Gnomon diploma or certificate only if:

- Earned at a regionally accredited post-secondary institution (or at a foreign academic institution recognized by its government)
- The age of the previously earned credit is no more than five (5) years
- A grade of A, B, C, or Pass was received

Transfer credits submitted to fulfill coursework requirements will be measured against Gnomon's curriculum and expectations of student learning, and at no time may surpass 35% of total credits required for any Gnomon programs. Gnomon reserves the right to recognize or refuse transfer credit as necessary for student achievement.

Typically, course credits from other institutions do not transfer due to Gnomon's highly specialized curriculum. In the event that a required course contains curriculum that may be redundant with an individual student's knowledge base, the student may be evaluated on an individual basis for proficiency by either the course instructor or the Director of Education (or designee). On approval, credit will be noted on the transcript as previous education; however, the grade received will not be used in GPA calculations.

As a transfer applicant, students must submit official transcripts of all previous college work. If an AA or BA degree has not been earned, students must submit official High School Transcripts and evidence of graduation or the equivalent. These records are needed to complete the admission process and to assist our faculty committee in their review of each application and in their determination of program-level placement. It is the student's responsibility to ensure that Gnomon receives all transfer request documents.

Transfer Credit from Courses Taken at Gnomon:

Gnomon encourages prior and/or current students to continue their education, and thus, all courses taken at Gnomon that are applicable to the program of choice will be considered when:

- The last course was taken within five years
- The completed courses are a grade of C (2.0) or better
- The course is an equivalent and equitable transfer

Any prior or current Gnomon student must meet with the admissions department to determine the viability of transfer; meet admission requirements for the transfer program, including submission of required materials, and complete a Request for Transfer Credit Form. All coursework for transfer credit must be approved by Director of Education (or designee). On approval, credit will be noted on the transcript. The grade received will be used in programmatic GPA calculations.

Transfer Credit Appeal Process

Transfer credit appeals will be considered on a case-by-case basis. A student may submit a written appeal of a transfer credit decision within five business days of the decision. The Director of Education (or assignee) will consider an appeal if there is extenuating circumstance for transfer credit consideration.

The appeal should, at a minimum, include:

- A written appeal
- Official transcripts
- The course syllabus, textbook(s), exam(s) and any other pertinent materials to demonstrate comparability

The outcome of an appeal will be approval or denial and all decisions are final. The student

will be notified in writing of the results of the appeal within five business days of receipt. The notification will indicate any restrictions or conditions pertaining to the decision.

Course Proficiency

Students who have proficiency in a required program course based on previous education and/or experience may petition for course proficiency. If approved, the student must substitute an equivalent course for program requirements.

Note that no credits are awarded for course proficiency. In the event that course proficiency is granted, students must substitute the petitioned course with an equivalent course in order to meet graduation requirements. Doing so may affect a student's financial aid and the student's ability to progress in the program may be based on space availability in successive courses.

To petition out of a course based on proficiency from work/life experience, a student must discuss course content with the instructor during the first session. If the student and instructor agree that the student is proficient, the instructor will complete a Subject Proficiency. The student must submit the form and evidence of proficiency to the Office of Records and Registration immediately.

Gnomon will then evaluate the request to determine if an examination is required to grant a course proficiency waiver. If an examination is required, the student must achieve at least 70% to be granted the waiver.

Students must submit their requests as early as possible in the semester. No waivers will be granted after the fifth class meeting

No more than 35% of total credit units of a program may be considered for proficiency. The decision on course proficiency is final.

Transfer between Gnomon Programs

In order to transfer between Gnomon programs students must:

- Meet with the Admissions Department to determine the viability of h.
- Fulfill all necessary admission requirements

Upon acceptance to the program, students must follow all requirements of the transfer policy.

Articulation/transfer Agreements

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Gnomon School of Visual Effects is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma/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 Gnomon School of Visual Effects to determine if your credits or diploma/certificate will transfer.

GRADUATION REQUIREMENTS

Students seeking a certificate/ diploma must achieve a cumulative GPA of a 2.0 or better to qualify for graduation. Students must complete the program within 1.5 times the normal program length. Satisfactory arrangements for all exit processes must be met, including financial obligations, graduate interviews, and financial aid exit interviews.

Upon completion of the above and all classroom and practical/laboratory education and training, the student will be issued a certificate or diploma attesting to his/her successful completion of the applicable program.

ATTENDANCE

A strong attendance record is an essential element of student success. Students are expected to be on time and present from beginning to end of each class and lab. Attendance is recorded. Students who are late for class may be marked absent.

Absences may not exceed 30% of total course time. Students must be present in the assigned classroom at least 70% of the scheduled time of any course to achieve satisfactory attendance. Students who do not maintain 70% attendance may receive an unsatisfactory grade. Unsatisfactory attendance may also result in a failing class grade, suspension or termination.

Attendance for Online Courses

Students are required to access and view all course sessions. Lectures must be viewed in order and a student must have viewed the previous lecture in order to have access to the next lecture.

Attendance is monitored by students' login to the course delivery system. Weekly reports are generated and students who haven't viewed course materials are marked as absent.

Leave of Absence (LOA)

A leave of absence (LOA) is an approved interruption of a student's program of study at Gnomon School of Visual Effects.

Certificate students may request a single term leave of absence from their studies for compelling reasons such as:

- Family emergencies and obligations
- Medical and health related issues
- Financial reasons
- Personal issues

Students contemplating a Leave of Absence (LOA) are encouraged to seek consultation from an academic advisor prior to requesting leave.

To be granted a LOA a student must:

- Submit LOA form no later than 10 business days prior to the start of the term
- Make arrangements to meet and discuss the LOA terms with an academic advisor

Students returning from a leave of absence should contact an academic advisor no later than four weeks prior to the start of the term in which they are scheduled to return to finalize their new schedule. Returning students resume studies at the same point in their academic program at which they left.

Leaves of Absence for International Students

International students must abide by the regulations of the M-1 visa and will only be granted a leave of absence if the circumstances adhere to the regulations. Please refer to the "Title 8: Aliens and Nationality" section of the United States Citizen and Immigration Services website: <http://www.uscis.gov/portal/site/uscis>.

To set up an appointment with an academic advisor, please contact: student_assistance@gnomonschool.com

DISMISSAL AND SUSPENSION POLICY

Gnomon reserves the right to suspend or terminate any student whose attendance, academic performance, financial standing or behavior does not comply with school standards, regulations and rules.

Reinstatement After Dismissal

Students who wish to be re-instated after dismissal must re-apply to the program and contact the Office of Admissions. Re-enrollment or re-entrance will be approved only after evidence is shown to the administration's satisfaction that the conditions that caused the dismissal have been resolved.

GRADING

Grading is based on conceptual and aesthetic merit, as well as technical execution and effort. Students may be evaluated from the following components:

- Final exams
- Midterm exams
- Presentation of term projects
- Term projects
- Weekly assignments

Grading guidelines are used to ensure that students actively participate, demonstrate willingness to learn and present measurable effort. Students should consider the following guidelines for grading standards:

- Attendance: student must attend at least 70% of course meetings and labs to receive a passing mark
- Effort
- Final exams
- Final projects
- Overall improvement throughout courses
- Participation

GRADE DEFINITIONS

GRADE	PERCENTAGE	VALUE	NARRATIVE
A	90 - 100%	A+ 4.3 A 4.0 A- 3.7	A-level performance equates to excellence in thinking and performance within the domain of a subject and course, successful and timely delivery of 90% or more of assignments and superior knowledge acquired through critical thinking and practice.
B	80 - 89%	B+ 3.3 B 3.0 B- 2.7	B-level performance equates to sound thinking and performance within the domain of a subject and course, successful and timely delivery of 80% or more of assignments and sound knowledge acquired through critical thinking and practice.
C	70 - 79%	C+ 2.3 C 2.0	C-level performance equates to adequate thinking and performance within the domain of a subject and course, successful and timely delivery of 70% or more of assignments and adequate knowledge acquired through critical thinking and practice.
		C- 1.7	Students must maintain a 2.0 or above.
D	60 - 69%	D+ 1.3 D 1.0 D- 0.7	D-level performance equates to poor thinking and performance within the domain of a subject and course, successful and timely delivery of 60% or more of assignments and subpar knowledge acquired through critical thinking and practice.
F	59% and below	F 0.6	The student is not developing critical thinking skills and understanding within the domain of a subject and course and/or the student failed to deliver 59% or less of assignments. The student is not achieving competence in his or her academic work.

APPLICATION OF GRADES AND CREDITS

Gnomon uses a system of letter grades and grade point equivalents for evaluating coursework. Grades are configured on a 4.3 scale with +’s and –’s used to accentuate a grade in either direction. The chart below illustrates the impact of each grade on a student’s academic progress and what marks will be used in calculating the cumulative GPA.

Letter Grade	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA	Points
A+	Yes	Yes	Yes	4.3
A	Yes	Yes	Yes	4.0
A-	Yes	Yes	Yes	3.7
B+	Yes	Yes	Yes	3.3
B	Yes	Yes	Yes	3.0
B-	Yes	Yes	Yes	2.7
C+	Yes	Yes	Yes	2.3
C	Yes	Yes	Yes	2.0
C-	Yes	Yes	Yes	1.7
D+	Yes	Yes	Yes	1.3
D	Yes	Yes	Yes	1.0
D-	Yes	Yes	Yes	0.7
F	No	Yes	Yes	0
I	No	Yes	No	N/A
W	No	N/A	N/A	N/A

GRADE CHANGES/APPEALS

At the completion of every term, grades are made available to students via the Gnomon student web portal. Final grades submitted by instructors are considered permanent.

Students may appeal to the instructor in writing for a grade change if they feel the mark is in error, presenting a case to justify a grade change.

All grade appeals must be completed and submitted in writing to the Office of Education within 30 days of the end of the following term.

Should the instructor grant the appeal, the instructor must notify the Office of Education via email of the corrected grade. Upon receipt of the instructor's approved grade change, the revised grade will become part of the student's permanent record.

If attempts to resolve the issue with the instructor are unsuccessful, the student may request an appeal to the Office of Education within two weeks of receiving the instructor's decision. Administration will consider the evidence and make a final decision.

Incomplete Grades

A grade of "I" stands for incomplete and is given only in exceptional circumstances. The grade is intended to allow a student extra time to complete coursework.

