

# **HOLLYWOOD CULTURAL COLLEGE**

3450 Wilshire Blvd., Suite 700, Los Angeles Ca. 90010

**Tel: (213) 739-9946**

Website: [www.hollywoodculturalcollege.com](http://www.hollywoodculturalcollege.com)

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## **Catalog**

**January 1, 2017 to December 31, 2017**

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## **SCHOOL LOCATION AND INSTRUCTIONAL ADDRESS**

Hollywood Cultural College  
3450 Wilshire Blvd. Suite 700  
Los Angeles Ca. 90010  
Ph: (213) 739-9946

## **BPPE APPROVAL**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations. This institution does not wish to imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards. The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

## **QUESTIONS**

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

## **REVIEW DOCUMENTS**

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

## **COMPLAINTS**

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 95798-0818. Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone numbers are 888-370-7589 or 916-431-6959 Fax number is 916-263-1897.

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

## **MISSION AND OBJECTIVES**

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

## **FACILITIES**

Hollywood Cultural College is located at 3450 Wilshire Blvd., Suite 700, Los Angeles, CA 90010-2307. It is easily accessible from the Harbor Freeway (10), Santa Monica Freeway, Blue Line (Metro) at Vermont street terminal. The school's facility fully complies with all federal, state and local requirements as to fire and building safety. Instruction is in residence with facility occupancy level, which accommodates over 12 students per shift of instruction. The facility is located in a 4,220 square foot space, in the heart of Los Angeles. Our facilities consist of three radio studios, a control room, a radio station, and a TV Production set. All three studios are equipped with radio consoles, computers, microphones, CDs and cassettes in order for the students to have

the experience of working in radio stations. The studios are also equipped for the students in the Digital Production class to practice and work on projects and assignments. We have a small-range broadcasting radio station fully equipped for the students that are ready to run a real radio show where they have the experience of being on the air. We have two fully furnished classrooms for lessons. Each classroom has microphones and a sound system. Our facilities also have an area for the students to take a break, relax, drink coffee and interact with each other and the faculty.

## ACADEMIC PROGRAMS

**Class Schedule: Day:** Mon -Fri./9:00am-3:00pm; **Night:** Mon.-Thurs./6:00pm-10:00pm;  
**Weekend/Week:** Saturday 9:00am-6:00pm and 16 hours must be attended during the week between Monday- Friday.

**RADIO BROADCASTING PROGRAM OUTLINE:** The curriculum involves 960 hours of training. The program is taught in Spanish. The course includes extensive instruction and practical experience in, techniques and procedures for different levels of broadcasting positions in radio. Students will be able to get an overview of radio disc jockeys, as well as specialize in this particular discipline. This course trains individuals for entry level positions as a radio broadcaster, traffic reporter, news broadcaster, master of ceremonies, radio reporting, equipment operations and other job titles. Personal motivation and development, business ethics, as well as personal appearance, hygiene, and job interviewing.

<b>Class Title: RADIO BROADCASTING Textbook: Locucion Publisher: Titane Promotions</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Broadcasting	10	0	10
Introduction to terminology of equipment and procedures	20	0	20
Musical Programming	40	0	40
Sports	20	10	30
News	40	10	50
Journalism	30	20	50
Interviews	20	20	40
Commercial Production	20	10	30
Publicity Sales and Campaigns	20	10	30
FCC Rules and Regulations	20	0	20
Classification of Interviews	10	10	20
Speaking and Master of Ceremony	20	30	50
Reading and writing Broadcast Copy	20	10	20
Elemental Physics	20	0	20
Vocalization	10	20	30
Improvisation	0	40	40
Commercial Production	40	30	70
Creating News Text	10	20	30
Lab – Radio Studio		360	360
<b>Total</b>			<b>960</b>

**Instructional Methods** – Class discussions, question and answer sessions, weekly demonstrations, lecture, individualized instruction, student and classroom presentations, lab and student activities are used during the program.

**Educational Objectives** -The quality education system at Hollywood Cultural College includes an outstanding learning facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our goals are as follows:

- To educate students to become professional, knowledgeable and skilled in Radio Broadcasting, Radio Digital Production, TV Production, Modeling and, Singing for marketability within the entertainment industry.

- To promote continuing educational growth of the faculty and students, using the most current teaching methods and techniques.
- To teach professionalism as the foundation of a successful career.

**Performance Objectives:**

- Receive the required number of clock hours of training.
- Satisfactorily pass written and practical exams.
- Receive a diploma upon graduation.

**Grading Procedures** - Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation forms reflects the overall attendance and academic progress of the student.

Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory/Practical Grading:

A = 90 – 100%            B = 80 – 89%            C = 70 – 79%            Below 70% = Failing

**RADIO DIGITAL PRODUCTION PROGRAM OUTLINE:** The curriculum involves 960 hours of training. The program is taught in Spanish. Students with no prior computer experience will learn how to open, navigate to the Digital Production program, and how to exit the program at the end of each session. Students will learn to be proficient in the “digital production” program. Students will also learn how to equalize any microphone signal going into the computer, equalize any recordings, digital records, edit commercials, ID’s, PSA’s, presentations and include proper sound effects to fit any project and execute a professional final product.

<b>Class Title: RADIO DIGITAL PRODUCTION Textbook: Produccion en la Radio Moderna Publisher: Thomson Learning</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
History of Radio Digital Production	10	0	10
Introduction to terminology of equipment and procedures	20	30	50
Learning computer programs in Radio Digital Production	50	80	130
Operating Control Panels	20	20	40
Operating electronic devices in sound reproducing systems used to adjust response to audio frequencies	30	40	70
Voice projection and voice modulation	25	25	50
Learning to prepare demo tapes for promos and commercials	30	30	60
Learning to use the appropriate music and sound effects for your production project	20	30	50
Presentation and introduction of demos developed for groups, commercials, and audiences	30	30	60
Radio Digital Sound I	20	20	40
Radio Digital Sound II	0	20	20
Commercial Production	0	30	30

Lab – Digital Production Studio		360	360
<b>Total</b>			<b>960</b>

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**TV PRODUCTION PROGRAM OUTLINE:** The curriculum involves 960 hours of training. The program is taught in Spanish. The course includes extensive instruction and practical experience in the techniques and procedures for the testing, set up, and operation of the equipment used to record and transmit television programs. The students will learn the procedures to operate equipment that regulates the signal strength, clarity, range of sounds and colors of recordings or broadcasts. Students will have professional instruction on how to set up interior and exterior lighting to execute proper illumination for any recording location. They also operate control panels to select the source of the material. Technical Directors may switch from one camera or studio to another, from recording to live programming, or from network to local programming.

<b>Class Title: TV PRODUCTION Textbook: Produccion en Television Publisher: Trillas</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
Introduction: The Director/Producer Job Television Formats	20	10	30
The Scale Ground Plan Cross Shooting 180 Degree Rule	10	10	20
Production and Creation of a TV Show, Applying Different Formats	10	30	40
Studio Control Support Area	10	10	20
Personnel Above and Below the Line	20	20	40

The Camera: How it Works, Exposure and Color Temperature	20	20	40
Lighting: Plot, Location, Light Direction, Concert Lighting	20	20	40
Panel Programs	10	10	20
Script Drama Concerts	20	20	40
Commercials and Public Announcements	20	0	20
Lenses: Setting Up Focus for Zoom Lens and Prime Lens	20	20	40
Selecting Vision Using the Tripod or HH	0	30	30
Style of Shot Using the Human Body	10	10	20
Sequence of what?	0	20	20
Power Regular 15 or 20 Amps	10	10	20
Documentaries, Reality TV	0	20	20
Multi-camera Remote	0	20	20
Student Final Project	0	120	120
Lab – TV Studio		360	360
<b>Total</b>			<b>960</b>

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#### **Performance Objectives**

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**MODELING PROGRAM OUTLINE:** The curriculum involves 180 hours of training. The program is taught in Spanish. The course includes extensive instruction and practical experience in the techniques and procedures in posing, walking, makeup application, knowledge of hair styling, and other basic tasks. Students will receive advice on how to dress, wear makeup, and conduct themselves properly during go-sees and bookings. In addition, the students will learn the ability to

relate to the camera in order to capture the desired look on film that is essential. The training in acting, voice, and dance is useful and allows a model to be considered for television work. The skills learned in this program will give the students the competence to seek a position as a Model and to pose for photos or be the subject for paintings or sculptures. Students learn how to display clothing such as dresses, coats, underclothing, swimwear, and suits, for a variety of audiences and in various types of media. Students learn to model accessories, such as handbags, shoes, and jewelry, and promote beauty products, including fragrances and cosmetics.

<b>Class Title: MODELING Textbooks: Fredo Casinni, Los 600 Mejores Tips de Belleza y Personalidad; Etiqueta y Protocolo Publisher: Editorial Diana</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
Introduction to terminology of equipment and procedures	5	0	5
Types of modeling work	9	10	19
Introduction to fitness programs	5	10	15
Health diet and nutrition concepts	10	0	10
How to use skin care products	3	10	13
Acquire makeup ideas and techniques on the use of makeup	3	10	13
Distinguish between professional and casual makeup and develop skill in the application of each	5	5	10
Use hair care, nail care and body products	5	5	10
Posture and facial expressions which capture the best look during a photo session.	5	5	10
Fundamentals of dance and choreographies	3	5	8
Develop voice techniques and improve diction	5	5	10
Acquire good manners and understand current correct etiquette	2	5	7
Portfolio presentation	4	8	12
Professional photo movements	2	5	7
Modeling for TV and commercials	5	5	10
Formal fashion show techniques	5	10	8
Creating News Text	3	10	13
<b>Total</b>			<b>180</b>

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**Performance Objectives**

- Receive the required number of clock hours of training.