Incompletes are granted when a student is unable to complete the work for a course because of illness or other extenuating circumstances. Incomplete grades are contingent upon instructor approval and instructors are under no obligation to grant them. Incomplete grades are temporary and must be rectified prior to the start of the following term.

Process for Requesting an Incomplete

In order to be considered for an incomplete, the student must:

- Petition the instructor prior to the last day of the course
- Provide an explanation of the circumstances and request a grade of incomplete
- Inform administration of the request

Students who have been granted an incomplete mark must rectify the grade with the instructor no later than the first Friday of the following term. Failure to rectify the incomplete mark will result in the incomplete mark converting to an F.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Gnomon requires students in the Digital Production for Entertainment and Entertainment Design & Digital Production programs to make timely academic progress each term towards completion of their certificate. Reasonable progress is measured by the following three qualitative and quantitative standards:

Standard 1: The GPA Standard

Meet the minimum requirement of a 2.0 cumulative grade point average.

Standard 2: The Pace Standard

Satisfactorily complete at least 67% of cumulative credit hours attempted.

Standard 3: The Maximum Time Frame Standard

Complete the program within 150% of the maximum time frame offered for the program.

Standard 1: The GPA Standard

Grade point averages are a qualitative measure of students' academic progress. Cumulative GPAs include all Gnomon courses that have been graded and determined to meet the program requirements. Gnomon academic policies determine how GPA is calculated, including which grades count in the GPA calculation and the effect of course repeats on GPA. Students can review their current cumulative GPA using the student web portal.

To meet the GPA standard, students must achieve a minimum 2.0 cumulative GPA at the conclusion of each term as indicated in the chart below:

DP evaluated after:	Term 1	Term 3	Term 6	Term 8	To Graduate	
DP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	110-165 cr hrs	165 cr hrs	
EDDP evaluated after:	Term 1	Term 3	Term 6	Term 9	Term 12	To Graduate
EDDP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	126-189 cr hrs	165-247 cr hrs	247 cr hrs

Standard 2: The Pace Standard

Standard 2 is a quantitative measure of progress towards degree completion determined by the percentage of courses successfully completed out of all degree-required courses attempted. It is calculated in two steps.

Standard 2: Step 1—Determine which courses should be included in the calculation

The calculation includes all Gnomon courses required for program completion including both repeated courses and Gnomon courses taken prior to program enrollment that have been accepted for credit towards the program.

The calculation does not include:

- Courses taken at Gnomon that are not required for program completion
- Courses taken at Gnomon in which the grade was a C+ or lower
- Courses transferred from other institutions
- Courses in which a student has a W or an unresolved incomplete mark

Standard 2: Step 2—Consult the chart

To meet the requirements of the Pace Standard, students must satisfactorily complete at least 67% of all cumulative credit hours attempted as listed in the chart below.

DP evaluated after:	Term 1	Term 3	Term 6	Term 8	To Graduate	
DP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	110-165 cr hrs	165 cr hrs	
EDDP evaluated after:	Term 1	Term 3	Term 6	Term 9	Term 12	To Graduate
EDDP must earn	14-21 cr hrs	42-63 cr hrs	84-126 cr hrs	126-189 cr hrs	165-247 cr hrs	247 cr hrs

Standard 3: The Maximum Time Frame Standard

Students may not continue in a program once they have exceeded Standard 3, a quantitative measure used to determine if the student is on-course to complete an academic program within a reasonable amount of time. Once the maximum time frame is exceeded the student is considered ineligible for education in the program.

The maximum units allowed for the academic program are determined by multiplying the minimum units required for program completion by 150% to determine the maximum number of units a student can attempt.

- Digital Production requires 165 credit hours for completion. The maximum credit hours a student can attempt in this program is 247 credit hours
- Entertainment Design & Digital Production requires 247 hours for completion. The maximum credit hours a student can attempt in this program is 370 credit hours

The total number of units attempted by the student in the review period is calculated and compared to the maximum allowed. To meet Standard 3, students must have attempted less than 150% of units required for the academic program as calculated above.

Monitoring Satisfactory Academic Progress

Satisfactory Academic Progress is monitored at the end of each academic term. Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who fail to meet the standards will be notified via email of the results and the impact on their program and financial aid eligibility.

If the parameters of Standard 1: GPA or Standard 2: Pace standard are deficient at SAP review, the student becomes INELIGIBLE for financial aid. This student may appeal the ineligible status as outlined in the “Appeal Guidelines” section below. A student whose appeal is approved will be on PROBATION and may receive financial aid for one additional term.

Students who have exceeded the maximum time frame set forth in Standard 3 are immediately ineligible to continue education in the program and or receive additional financial aid assistance. Furthermore, students who have been terminated, dismissed or suspended are not eligible to receive financial aid assistance until formally reinstated

Probation Status

Students failing to meet the criteria of Standard 1 (GPA) or Standard 2 (Pace) are placed on PROBATION and must meet all three standards to be deemed eligible to continue in the program and for continued financial assistance.

This student may appeal this decision if an academic plan approved by the administration is included. If an appeal that includes an academic plan is approved, the student will be placed on PROBATION. Continued aid eligibility will be monitored each term based on the specifications of the plan.

Upon review prior to the following term, should the student obtain the benchmark set forth in the approved plan they will be considered in GOOD standing and may continue to matriculate in the program and continue financial aid eligibility. Failure to fully satisfy the approved plan in the

following term review will result in the student being INELIGIBLE for financial aid. Once students have failed to maintain satisfactory progress based on an approved plan, no further appeal opportunity is allowed. Students can only regain financial aid eligibility if they complete additional coursework without the benefit of financial assistance, which results in their being in full compliance with the SAP Standards or the approved academic plan.

Impact on the Disbursement of Financial Aid

Financial Aid regulations do not allow for the disbursement of any financial assistance for the next term until Gnomon can ensure that the student will be eligible to receive the financial aid under these SAP standards. As a result, a hold will be placed on the disbursement of financial aid for those students who are at risk of becoming INELIGIBLE. This includes:

1. Students who are on PROBATION
2. Students who are being monitored based on an approved academic plan
3. Students who are approaching the Maximum Time Frame Standard

Once grades are posted and SAP Standards can be monitored, the hold will be released for those deemed eligible. The hold will not be released for those deemed ineligible until such time as an appeal is approved.

Due to the timing of grade submission, this will mean a delay in the release of funds past the beginning of the next term. As a result, students in one of the 3 statuses above will have financial aid held until grades are available but not past week three of the term.

If adjustments are made to a student's academic record after their SAP status has been calculated, students may request in writing that their SAP status be re-reviewed. This may be necessary when:

- Grades for the term were posted after SAP was calculated
- Grades changed, including the resolution of an incomplete
- Additional transfer credit was processed
- The student changed programs and SAP standards are met for that program

Students INELIGIBLE because of GPA or Pace Standards can:

- Enroll without financial aid assistance and complete coursework that improves their GPA and/or completion rate
- Submit a written appeal to the Office of Administration

Once SAP status is improved, students can regain financial aid.

Appeal Guidelines

Students who fail to meet these standards and lose eligibility for financial aid can appeal the decision. As part of all appeals, the student is required to provide the following:

1. A personal statement explaining the extenuating circumstances that led to the student not meeting the SAP standards and what actions the student is taking to ensure future academic progress
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include, but are not limited to:
 - A period of illness or injury for the student
 - A period of illness or injury for an immediate family member requiring the student's assistance
 - Death of a family member
 - Family difficulties (financial, divorce, etc)
 - Military Service

To appeal ineligibility because of the Maximum Time Frame Standard, students should submit a detailed plan for meeting remaining program requirements to the Office of Administration for approval.

If it is not possible for the student to meet the GPA and Pace Standards by the end of one additional term, the student should submit a detailed plan for regaining eligibility to the Office of Administration for approval.

A complete appeal packet must be submitted to the Office of Administration within one week of the date of the ineligibility notification. Administration will evaluate appeals within two weeks of receipt of the completed appeal. Students will be notified of the results by email.

If students wish to challenge the denial of an appeal, they must provide a clear written rationale for this challenge within two weeks of receipt of the appeal denial to the Office of Administration.

STUDIO/LAB HOURS

Studio lab time is available to enrolled students based on space availability. Please refer to <http://courses.gnomonschool.com/labtimes> for the listing of daily space availability.

CLASS CHANGES

To request a class change, a written request or email must be received no later than the end of the first week of classes.

Please address your email request to register@gnomonschool.com. Changes will be granted based on space availability.

Course Cancellations and Changes

Due to the nature of the industry we serve, Gnomon reserves the right to cancel/re-schedule a course or change faculty. Faculty changes may be made as necessary. In the event of a course change, students will be notified immediately. If the school cancels or discontinues a course or educational program, the school will make a full 100% refund of all charges. Refunds will be paid within 45 days.

STUDENT SERVICES

Orientation for Full-Time Students

Prior to starting a full-time program at Gnomon School of Visual Effects, all accepted students must attend an orientation session. Orientation materials, including the School Catalog and disclosures, are distributed to students in advance. Materials are reviewed and questions are addressed in the orientation session.

Orientation is an important element in educating students of Gnomon's policies, procedures, and the criteria for successful matriculation. At orientation, students become acquainted with the campus, the staff and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. Student handbooks are distributed and clarified.

Academic Advisors

Upon acceptance into a full-time program at Gnomon, students have access to academic advisors.

Academic advising provides support and motivation to address student needs and enhance overall student satisfaction. As advocates for students, Advisors work closely with faculty and staff to promote academic success and campus involvement.

A strong emphasis is placed on first-year students and their transition into our unique campus. Through a collaborative effort, we

develop, plan, and coordinate student-centered programs that significantly improve the student experience.

Students are encouraged to meet with an academic advisor at least once per term. Through individual appointments, programs and events, academic advisors can provide assistance in the following areas:

- Course counseling and selection
- Academic difficulties
- Questions regarding Gnomon policies

We are available to listen to student concerns and assist or guide students to the right person or office. We work in close collaboration with all other departments including, Admissions, Financial Aid, Education and Records, to offer personalized attention to our students.