- Satisfactorily pass written and practical exams.
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**SINGING PROGRAM OUTLINE:** The curriculum involves 180 hours of training. The program is taught in Spanish. The course includes extensive instruction and practical experience in the techniques and procedures needed to interpret music using a proper knowledge of voice production, melody, and harmony. The students sing character parts or perform in their own individual style. This course includes musical theory, music interpretation, composition, and conducting. Because quality performance requires constant study and practice, self-discipline is vital. Therefore, preparation and practice is key to success in this career. The skills developed in this course will give the students competence to perform solo or as part of a group in various settings such as: nightclubs, concert halls, and musical theater.

<b>Class Title: SINGING</b> <b>Textbook: D. Hilarion Eslava, Metodo de Solfeo</b> <b>Publisher: G. Schirmer, Inc., New York</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Instructional Clock Hours</b>
Introduction: Terminology of Equipment and Procedures	5	5	10
Stave, Musical Composition, Musical Notes, Rests and Their Values	5	10	15
Reading the Stave, Musical Notes and Musical Figures	10	30	40
Acquire Vocal Techniques, Including Correct Breathing	2	8	10
Acquire Skills in Vocalization and Pronunciation	5	5	10
Perform Exercises to Learn the Balance of Musical Figures	2	18	20
Exercises in Breathing and Diction	2	10	12
Exercises in Phonation, Articulation and Tone	2	13	15
Exercises in Respiration and Pronunciation	3	5	8
Components of Music (Musical Concerts) Including Tempo and Volume	2	8	10
Exercises in Singing With Background Music	5	15	20
Record a Song for Submission to Record Companies and Radio Stations	2	8	10
<b>Total</b>			<b>180</b>

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### **LICENSURE REQUIREMENTS**

None of the educational programs offered by Hollywood Cultural College lead to occupations that require licensure.

### **FACULTY**

#### **Jose Salas**

Jose has been a Radio Broadcasting instructor at Hollywood Cultural Center since 2002. He has also worked producing TV shows for Azteca America since 2010. Jose has received numerous awards from organizations including the Immigrant American Foundation, Univision Radio, Radio Unito and the City of Los Angeles.

#### **Martha (Belen) Garcia**

Martha is a Modeling and Singing instructor. She has recorded three record albums and has won numerous awards including Woman of the Year Award for 2012 from the Mexican Government. This award was presented because of her outstanding work in radio, TV and her participation in modeling shows both in Mexico and the United States.

#### **Martha Rodriguez**

Martha has been a Radio Broadcasting instructor for over twelve years. She earned her Bachelors Degree in Communication from the University of Mexico in 1986. She also currently hosts a radio program on the Spanish language radio station, La Ranchera, 930 AM Radio.

## **Julio Garcia**

Julio started his career as a student at Hollywood Cultural College. Since he completed his coursework, he began freelance work developing TV and radio commercials for local Spanish language businesses in the greater Los Angeles area. Julio has also worked as a Radio D.J. Assistant and Radio Control Coordinator for various radio stations. He has been teaching Radio Broadcasting for over ten years.

## **Douglas Velasco**

Douglas earned his Masters Degree in 1991 from Southern Illinois University in TV Production. He has taught TV Production for over 20 years in Venezuela and the United States of America. In addition to his work as an instructor, Douglas owns a TV Production company, Dove Productions, in North Hollywood, California.

## **ADMISSION INFORMATION**

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested in, a standardized entrance assessment will be administered.

## **ADMISSION POLICY**

The general criteria for admission are:

The school is accepting applicants for admission to Hollywood Cultural College once one of the following criteria has been met:

1. Applicants must provide a copy of his/her High School Diploma or GED. Admissions Test: Hollywood Cultural College is currently using the HCC Admissions Entrance Exam to determine the student's ability to be trained in the courses offered by HCC. Individuals that possess a High School Diploma or GED will be required to take the Entrance Exam. The admissions personnel will provide applicants with additional information in order to make arrangements to take the test. Students must take and pass the test before being admitted to the school. This must be done prior to signing an Enrollment Agreement and before the first day of class. The ability to benefit is determined on the basis of an oral interview and a written examination.
2. Students that do **not** possess a High School Diploma or GED, will be required to take and pass the CELSA ATB (ability to benefit) test. This test is used to determine the student's ability to be trained in the courses offered by HCC. Admissions personnel will provide applicants with additional information in order to make arrangements to take the test. Students must take and pass the test before being admitted to the school. This must be done prior to signing an Enrollment Agreement and before the first day of class. The ability to benefit is determined on the basis of an oral interview and a written examination.
3. Complete a student enrollment agreement.