To set up an appointment with an academic advisor, please contact:
student_assistance@gnomonschool.com

International Students

International students sign and acknowledge on their I-20 student visa to abide by the rules and regulations set forth by the United States Department of Justice and the Department of Homeland Security. These regulations supersede any and all regulations set by Gnomon School of Visual Effects.

Gnomon strongly recommends that International students review and familiarize themselves with all of the language on their I-20 or any other legal document pertaining to their student visa.

M-1 student visas are only valid for one year; International students will need to work with either an attorney of their choosing or the appropriate Gnomon staff members to:

- Extend their visa at the completion of Term 3 by filing an I-539 (Application to Extend/Change Nonimmigrant Status)
- File for (OPT) Optional Practical Training at the start of Term 7 by filing both an Application to Extend/Change Nonimmigrant

Status (I-539) and an Application for Employment Authorization (I-765)

While Gnomon will assist in all visa issues pertaining to the program, please be advised that we strongly encourage students to utilize International legal counsel. Please be aware that Gnomon cannot guarantee the outcome or decision rendered by SEVIS, the Department of Homeland Securities or the Justice Department.

Placement and Career Services

Career guidance and placement is available through Gnomon's Office of Placement and Alumni Relations. Gnomon is proud to have alumni working at film, game and broadcast studios worldwide and has consistently maintained an outstanding record of graduate placement... The Office of Placement and Alumni Relations is the liaison between students and employers, serving the students by promoting Gnomon to prospective employers.

Gnomon offers assistance with career guidance and placement, in which all registered students, graduates and alumni are supported. Gnomon is pleased to assist those interested with placement, be it full-time students or those taking courses to further professional development. Placement assistance is provided at the completion of studies to all graduates, but placement is not guaranteed.

Career services include:

- Professional career counseling
- Advisement on reels, resumes and portfolios
- Guidance in researching openings and companies
- Referrals for job openings
- Introductions to individuals and companies in the industry
- Employer job fairs

For the most current placement statistics or further information, please contact the Placement & Alumni Relations office at 323-466-6663.

Internal Critiques

Internal critiques will be scheduled for certificate students throughout the program and will be coordinated by the Placement & Alumni Relations office. Internal critiques consist of expert-provided feedback on artistic interpretation and technical execution. This is an opportunity to have professionals evaluate student work and provide invaluable, in-depth advice and guidance.

Attendance and participation in these critiques is mandatory. Students will periodically receive emails alerting them to internal critique deadlines, instructions and scheduling.

Students are required to submit one image per class, per term.

Gnomon Internship

The goal of the Internship Program for certificate students at Gnomon is to further support our mission. The Internship Program offers students a unique opportunity to utilize knowledge gained in the classroom in a real-world, professional, environment.

Students are eligible to apply for internship opportunities at the following program intervals:

- Digital Production for Entertainment Term 8
- Entertainment Design & Digital Production: Term 12

Any exceptions to the above will be made on an individual basis under guidance of the Office of Placement & Alumni Relations.

Students interested in perusing an internship should make arrangements with the Office of Placement & Alumni Relations to discuss the application process and internship requirements.

Library and Media Services

Students are welcome to check out any resources available on the Gnomon campus. Gnomon offers a wide selection of entertainment and training DVDs, games, films, periodicals,

books, manuals, etc. Gnomon also has video, cameras, tablets and other equipment available for instructional use.

The lab tech office is open for media checkouts from 9 a.m. to midnight, Monday through Sunday. Resource materials, DVDs and books must be used on the premises and returned on the day borrowed. Media may be viewed in the Student Lounge/Media Center or computer labs from 9 a.m. to midnight when there are no classes in session.

To check out resources/equipment, students must:

- Complete the Gnomon Borrower Agreement: Equipment/Resources form obtained from an the Learning Resource Coordinator or on-duty studio lab tech
- Abide by the rules and regulations set forth in the Gnomon Borrower Agreement: Equipment/Resources
- Accept full financial responsibility for the care of the materials borrowed
- Return materials in the same condition as they were checked out

To check out materials or for more information on Gnomon's media resources, please contact learningresource@gnomonschool.com.

Student Web Portal

The Student Web Portal is a secure website that allows students access to information including schedule, grades, account balance and activity and school notices. Students will be issued logins and passwords that can be used to gain access to the Student Web Portal. Passwords can be changed at initial login. Further information can be obtained from the Office of Administration.

Emergency Notification System

Gnomon is committed to providing a safe learning and working environment for students, faculty and staff. With the exception of term breaks and holidays indicated in the student catalog, Gnomon

is open seven days a week.

In the event of natural disasters, severe weather conditions or other emergencies, Gnomon may close in the interest of safety.

Should this action be necessary, Gnomon will provide as much notice as possible allowed by circumstances to minimize inconvenience.

- Closing for the day: When possible, the decision and announcement will be made by 8 AM
- Closing during the day: When conditions warrant closing of Gnomon during the day, administration will relay this information to all students, faculty and staff
- Evening classes: In the event that day classes are canceled, evening classes will also be considered canceled

Students, faculty and staff will be contacted through "messageSender," a Campus Alert System designed to instantly alert an entire campus community via SMS, voice-calls and emails in the event of an emergency or dangerous situation.

Depending on the nature of the emergency, one or more methods of notification will be used.

Record Retention

Gnomon will maintain student records on campus for each student for five years from the last date of attendance. Transcripts are maintained permanently.

Transcript and Letter Requests

An official transcript is maintained for each student with a complete record of all course grades and credits earned. Official transcripts and verification letters will be provided upon written request if there is no outstanding financial obligation due and are subject to payment of the prescribed fee (see Appendix #1 for Tuition and Fees). Transcript requests forms may be obtained from the Office of Records and

Registration or can be requested via email with required information to register@gnomonschool.com. Additional fees for rush orders will apply.

Student Activities and Campus Events

Gnomon School of Visual Effects offers students several opportunities to participate in various social activities and industry related events to promote peer and community connections. Activities and events are planned and supervised by Gnomon staff in coordination with student volunteers and industry organizations. Events include:

- A lecture series focused on the film, broadcast and games industries featuring prominent speakers from various studios
- Gnomon Gallery openings
- Presence at major industry trade shows, such as SIGGRAPH, Comic-Con and Game Developers Conference
- Software partner user groups held on Gnomon's campus

For more information about Gnomon Events go to <http://www.gnomonschool.com> and scroll to the bottom right hand corner or join our official mailing list at <http://www.gnomonschool.com/enews.php>.

Student Council

In order to create an environment conducive to communication amongst the student body and staff, Gnomon has established a Student Council. Student Council meetings are held once per term typically during week 2 or week 3. The meetings are attended by key staff members and address issues concerning faculty, curriculum, facilities, hardware and software, as well as provides a forum for students to receive updates from staff regarding recent placements or upcoming events.

Student Council is comprised of at least one representative from every term of the Digital Production for Entertainment and Entertainment Design & Digital Production programs. In the first term of each program, students appoint a representative who will be committed to represent the issues and concerns of their term and to act as a conduit of information gathered in the meetings.

Housing Accommodations

Gnomon is a non-residential campus and does not have dormitory facilities under its control. The school is not affiliated, does not endorse and is not responsible to locate or assist students to secure housing. (CCR §71810(b)(13)(C))

However, the Office of Admissions updates Gnomon's Student Resource Guide, which includes information about local housing that may be of interest. Request a copy of the Gnomon Student Resource Guide or call 323-466-6663 for more information

The availability of housing located in close proximity of Gnomon and an estimation of the approximate range of cost follows:

- There is available housing located within 0-1 miles of the school in Hollywood. The cost of housing is between \$900.00 to \$1400.00 per month.
- There is available housing located within 1-2 miles of the school in West Hollywood. The cost of housing is between \$1400.00 to \$2000.00 per month.
- There is available housing located within 2 miles of the school in Larchmont. The cost of housing is between \$1200.00 to \$2000.00 per month.
- There is available housing located within 2 miles of the school in Hollywood Hills. The cost of housing is between \$1600.00 to \$2000.00 per month.
- There is available housing located within 4-5 miles of the school in the Wilshire/Miracle Mile. The cost of housing is between \$1400.00 to \$2000.00 per month.
- There is available housing located within 10 miles of the school. The cost of housing is between \$500.00 to \$900.00 per month.

Gnomon Store

The Gnomon Store sells all major DVD titles produced by The Gnomon Workshop. These training DVDs for visual effects and concept design artists are a great supplement to any course at Gnomon, for the working professional or for production studios. The Gnomon Store also sells art supplies and Gnomon merchandise such as t-shirts, hooded sweatshirts and hats. Gnomon is proud to promote and sell books, posters and other works authored by Gnomon-affiliated artists. The Gnomon Store is open Monday through Friday from 10 AM to 6 PM and during some special events.



GENERAL INFORMATION AND POLICIES

Accidents and Injuries

In the event of a life-threatening emergency, [call 911 immediately](tel:911). First aid kits are located in the LAB TECH office, the MAIN LOBBY and the SCULPTURE classroom.

All injuries should be reported to an instructor, lab tech or administrative staff member immediately. A Gnomon Accident/Injury and Illness Investigation Form must be completed and submitted to the Office of Administration as soon as possible.

If an accident occurs outside of the school premise but within the Television Center facility, please report the issue immediately to TVC security and the lab tech or administrative staff on duty. The Gnomon Accident/Injury and Illness Investigation Form must be filled out along with a TVC incident report form.

Bicycles, Skateboards, Skates and Scooters

Bicycles, skateboards, in-line skates, scooters and other such forms of transportation may not be ridden within the premises of the Television Center Complex. Students and visitors are asked to walk with the above while on campus. Bicycles should only be locked to the bicycle racks provided in designated areas.

Campus Tours

Campus tours of our facilities are offered during regular business hours, Monday through Friday from 9 a.m. to 6 p.m. Please call 323-466-6663 to make an appointment. For directions to the Gnomon campus, please visit: <http://www.gnomonschool.com>.

Campus Security

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. For a current statistics report, see Appendix #8.

**Class Hours/Course Length**

One class hour equals one class period of 50 minutes. To provide a comparison with programs in other postsecondary schools, the course length is expressed in quarter credit units and weeks.

Course Evaluations

At the end of each term, students are asked to evaluate their courses and instructors through an evaluation form. The responses help us become aware of what areas are working and where there may be room for improvement. We take our evaluations seriously and ask that students do too.

Email Responsibility

Email is the primary form of communication utilized by Gnomon administration. Students are responsible for insuring that administration is informed of their current email address and for checking email on a regular basis.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) – EDUCATIONAL RECORDS

In accordance with the Family Education Rights and Privacy Act (FERPA) and Gnomon policies, students have the following rights:

1. The right of the student to inspect and review his or her education records within 45 days of the date that Gnomon receives a request for access.

Students may submit to the Office of Records and Registration or another appropriate official a written request that identifies the specific record(s) they wish to inspect.

The school official will make arrangements for access and notify the student of the time and place where the records may be viewed.

Records that are exempted from the right of inspection are:

- A. Financial records of the parents of the student
- B. Confidential letters and statements of recommendation
- C. Records of instructional, supervisory, counseling and administrative personnel with are in their sole possession and are not accessible or revealed to any other person except a teacher

2. The right to request the amendment of education records that the student believes is inaccurate or misleading.

The student should write the school official responsible for the record, clearly identifying the part of the record(s) they want changed and specifying why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request

for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

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

An exception to the policy against disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school in an administrative, supervisory, academic, research or support-staff position (including law enforcement unit personnel and health staff) and may include a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities.

4. Release of Educational Information

The school may disclose certain information, known as "directory information," at its discretion without consent. If a student does not want this information released, the student must complete a Non-Release of Directory Information form, available from the Office of Records and Registration. Upon request, the school may disclose education records without a student's consent to officials of other schools in which a student seeks or intends to enroll.

The school has established the following information as directory information: student name, address, email address, telephone number, date and place of birth, weight, height, age, major field of study, enrollment status (full-or part-time), dates of attendance, participation in officially recognized activities, degrees and awards received, student's photograph and the most recent educational institution attended.

Without the students consent and upon

authorization of the administration, the school may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- A. Authorized representative of the Controller General of the United States, the Secretary of Education and administrative head of an education agency, state education officials, or third respective designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.
- B. Other state and local officials or authorities to the extent that information is specifically required to be reported.
- C. Officials of other public or private schools or schools systems, including local count, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll as provided in Section 76225 of the Education Code.
- D. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary of such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- E. Accrediting organizations in order to carry out their accrediting functions.
- F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
- G. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulation as may be issued by the Secretary of Education.
- H. Those who have obtained a subpoena or judicial order. The student is to be given notice by mail or the schools compliance with the order.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Facilities

Located in Hollywood, home of hundreds of film, game and television studios, Gnomon School of Visual effects is truly in the heart of the industry.

The Gnomon campus is located at 1015 North Cahuenga Boulevard, Hollywood, CA 90038, in the center of the famed Television Center Building. Gnomon's facilities are designed to create a production-like environment with an atmosphere conducive to creativity and learning. Our 20,000-square-foot facility houses six state-of-the-art computer labs, a theater/auditorium, three sculpture and drawing studios and a sound stage with a 70-foot green screen cyclorama.

Other resources available for students include a kitchen, two student lounges equipped with large screen televisions, and vending machines, a 70 ft. green-screen stage, the Gnomon Store, the Gnomon Gallery and Gnomon Studios (See Appendix #10 for Campus Map).

Grievances

To ensure the quality of education at Gnomon, students are encouraged to verbally communicate their concerns to members of the faculty and administration for amicable solutions.

Should you feel your concern or problem has not been adequately addressed, you may file an official written grievance. This grievance should be addressed to grievance@gnomonschool.com and must be received in the Office of Administration within 48 hours after the incident occurs. Administration will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed this protocol, administration will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the director, instructor and/or staff members. In addition, all persons involved with the incident must be present at the time of the hearing. The decision of the committee will be communicated immediately.

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 website <http://www.bppe.ca.gov>. §94909(a)(3)(C)

Unresolved complaints may also be directed to:

The Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325,
 Atlanta, GA 30350
 Telephone (toll free): 800-917-2081
 Fax: 770-396-3790

Holidays

Gnomon traditionally observes Easter, Thanksgiving and Christmas. Notifications will be posted if any other holidays will be observed.

Instructional Schedule

Training is offered seven days per week. Class periods are as follows:

- 1st period: 9 AM to noon
- 2nd period: 1-4 PM
- 3rd period: 4-7 PM
- 4th period: 7-10 PM

Occasionally class schedules may differ from the above based on instructor availability.

Makeup Classes

Gnomon instructors are working professionals and may miss a class during the term. Should a class be canceled during the term, we will make all possible efforts to reschedule the class. Makeups are usually scheduled during the first week of the break. Please keep this in mind when making plans and travel arrangements.

Non-Discrimination Policy

Gnomon School of Visual Effects admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability or any other factor prohibited by law. The institution complies with the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; the Family Rights of Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973, which bars discrimination on the basis of physical handicap; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Accordingly, equal opportunity for employment and admission shall be extended to all persons.

Parking

Street parking is available. Refer to posted signs for hours and/or restrictions. Students may purchase parking stickers in the Gnomon Store that will allow them to park in the lot located one block south of the Television Center Complex.

Personal Safety

Gnomon is located in the Television Center, an industrial complex that provides 24-hour security/surveillance. Students are encouraged to be aware of their surrounding and to take appropriate precautions:

- Walk in groups to cars at night
- Students who witness anyone or anything suspicious should notify the security officer on duty
- Avoid taking short cuts and going to poorly lit areas
- Stay in places with good visibility and be observant of surroundings

Preventive Health and Safety Measures

Gnomon facilities provide ergonomically designed workspaces, low reflection wall paint, low frequency lighting that reduces screen reflectivity and glare, along with ergonomically designed chairs at every workstation. Safety precautions are considered when setting up office and lab spaces at Gnomon. Health and Safety binders are located in each studio/lab space and contain information on preventative health and safety measures. Students are encouraged to use them for reference in applicable situations.

Reservation of Rights

Gnomon reserves the right to change tuition fees, scheduled dates of courses, course offerings, instructors, policies and procedures pursuant to California Code of Regulations (CCR) and California Education Code (CEC). Gnomon also reserves the right to deny enrollment in courses to any student and the right to withdraw any student whose conduct fails to comply with the policies, rules and standards of Gnomon.

Gnomon has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and 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. §94909.a.12

Student ID Cards

Every Gnomon student is eligible to receive a student ID card. Please contact the lab tech on duty to have one made.

Student Work

Gnomon reserves the right to retain any and all student work for marketing, exhibition, publication, or for our student gallery.

Gnomon School of Visual Effects labs and facilities may not be used for paid production work.

Student Liability

Physical injury and/or medical problems, as well as loss of or damage to personal property resulting from natural disasters, theft or other causes are not the responsibility of Gnomon School of Visual Effects. Gnomon recommends that students carry personal insurance.

Visitors/Minors at Gnomon

Visitors are welcome at Gnomon. However if visitors plan to stay for an extended period of time, permission must be granted by the administration. Lab techs have the authority to ask anyone who is being disruptive or disrespectful to leave the premises.

STUDENT CONDUCT

Alcohol, Drugs and Weapons

Gnomon does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws. In addition, the institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by employees, instructors and students may result in expulsion, termination and/or arrest. Information concerning drug and alcohol abuse education programs are posted on the campus and is distributed annually to students and staff.

Drugs and weapons are not allowed under any circumstances. Gnomon firmly adheres to California state laws relating to the consumption of illegal substances. No firearms or lethal weapons of any type are permitted at Gnomon.

Lecture Etiquette

We are sensitive to the fact that a lot of information is given in course lectures. We encourage students

to audio record lectures, but please note that ***students must not film lectures, either with a camera or their cell phones, under any circumstances.***

Plagiarism

Gnomon maintains high academic standards, including integrity, honesty and responsibility in education. While we encourage students to draw inspiration and reference from other artists, students must resist plagiarism. Gnomon does not tolerate academic dishonesty, which is inclusive of plagiarism.

Plagiarism includes all of the following:

- Stealing someone else's ideas
- Failing to credit the source of ideas or creative work
- Claiming the work of others, including passing off images downloaded from the Internet as student work

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in the visual effects and game communities. Students who violate authorial integrity and copyright will be subject to disciplinary action.

Gnomon expects students to maintain the highest standards of academic integrity in the classroom. Instructors must notify the administration of students who have potentially violated academic integrity policy. Recommended consequences of a student committing academic plagiarism include, but are not limited to:

- Reduction in credit, if the student is given the opportunity to redo the assignment
- A failing grade or a zero for the assignment
- A failing grade for the course
- Suspension or dismissal at the discretion of the administration

The visual effects and games communities are inherently collaborative and tightly connected. Plagiarists face long-lasting detrimental effects on

their careers.

Professionalism and Personal Conduct

Gnomon's educational environment replicates real-world production pipelines, including instructors who are working professionals. Programs are structured to develop students into professionals with the highest ethical standards and collaborative skills. Students are responsible for attending courses, being prompt, completing projects, meeting deadlines and exhibiting professional behavior towards instructors, staff and peers.

Students are subject to disciplinary action for several types of misconduct, including but not limited to:

- Dishonesty, such as cheating, multiple submission, plagiarism or knowingly furnishing false information to the school
- Forgery, alteration or misuse of school documents, keys or identification
- Theft of, damage to, or destruction of any property of the school or property of others while on school premises
- Unauthorized entry to or use of school properties, equipment or resources
- Disruption of teaching, research, administration or other school activities
- Physical abuse, threats of violence, rape or other forms of sexual assault or conduct that threatens the health or safety of any person on school property or in connection with official university functions
- Sexual harassment
- Disorderly conduct, disturbing the peace or failure to comply with the direction of a school employee acting in his/her official capacity
- The use of "fighting words" when they constitute harassment
- The use, possession, sale, distribution or manufacture of alcohol on school property or at official school functions that is unlawful or otherwise prohibited by, or not in compliance with, school policy or campus regulations (See Appendix #9 Drug and Alcohol Abuse Policy Statement)

- The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in federal and state laws or regulations, on school property, or at official school functions

Smoking Policy

Gnomon respects the smoking policies of the Television Center and existing state law. Smoking is prohibited in any enclosed space including labs, classrooms, walkways, catwalks and other common areas. Smoking is allowed on the north campus only including the Tiki area and picnic tables adjacent to enclosed parking area. Students will honor designated smoking and non-smoking signs posted throughout the Television Center. Students should be considerate and maintain a distance of at least 30 feet from any building, entrance, exit or operable window while smoking.

Studio/Lab Etiquette

Students will be spending many hours in a shared lab space and are encouraged to observe the following rules/courtesies:

- Eating and drinking is prohibited in the labs. The Gnomon Lounge is available for consumption of food and beverages
- We ask that all students clean up after themselves
- A refrigerator is available for student use
- Students are responsible for discarding items weekly
- Please listen to your music with headphones. No headphones, no music
- If you are taking a break and conversing, please be respectful of others who are working
- Remember to back up your work. Gnomon will not be responsible for any lost work. Questions regarding backing up should be directed to the Lab Tech
- All lab hard drives are purged each term. No student work is retained from term to term

TUITION AND FEES: Effective FALL 2013

Entire Program	Digital Production (DP)	Digital Production International	Entertainment Design (EDDP)	Entertainment Design International	Maya Fast Track (MFT)	Maya Fast Track International
Tuition	\$67,200.00	\$67,200.00	\$81,900.00	\$81,900.00	\$11,800.00	\$11,800.00
Student Fees	2,000.00	2,000.00	3,000.00	3,000.00	-	-
*Registration Fee	75.00	75.00	75.00	75.00	75.00	75.00
*STRF Fee	34.50	-	42.50	-	6.00	-
*Visa Processing Fee	-	150.00	-	150.00	-	150.00
Total Domestic	69,309.50	-	85,017.50	-	11,881.00	-
Total International	-	69,425.00	-	85,125.00	-	12,025.00
Upon Enrollment	DP	DP/Int'l Term #1-2	EDDP	EDDP/Int'l Term #1-4	MFT	MFT/Int'l
Tuition Installment	8,400.00	16,800.00	3,675.00	14,700.00	11,800.00	11,800.00
Student Fee(s)	250.00	500.00	250.00	1,000.00	-	-
*Registration Fee	75.00	75.00	75.00	75.00	75.00	75.00
*STRF Fee	34.50	-	42.50	-	6.00	-
*Visa Processing Fee	-	150.00	-	150.00	-	150.00
Total Domestic	8,759.50	-	4,042.50	-	11,881.00	-
Total International	-	17,525.00	-	15,925.00	-	12,025.00
Per Term	DP	DP/Int'l Term #3-8	EDDP Term #1-4	EDDP Term #5-12	EDDP/Int'l Term #5-12	
Tuition	8,400.00	8,400.00	3,675.00	8,400.00	8,400.00	
Student Fee	250.00	250.00	250.00	250.00	250.00	
Total per Term, Domestic	8,650.00	-	3,925.00	8,650.00	-	
Total per Term, Int'l	-	8,650.00	-	-	8,650.00	

*Please note these one-time fees are non-refundable

STRF updated to \$.50 per \$1,000 of institutional charges effective January 1, 2013.

TUITION: PROFESSIONAL STUDIES/GNOMON ONLINE

Course Tuition	\$1,299 - \$1,755
Digital Courses: 10 week	\$1,695.00 - \$1,755
Digital Courses: 5 week	\$927
Digital Courses: 1 week	\$1,695
Traditional Courses: 10 week	\$552 - \$1035
Traditional Courses: 5 week	\$309
Non-Refundable Late Registration Fee <i>Applies to registrations received one week prior to term start.</i>	\$75

Application Fee	\$25.00
Payment Plan Fee	3% total tuition admin fee
Intl. Visa Processing Fee	\$150.00
Transcript Fee (72 hours requested for processing)	\$10.00
Transcript Fee (RUSH)	\$15.00
Verification Letter Fee	\$10.00
Verification Letter Fee (RUSH)	\$15.00
Return Check Fee <i>(A processing fee will be charged for any returned unpaid check and in addition, is also subject to a 2% late fee)</i>	\$25.00

Tuition/Fee Increases

Gnomon reserves the right to increase tuition/fees at least once annually. Tuition/Fee increases will not exceed 5% per calendar year. Students will be notified of tuition and fee increases prior to the beginning of the term, but no later than thirty 30 days prior to any increase.

PAYING TUITION

Returning and Incoming Students

- Tuition and Student Fees are due no later than the first Friday of the term
- Financial Aid students are responsible for any difference in tuition not covered by federal funding

Please be advised: Gnomon does not mail out, produce or provide invoices or statements for tuition payments. Students are responsible for knowing the tuition owed and for making payment prior to the above referenced deadlines. Students are encouraged to reference the Gnomon Web Portal to access the total amount due and to make timely payment.

In the event that tuition will be delayed, payment arrangements must be secured by the above deadlines. Requests must be submitted in writing (email is acceptable) to Office of Bursar or Office of Administration.

Late Fees/Penalties

Payments made more than five (5) business days after the scheduled due date are subject to a 2% late fee of the balance due. An additional \$100 will be assessed **each week** the payment is late. Payments seven (7) or more business days late are subject to a hold being placed on all of the student's Gnomon accounts until payment is rectified.

Third Party Payments

Please be advised, Federal law dictates that Gnomon is to maintain privacy regulations regarding student affairs and communications for students who are of legal age. Should payment arrangements be made by anyone other than the student, it is the student's responsibility to relay the information to said party regarding payment deadlines or any subsequent changes to tuition.

PAYMENT OPTIONS

Student tuition payments, or payment arrangements (Gnomon payment plan, third party payers, financial aid and/or private loans) are required to officially complete registration and reserve a space in the course/program.

Financial Aid

Gnomon offers Federal Student Aid for qualifying students in the Digital Production for Entertainment and Entertainment Design & Digital Production programs. Full-time students who are U.S. citizens and eligible non-citizens may be eligible to receive Pell Grants and/or Direct Loan financial assistance. Students interested in applying for aid should contact the Financial Aid Office at 323-466-6663, ext. 117.

Payment Methods

Gnomon accepts for payment:

- Company and personal checks
- All major credit cards
- Corporate purchase orders
- Gnomon payment plans (*see below*)
- Money orders
- Cashier's checks
- Wire transfers
- Private education loans

Gnomon Payment Plans are contractual agreements with students to defer payment over the term:

- Tuition is divided into three installments plus a 3% administrative charge.
- The first installment of 50% is due at the time of registration.
- Remaining installments are due over the course of the term.
- Payments made more than five (5) business days after a scheduled due date are subject to a 2% late fee.
- Payments made seven (7) or more business days late are subject to the student's computer account being frozen until payment is rectified.

Private Student Loans are available, but must be coordinated with the Financial Aid Office:

- Gnomon offers loans through SLM Financial, a Sallie Mae Company.
- Students interested in enrolling at Gnomon may apply for financing through SLM to pay their tuition.
- Students interested in a Sallie Mae loan may contact the Financial Aid Office for more details.
- Prior to submitting a loan application, students **must** speak with Admissions and Financial Aid.
- Students must be a US citizen, a US national or a permanent resident and must be creditworthy (or have a co-signer that meets the requirements).
- The deadline to submit a loan application to Sallie Mae is seven (7) business days prior to the start of the term.

ACADEMIC CALENDAR

The School Calendar is **subject to change without notice**. Please refer to <http://www.gnomonschool.com/calendar/>:

		START DATE:	END DATE:
2013			
	WINTER	01/07/2013	03/17/2013
	SPRING	04/08/2013	06/16/2013
	SUMMER	07/08/2013	09/15/2013
	FALL	10/07/2013	12/15/2013
2014			
	WINTER	01/06/2014	03/16/2014
	SPRING	04/07/2014	06/15/2014
	SUMMER	07/07/2014	09/14/2014
	FALL	10/06/2014	12/14/2014
2015			
	WINTER	01/05/2015	03/15/2015
	SPRING	04/06/2015	06/14/2015
	SUMMER	07/06/2015	09/13/2015
	FALL	10/05/2015	12/13/2015

GNOMON CONTACT INFORMATION

CEO/President	Alex Alvarez	alex@gnomonschool.com
CAO/ Director	Darrin Krumweide	darrin@gnomonschool.com
Director of Administrative Operations	Brian Bradford	brian@gnomonschool.com
Admissions Advisor	Clark Torres	clark@gnomonschool.com
Admissions Outreach Representative	Jason Mendoza	jason@gnomonschool.com
Admissions Outreach Representative	Anna Cicone	anna@gnomonschool.com
Admissions Administrator	Alida Barden	alida@gnomonschool.com
Director of Compliance and Financial Aid	Michelle McDaniels	michelle@gnomonschool.com
Financial Aid Coordinator	Nick Wesley	nick@gnomonschool.com
Director Placement & Alumni Relations	Shannon Wiggins	swiggins@gnomonschool.com
Registration Specialist	Paullina Weeks	paullina@gnomonschool.com
Bursar	Mark Bertuldo	mark@gnomonschool.com
Bursar's Assistant/Store Associate	Amanda Edwards	amanda@gnomonschool.com
Office Manager/Events	Crystal Mora	crystal@gnomonschool.com
Receptionist	Kathryn Polak	kate@gnomonschool.com
Director of Systems Administration	Anthony Almanzor	anthony@gnomonschool.com
Learning Resources Coordinator/Lab Technician	Tom Heyerman	learningresource@gnomonschool.com
Director of Industry Relations	Travis Bourbeau	travis@gnomonschool.com
Art Director/Creative Advertising	Eric Carl	ecarl@gnomonschool.com
Creative Advertising Administrator	Bob Ward	bob@gnomonschool.com
Associate Director Modeling and Texturing/Animation	Mark DeDecker	mdedecker@gnomonschool.com
Director of Education	Nathaniel Morgan	nathaniel@gnomonschool.com
Director of Distance Education/CTO	Eric Miller	eric@gnomonschool.com
Associate Director of Education: Generalist/Visual Effects	Max Dayan	max@gnomonschool.com
Associate Director Modeling and Texturing/Animation	Mark DeDecker	dedecker@gnomonschool.com
Associate Director of Education General Studies	Patricia Winters	winters@gnomonschool.com
Assistant to the Assoc. Director of Education	Jillion Butchko	jillion@gnomonschool.com



GNOMON STAFF

Alex Alvarez, CEO/President

Education: Art Center College of Design, the University of Pennsylvania.

Work Experience: Alias/Wavefront (Applications Engineer).

Partial Client List: Lightstorm Entertainment, Bad Robot

Darrin Krumweide, CAO/Director

Education: B.S. Art Center College of Design (Transportation and Industrial Design)

Work Experience: Alias/Wavefront (Applications Engineer), Kronos Digital (Senior Animator/Modeler)

Partial Client List: Art Center College of Design, Warner Bros., Honda, Sega and MCA/Universal

Administration

Brian Bradford, Director of Administrative Operations

Education: Orange Coast College, Gnomon School of Visual Effects

Work Experience: Gnomon School of Visual Effects (Director of Admissions and Outreach)

Clark Torres, Admissions Advisor

Education: B.F.A. Cal State Northridge (Animation)

Work Experience: Gnomon School of Visual Effects (Intern)

Jason Mendoza, Admissions Outreach Representative

Education: Gnomon School of Visual Effects

Work Experience: Demiurge (Composer), X1FX Studios (3D Artist)

Anna Cicone, Outreach Representative

Education: B.A. University of Michigan (Public Policy)

Work Experience: Center for Occupational and Personalized Education (Classroom Facilitator)

Alida Barden, Admissions Administrator

Education: M.F.A. Tyler School of Art (Sculpture), B.F.A. Virginia Commonwealth University, Richmond (Sculpture)

Experience: Caritas Furniture Bank (Resource Manager), Art 180 (Program Leader/Art Teacher), Tyler School of Art (Office Administrator)

Michelle McDaniels, Director of Compliance and Financial Aid

Education: B.S. Avila University (Information Science)

Work Experience: Midas Consulting Group

Nick Wesley, Financial Aid Coordinator

Education: B.F.A. Indiana University (Illustration)

Work Experience: Stereo D, Rhythm & Hues Studios

Shannon Wiggins, Director of Placement & Alumni Relations

Education: M.F.A Loyola Marymount (TV/Film), B.A. University of Denver (Mass Communications with an Emphasis in TV/Film Production)

Work Experience: Pixomondo Recruiting/HR Manager), Digital Domain (Roto/Paint Department Lead); Industrial Light & Magic, Sony Pictures Imageworks and PDI/Dreamworks (Roto/Paint Artist)

**Paullina Weeks, Registration Specialist**

Education: Los Angeles Valley College
 Work Experience: The Hair Shop, Coast Business Centers
 (Executive Administrative Assistant)

Mark Bertuldo, Bursar

Education: B.A University of California, San Diego (Computing in
 the Arts with an Emphasis on Music)
 Work Experience: Smashbox Studios, Quixote Studio Store

Amanda Edwards, Bursar's Assistant/Store Associate

Education: B.F.A Savannah College of Art and Design (Animation)
 Work Experience: Gnomon School of Visual Effects (Intern)

Crystal Mora, Office Manager/Events

Education: B.A. Southwest University of Visual Effects (Animation
 Graphics)
 Work Experience: Nickelodeon (Post Production Assistant),
 GreenHouse Studios (Production Artist), Fix 8 (Graphic Artist)

Kathryn Polak, Receptionist

Education: B.S. DePaul University, Chicago (Marketing,
 Accounting)
 Experience: On-Camera Audiences (Administrative Assistant), The
 Actors' Network (Administrative Assistant)

Anthony Almanzor, Director of System Administration

Education: B.S. UCLA (Materials Science and Engineering)
 Work Experience: Vitesse Semiconductor (System Administrator),
 Korean Air (System Administrator)

Tom Heyerman, Learning Resource Coordinator/Lab Technician

Education: Gnomon School of Visual Effects
 Work Experience: Gnomon School of Visual Effects (Lab Technician)

Design and Marketing**Travis Bourbeau, Director of Industry Relations**

Work Experience: Massive Black (Co-Founder, Artist/Modeler),
 Gnomon Workshop (Executive Producer/Marketing Director)

Eric Carl, Art Director/Creative Advertising

Education: Vincennes University
 Work Experience: TaigMarks Inc. (Advertising and Public
 Relations)

Bob Ward, Creative Advertising Administrator

Education: B.F.A Kendall College of Art and Design (Illustration)
 Work Experience: Magnum Coffee (Lead Designer, Packaging: TJ
 Maxx, Marshalls, Costco, MowiWowi), CBS-Michigan Affiliate
 (Courtroom Sketch Artist).



Education

Nathaniel Morgan, Director of Education

Education: M.A. Carnegie Mellon (Entertainment Technology), B.A. Bard College (Physics)

Work Experience: Double Negative, Digital Domain, The Mill, and Moving Picture Company (Game and Film Artist)

Eric Miller, Director of Distance Education/CTO

Education: A.A. Academy of Art (Fine Art), Gnomon School of Visual Effects (High-End Computer Graphics)

Work Experience: Bank of America (Production, Project Specialist and Technical Consultant), Alias Wavefront (Freelance Maya Character Setup Artist, FX Artist and Texture Painter)

Max Dayan, Associate Director of Education, Generalist/Visual Effects

Education: Ivy Tech, Indiana University-Perdue, Gnomon School of Visual Effects, Work Experience: Technicolor Interactive, Free Range 3D and Gentle Giant Studios

Mark Dedecker, Associate Director Modeling and Texturing/Animation

Education: B.A. Colombia College, Chicago (Film/Television). The School of the Art Institute of Chicago (Figure Painting)

Work Experience: Robomodo (Character Artist), Ignition Entertainment (Lead Character Artist), Gentle Giant Studio (Lead Character Artist)

Patricia Winters, Associate Director of Education, General Studies

Education: B.A. California State, Los Angeles, (English Literature); California State, Los Angeles (Single Subject/CLAD Certification), UCLA (Creative Writing).

Work Experience: Los Angeles Unified School District, Eagle Rock (Instructor), Art Center College of Design (Instructor)

Jillion Butchko, Assistant to the Associate Director of Education

Education: B.A. Chapman University (English)

Work Experience: Los Angeles Unified School District (Language Arts Instructor)

GNOMON ADVISORY BOARD

Our advisory board is made up of respected and experienced industry professionals who commit their time and expertise to guiding the future development of Gnomon's curriculum and program direction. Board members participate in the development of Gnomon by reviewing course curricula, critiquing student work and giving advice on critical decisions.

Our board includes the following people:

- Jonathan Berube, Conceptual Artist and Matte Painting Supervisor, Blizzard Entertainment
- Tom Bruno Jr., Senior Character Animator, Digital Domain
- Fausto de Martini, Cinematics Art Director, Blizzard Entertainment
- Jack Fulmer, Lighting Supervisor, Rhythm & Hues
- Javier Jimenez, Owner/Executive Producer of Motion Theory and Mirada
- Robert Nederhorst, VFX Supervisor, Svengali FX
- Neville Page, Concept Designer, Digital Domain
- Lance Powell, Art Director, Electronic Arts
- Neil Huxley, Creative Director, Mothership/Digital Domain
- Cecil Kim, Creative Director/CCO, Section Studios
- Beth Loheed, Secondary English Instructor, Pilgrim School

GNOMON FACULTY

A primary determining factor in the quality of education at any institution is the faculty. Our location in the heart of the entertainment community and our commitment to providing instruction by production professionals allows Gnomon's faculty to be comprised of an extraordinary group of educators. Gnomon School of Visual Effects' faculty are experts in their field of training. All of our instructors are industry professionals with a minimum of three years of real-life production experience. They earn their living using the tools and techniques that they then pass on to our students. For detailed industry experience on Gnomon Instructors, please go to <http://www.gnomonschool.com/experience/instructors/index.php>

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF INDUSTRY EXPERIENCE	COURSES TAUGHT
Alvarez, Alex	1997	Art Center College of Design, University of Pennsylvania.	14	Demo Reel Lighting and Compositing, Demo Reel Character Construction and Design
Adams, Andrea	2009	B.F.A., Illustration, Art Center College of Design; B.A., Studio Art/Art History, Wellesley College	20	Art History 1, Art History 2, Design History, Story Development, Film History, Color Theory and Light, Character Development and Design, Storyboarding
Austin, Jonah	2012	B.F.A., The School of the Art Institute Chicago (Fine Art and Animation)	7	Facial Rigging
Aquirre, Raul	2010	The Art Institute of Southern California, The Laguna College of Art and Design	16	Principles of Animation, Timing for Animation
Bourbeau, Travis	2009	Gnomon School of Visual Effects	9	Overview of Film and Game Production, Interview and Resume Workshop

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF INDUSTRY EXPERIENCE	GNOMON COURSES TAUGHT
Breaux, David	2011	B.A School of Communication Arts, Minneapolis (Illustration, Fine Art, Sculpture and Animation), Columbus College of Art & Design	14	Character Animation and Creature Animation
Brown, John	2002		15	Character Sculpture 1, Character Sculpture 2
Carl, Eric	2010	Vincennes University	9	Graphic Design
Colburn, Michael	2011	B.F.A., Metropolitan State College of Denver, Gnomon School of Visual effects (High-End Computer Graphics)	6	Photoshop for Digital Production
Cornwell, JC	2010	B.S, California Polytechnic State University-San Luis Obispo	8	Introduction to Maya
Davis, Cameron	2012	Rhode Island School of Design	5	Character Design
Dayan, Max	2010	Gnomon School of Visual Effects (High-End Computer Graphics), IVY Tech, Indiana University-Purdue University (Computer Science, Fine Art)	3	Photoshop for Digital Production
DeDecker, Mark	2010	B.F.A., Visual Communication, TV Production, Columbia College, High-End Computer Graphics Certificate, Gnomon	5	Character Modeling and Sculpting, Character for Games
DeLalla, Stephen	2011	Gnomon School of Visual Effects (High-End Computer Graphics)	4	Lighting and Rendering with V Ray

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF INDUSTRY EXPERIENCE	GNOMON COURSES TAUGHT
Hall, Jason	2012	Gnomon School of Visual Effects (High-End Computer Graphics)	5	Character Design
Hannah, Mark	2000	B.S., Oregon State University (Graphic Design); B.S. Art Center College of Design (Transportation Design)	10	Perspective, Visual Communications 1, Visual Communications 2, Product Design, Vehicle Design
Holland, Phil	2011	Laurel Springs	13	Digital Photography
Hudson, Kevin	1999	B.A. University of California, Los Angeles (Motion Pictures/Television Production)	15	Hard Surface Modeling 1, Character Modeling and Sculpting
James Shaw, Joshua	2011	B.A. Columbus College of Art and Design (Illustration)	10	Advanced Digital Painting
Kater, Geoffrey	2011	Art Center College of Design (Transportation Design)	16	Motion Graphics 1, Motion Graphics 2
Kelts, Andy	2010	B.A., Western Michigan University	4	Introduction to Maya
Keller, Eric		B.A. Florida State	12	Digital Sculpting
Krumweide, Darrin	1997	B.S. Art Center College of Design (Industrial Design)	17	Hard Surface Modeling 1, Hard Surface Modeling 2, Surface Modeling

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF INDUSTRY EXPERIENCE	GNOMON COURSES TAUGHT
Limonick, Aaron	2011	B.A. Art Center College of Design (Fine Arts.) Los Angeles Academy of Figurative Art, Otis College of Art and Design (Illustration)	8	Environment Design
Ly, Hong	2002	Art Center College of Design	11	Creature Design, Environment Design
Marantz, Jared	2006	B.F.A., Art Center College of Design.	6	Creature Design, Environment Design
McClure, Stephen	1998	B.F.A., Art Center College of Design. B.F.A., The Art Institute of Chicago.	13	Introduction to Maya, Texture Mapping 1, Digital Photography, HD Digital Filmmaking for VFX, Matchmoving and Integration
McDermott, Casey	2011	Gnomon School of Visual Effects (High-End Computer Graphics), Butte College (Character Animation)	7	Character Animation 1
Miller, Eric	2002	A.A., Academy of Art; Gnomon School of Visual Effects (High-End Computer Graphics)	8	Hard Surface Texture and Shading, Introduction to Bodypaint, Character Texturing and Shading
Moghadam, Shawn	2010	Art Center College of Design	5	Vehicle Design
Mooy, David	2012	B.S. Brigham Young University Manufacturing (Engineering Technology)	22	Hard Surface Modeling 1
Naporowski, Maks	2008	B.A., McMaster University (Philosophy, Art- Psychology), Seneca College of Applied Arts & Technology (Digital Animation)	13	Character Kinematics, Character Skinning

INSTRUCTOR NAME	INSTRUCTOR SINCE	DEGREES HELD / CONFERRING INSTITUTION	YEARS OF INDUSTRY EXPERIENCE	GNOMON COURSES TAUGHT
Parenteau, John	2010	B.A. University of Southern California (Motion Pictures/Television Production)	18	Cinematography for Visual Effects, Basics of Filmmaking
Parker, Mike	2012	Los Angeles Academy of Figurative Art (Figure Drawing); MCSE, Gnomon School of Visual Effects (High-End Computer Graphics)	6	Look Development
Pastrana, Robert	2010	B.F.A. Art Center College of Design (Illustration)	14	Perspective, Color Theory and Light
Pohl, Brian	2010	B.S., Broadcast Design, Oral Roberts University	10	Previsualization and Animatics
Reeb, Ryan	2011	Art Institute of Fort Lauderdale	10	Texture Mapping
Robinson, Jackson	2011	B.F.A., University of Northern Texas	5	Photoshop
Schauer, Van Arno	2011	Otis College of Art and Design (Fine Art and Illustration)	16	Figure Drawing, Figure Drawing 2
Scher, Dylan	2011	Laguna College of Art and Design	5	Advanced Character Design
Shindell, Jay	2010	B.A. University of Southern California (Cinema)	20	Rotoscoping
Shum, Jason	2011	Vancouver Film School (Fine Art), University of Saskatchewan (3D Animation and Visual Effects)	12	Character Animation 4, Demo Reel: Animation
Silva, Edgar	2010	B.F.A. Art Center College of Design (Illustration)	5	Figure Painting
Smith, Dane Allan	2010	University of California, Los Angeles (Digital Photography, Editing and Screenwriting)	9	Business of Production
Strong, Seth	2011	B.A. California State University Los Angeles (Film/TV – Broadcasting)	12	Introduction to Compositing

DRUG AND ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees through the referral system below:

National Treatment Referral System:
This toll free, 24-hour hotline (800-662-HELP)
This hotline number can tell you how and where to get help for alcohol and other drug problems.

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

2013 CAMPUS SECURITY ACT DISCLOSURE STATEMENT

Gnomon School of Visual Effects prepares a report each year in compliance with federal law that discloses campus crime. The crime statistics are compiled using reports made to TVC security, Gnomon faculty and staff and the Hollywood Police Department. A copy of the crime statistics is filed with the U.S. Department of Education and is available online at ope.ed.gov/security.

The Annual Security Report is published annually in compliance with the Campus Crime Statistics Act of 1998. The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period of **1/1/2010 – 12/31/2012**.

This institution does not employ campus security personnel but encourages employees, instructors and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, school official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".

Only staff members, instructors, students and other parties having business with this institution should be on institutional property. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, employees, instructors and students present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.

Offense	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests			
Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals			
Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	1
Hate Crimes	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

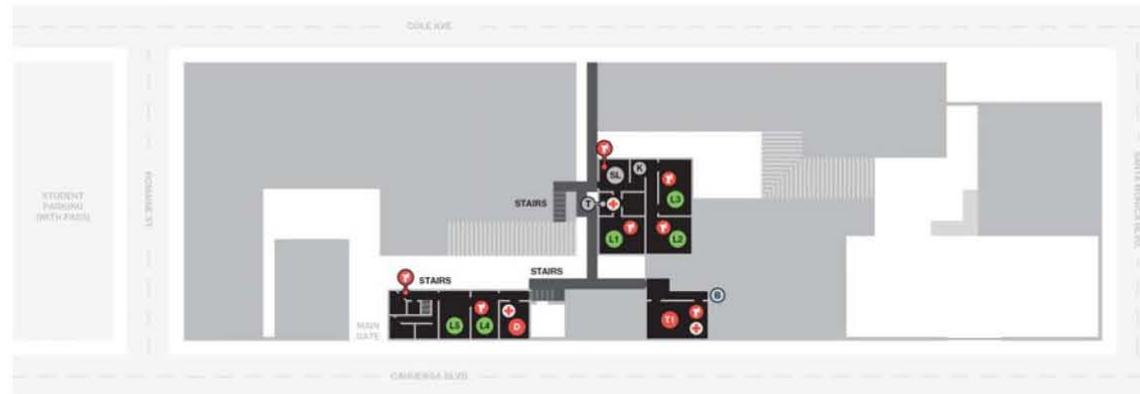
Gnomon School of Visual Effects / Map

Lab Tech Cell Number:
(323) 251-5759

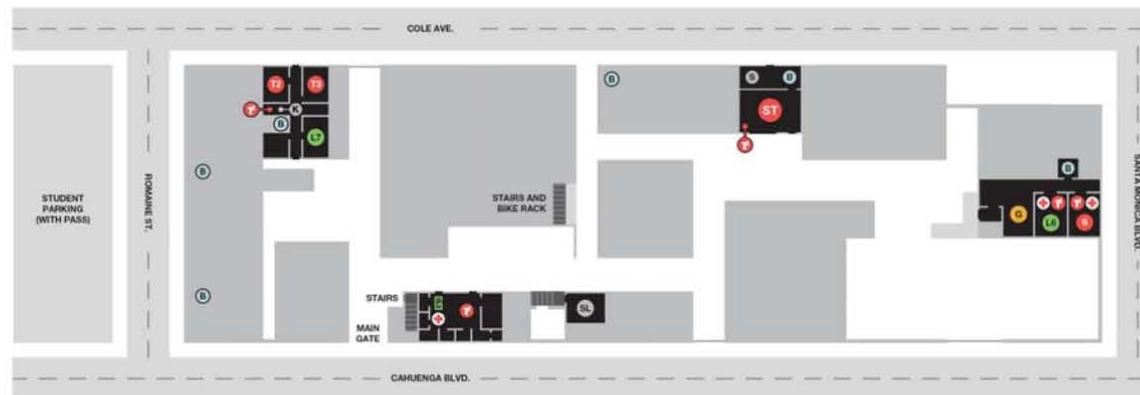


- L1 Lab 1
- L2 Lab 2
- L3 Lab 3
- L4 Lab 4
- L5 Lab 5
- L6 Lab 6
- L7 Lab 7
- S Sculpture
- D Drawing
- T1 Lecture 1
- T2 Lecture 2
- T3 Lecture 3
- ST Stage
- G Front Office
- SL Student Lounge
- S Store
- T Lab Tech/Library
- K Kitchen
- G Gnomon Gallery
- B Bathroom
- + First Aid Kit
- T Fire Extingisher

Second Floor



Ground Floor



GNOMON SCHOOL of VISUAL EFFECTS - DIGITAL PRODUCTION for ENTERTAINMENT PROGRAM

MODELING AND TEXTURING	CHARACTER ANIMATION	ANIMATION VISUAL EFFECTS	GENERALIST
Term 1	Term 1	Term 1	Term 1
Introduction to 3D with Maya	Introduction to 3D with Maya	Introduction to 3D with Maya	Introduction to 3D with Maya
Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production	Photoshop for Digital Production
Texture and Shading 1	Texture and Shading 1	Texture and Shading 1	Texture and Shading 1
Visual Communications 1	Visual Communications 1	Visual Communications 1	Visual Communications 1
StoryBoarding	StoryBoarding	StoryBoarding	StoryBoarding
Overview of Visual Effects and Games	Overview of Visual Effects and Games	Overview of Visual Effects and Games	Overview of Visual Effects and Games
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 2	Term 2	Term 2	Term 2
Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1	Hard Surface Modeling 1
Introduction to Compositing	Introduction to Compositing	Introduction to Compositing	Introduction to Compositing
Texture and Shading 2	Texture and Shading 2	Texture and Shading 2	Texture and Shading 2
Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects	Animation and Visual Effects
Principles of Animation	Principles of Animation	Principles of Animation	Principles of Animation
Character Sculpture 1	Character Sculpture 1	Character Sculpture 1	Character Sculpture 1
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 3	Term 3	Term 3	Term 3
Surface Modeling	Character Animation 1	Dynamic Effects 1	Surface Modeling
Hard Surface Modeling 2	Lighting and Rendering with Mental Ray	Expression and Scripting	Hard Surface Modeling 2
Lighting and Rendering with Mental Ray	Timing for Animation	Lighting and Rendering with Mental Ray	Lighting and Rendering with Mental Ray
Digital Sculpting	Character Design	Motion Graphics	Digital Sculpting
Character Design	Gesture Drawing	Cloth Hair and Fur	Anatomy
Anatomy	Cinematography for Visual Effects	Rotoscoping	Cinematography for Visual Effects
LAB	LAB	Cinematography for Visual Effects	LAB
LAB	LAB	LAB	LAB
		LAB	
Term 4	Term 4	Term 4	Term 4
Character Modeling and Sculpting	Character Animation 2	Dynamic Effects 2	Character Modeling and Sculpting
Lighting and Rendering with V-Ray	Lighting and Rendering with V-Ray	Lighting and Rendering with V-Ray	Lighting and Rendering with V-Ray
Art of Compositing	Art of Compositing	Art of Compositing	Art of Compositing
Hard Surface Texturing and Shading	Improvisational Acting	Hard Surface Texturing and Shading	Hard Surface Texturing and Shading
Character Sculpture 2	Zoological Drawing	Digital Photography	Digital Photography
Visual Structure	Visual Structure	Visual Structure	Visual Structure
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 5	Term 5	Term 5	Term 5
Creature Modeling and Sculpting	Character Animation 3	Dynamic Effects 3	Character Animation 1
Character Rigging Fundamentals	Character Rigging Fundamentals	Character Rigging Fundamentals	Character Rigging Fundamentals
Look Development	Creature Animation 1	Commercial Production Techniques	Look Development
Character Texturing and Shading	HD Digital Filmmaking for Visual Effects	HD Digital Filmmaking for Visual Effects	HD Digital Filmmaking for Visual Effects
Expression and Scripting	Expression and Scripting	VFX Design	Expression and Scripting
Advanced Compositing	Advanced Compositing	Advanced Compositing	Advanced Compositing
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 6	Term 6	Term 6	Term 6
Character Creation for Games	Character Animation 4	Dynamic Effects 4	Dynamic Effects 1
Character Rigging for Production	Character Rigging for Production	Character Rigging for Production	Character Rigging for Production
Cinematography for Visual Effects	Previsualization and Animatics	Previsualization and Animatics	Previsualization and Animatics
Environment Creation for Games	Matchmoving and Integration	Matchmoving and Integration	Matchmoving and Integration
Digital Sets	Creature Animation 2	Digital Sets	Digital Sets or Environment Creation for Games
Environment Design	Character Development	Scripting for Production	Scripting for Production
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 7	Term 7	Term 7	Term 7
Demo Reel	Demo Reel	Demo Reel	Demo Reel
Career Realities	Career Realities	Career Realities	Career Realities
Cloth Hair and Fur	Story Development	Introduction to Houdini or Visual Effects for Games 1	Dynamics Effects 2 or Character Animation 2
Shave and a Haircut	Elective	Elective	Elective
Elective	LAB	LAB	LAB
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
LAB			
Term 8	Term 8	Term 8	Term 8
Demo Reel	Demo Reel	Demo Reel	Demo Reel
Interview and Resume Workshop	Interview and Resume Workshop	Interview and Resume Workshop	Interview and Resume Workshop
Business of Production	Business of Production	Business of Production	Business of Production
Commercial Production Techniques	Acting for Animators	Digital Matte Painting or Realflow	Commercial Production Techniques
Elective	Elective	Elective	Elective
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB

GNOMON SCHOOL of VISUAL EFFECTS - ENTERTAINMENT DESIGN and DIGITAL PRODUCTION

MODELING AND TEXTURING	CHARACTER ANIMATION	ANIMATION VISUAL EFFECTS	GENERALIST
Term 1	Term 1	Term 1	Term 1
Photoshop for Digital Production			
Figure Drawing	Figure Drawing	Figure Drawing	Figure Drawing
Overview of Film and Game Production			
Perspective	Perspective	Perspective	Perspective
Visual Communications 1	Visual Communications 1	Visual Communications 1	Visual Communications 1
Art History 1	Art History 1	Art History 1	Art History 1
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 2	Term 2	Term 2	Term 2
Visual Communications 2	Visual Communications 2	Visual Communications 2	Visual Communications 2
Anatomy	Anatomy	Anatomy	Anatomy
Costumed Figure Drawing	Costumed Figure Drawing	Costumed Figure Drawing	Costumed Figure Drawing
Graphic Design	Graphic Design	Graphic Design	Graphic Design
Character Sculpture 1	Character Sculpture 1	Character Sculpture 1	Character Sculpture 1
Art History 2	Art History 2	Art History 2	Art History 2
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 3	Term 3	Term 3	Term 3
Zoological Drawing	Zoological Drawing	Zoological Drawing	Zoological Drawing
Storyboarding	Storyboarding	Storyboarding	Storyboarding
Character Design	Character Design	Character Design	Character Design
Product Design	Product Design	Product Design	Product Design
Color Theory and Light			
Design History	Design History	Design History	Design History
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 4	Term 4	Term 4	Term 4
Digital Painting	Digital Painting	Digital Painting	Digital Painting
Creature Design	Creature Design	Creature Design	Creature Design
Environment Design	Environment Design	Environment Design	Environment Design
Vehicle Design	Vehicle Design	Vehicle Design	Vehicle Design
Character Sculpture 2	Character Sculpture 2	Character Sculpture 2	Character Sculpture 2
Film History	Film History	Film History	Film History
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 5	Term 5	Term 5	Term 5
Introduction to 3D with Maya			
Introduction to Compositing	Introduction to Compositing	Introduction to Compositing	Introduction to Compositing
Texture and Shading 1			
Advanced Character Design	Advanced Character Design	Advanced Character Design	Advanced Character Design
Advanced Digital Painting	Advanced Digital Painting	Advanced Digital Painting	Advanced Digital Painting
History of Visual Effects			
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 6	Term 6	Term 6	Term 6
Hard Surface Modeling 1			
Motion Graphics	Motion Graphics	Motion Graphics	Motion Graphics
Texture and Shading 2			
Animation and Visual Effects			
Principles of Animation	Principles of Animation	Principles of Animation	Principles of Animation
Gesture Drawing	Gesture Drawing	Gesture Drawing	Gesture Drawing
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
Term 7	Term 7	Term 7	Term 7
Surface Modeling	Character Animation 1	Dynamic Effects 1	Surface Modeling
Hard Surface Modeling 2	Timing for Animation	Expression and Scripting	Hard Surface Modeling 2
Lighting and Rendering with Mental Ray			
Digital Sculpting	Character Sculpture 3	Digital Sculpting	Digital Sculpting
Character Sculpture 3	Character Development	Cloth Hair and Fur	Character Development
Character Development	Cinematography for Visual Effects	Rotoscoping	Cinematography for Visual Effects
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB
		LAB	
Term 8	Term 8	Term 8	Term 8
Character Modeling and Sculpting	Character Animation 2	Dynamic Effects 2	Character Modeling and Sculpting
Lighting and Rendering with V-Ray			
Art of Compositing	Art of Compositing	Art of Compositing	Art of Compositing
Hard Surface Texturing and Shading	Improvisational Acting	Hard Surface Texturing and Shading	Hard Surface Texturing and Shading
Digital Photography	Digital Photography	Digital Photography	Digital Photography
Visual Structure	Visual Structure	Visual Structure	Visual Structure
LAB	LAB	LAB	LAB
LAB	LAB	LAB	LAB

Term 9		Term 9		Term 9		Term 9	
Creature Modeling and Sculpting	Character Animation 3	Dynamic Effects 3	Character Animation 1				
Character Rigging Fundamentals	Character Rigging Fundamentals	Character Rigging Fundamentals	Character Rigging Fundamentals				
Look Development	Creature Animation 1	Commercial Production Techniques	Look Development				
Character Texturing and Shading	HD Digital Filmmaking for Visual Effects	HD Digital Filmmaking for Visual Effects	HD Digital Filmmaking for Visual Effects				
Expression and Scripting	Expression and Scripting	VFX Design	Expression and Scripting				
Advanced Compositing	Advanced Compositing	Advanced Compositing	Advanced Compositing				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
Term 10		Term 10		Term 10		Term 10	
Character Creation for Games	Character Animation 4	Dynamic Effects 4	Dynamic Effects 1				
Character Rigging for Production	Character Rigging for Production	Character Rigging for Production	Character Rigging for Production				
Cinematography for Visual Effects	Previsualization and Animatics	Previsualization and Animatics	Previsualization and Animatics				
Environment Creation for Games	Matchmoving and Integration	Matchmoving and Integration	Matchmoving and Integration				
Digital Sets	Creature Animation 2	Digital Sets	Digital Sets or Environment Creation for Games				
Scripting for Production	Scripting for Production	Scripting for Production	Scripting for Production				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
Term 11		Term 11		Term 11		Term 11	
Demo Reel	Demo Reel	Demo Reel	Demo Reel				
Career Realities	Career Realities	Career Realities	Career Realities				
Cloth Hair and Fur	Story Development	Introduction to Houdini or Visual Effects for Games 1	Dynamics Effects 2 or Character Animation 2				
Shave and a Haircut	Elective	Elective	Elective				
Elective	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
Term 12		Term 12		Term 12		Term 12	
Demo Reel	Demo Reel	Demo Reel	Demo Reel				
Interview and Resume Workshop	Interview and Resume Workshop	Interview and Resume Workshop	Interview and Resume Workshop				
Business of Production	Business of Production	Business of Production	Business of Production				
Commercial Production Techniques	Acting for Animators	Digital Matte Painting or Reelflow	Commercial Production Techniques				
Elective	Elective	Elective	Elective				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				
LAB	LAB	LAB	LAB				

GNOMON (Maya Fast Track)	
Week #1	Introduction to 3D with Maya
Week #2	Hard Surface Modeling 1
Week #3	Hard Surface Modeling 2
Week #4	Texturing and Shading 1
Week #5	Lighting and Rendering with Mental Ray
Week #6	Animation and Visual Effects
Week #7	Introduction to Character Rigging
Week #8	Character Rigging for Production
Week #9	Introduction to Dynamic Effects
Week #10	Dynamic Effects for Production
Weeks #1-10	LAB