## **RECOGNITION OF CREDITS**

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other college or university.
- The institution does not accept any credits earned at other institutions.

## **ORIENTATION**

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

### **TEACHER/STUDENT RATIO**

The teacher/student ratio averages 15 students per instructor.

### **STUDENT'S RIGHT TO CANCEL**

**Cancellation Policy:** A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, Attn: School Director, 3540 Wilshire Blvd. PH 6 Los Angeles CA. 90010 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes. When situations of mitigating circumstances are in evidence such as serious illness or a disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both parties

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

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

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

**Withdrawal Policy:** You have the right to withdraw from a course of instruction at any time. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The school will remit a refund, less a registration fee not to exceed \$250.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books and materials. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books and materials as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the books and materials paid by you. If you fail to return the books and materials in good condition allowing for reasonable wear and tear within the 30-day period, the

school may offset against the refund the documented cost to the school of the books and materials. You shall be liable for the amount, if any, by which the documented cost for books and materials exceeds the prorated refund amount. The documented cost of the books and materials may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the books and materials charges stated in the contract. For a list of these charges, see the last page of the agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

### **Refund Policy**

The amount owed to the student equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program) multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

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

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

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

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

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

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

### **ACADEMIC PROBATION AND DISMISSAL POLICY**

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

**Dismissal:** Students may be dismissed for the following reasons without warning:

- 1) Drugs and/or alcohol usage.
- 2) Cheating or stealing.
- 3) Found to be in possession of firearms and/or any kind of weapon while on school grounds.
- 4) Found to be under the influence of a controlled substance.
- 5) If a student fails to return to school without notice, after the 14<sup>th</sup> day from the last day of attendance, the student will be formally dropped from the program.
- 6) If a student receives a third (3) suspension after re-admittance, he/she will be dismissed from the program.

## **ATTENDANCE POLICY/STUDENT CONDUCT**

**Unexcused:** All absences *without documentation or without a phone call* are considered unexcused. Any student who has 3-unexcused absences will be suspended for five (5) school days. Any student who has been suspended 3-times will be dismissed from the program. (Dismissed students are not allowed to re-enroll at Hollywood Cultural College.)

>11 minutes late	= 1 tardy
3 tardies	= 1 absence
3 absences	= 1 suspension (5 days)
3 suspensions	= termination

**Leaves of Absence:** Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Director, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Director may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. If a student fails to return to school without notice, after the 14<sup>th</sup> day from the last day of attendance, the student will be formally dropped from the program.

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

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

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

## **CHARGES: TUITION AND FEES**

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

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Radio Broadcasting	\$9,000	\$250	\$.00	\$350	\$9,600
Radio Digital Production	\$9,000	\$250	\$.00	\$350	\$9,600
TV Production	\$9,000	\$250	\$.00	\$350	\$9,600

Modeling	\$1,800	\$250	\$ .00	\$350	\$2,400
Singing	\$1,800	\$250	\$ .00	\$350	\$2,400

**Required Disclosure:**

Radio Broadcasting

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,600
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,600

Radio Digital Production

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,600
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,660

TV Production

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$9,600
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$9,660

Modeling

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,400
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,400

Singing

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,400
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,400

**FINANCIAL ASSISTANCE**

**Financial Aid Programs (Title IV)**

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

**Loan Repayment**

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

**FINANCIAL STABILITY – BANKRUPTCY HISTORY**

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

**PLACEMENT SERVICES**

Hollywood Cultural College does not guarantee employment upon graduation, but we do provide career counseling and maintain an aggressive job placement program and will inform students of job openings and opportunities.

## **STUDENT TUITION RECOVERY FUND POLICY (STRF)**

(a) Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an education program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

(b) Unless a student has a separate agreement to repay the third party, student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

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

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

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

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

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

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

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

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

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



## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS**

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

## **DISTRIBUTION AND CATALOG REVISION POLICY**

This institution makes its current catalog and current program brochures available to the public at no cost. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or visiting the institutions website at [www.hollywoodculturalcollege.com](http://www.hollywoodculturalcollege.com).

The policy of this institution is to update the official school catalog annually. This is normally done in January of each year. The catalog starting and end dates are Jan. 1<sup>st</sup> through Dec. 31<sup>st</sup> of the current calendar year.

## **VISA RELATED SERVICES**

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

## **LANGUAGE OF INSTRUCTION**

Instruction is currently delivered in the Spanish language only.

## **EXPERIENTIAL CREDIT**

This institution does not award credit for prior experiential learning.

## **SATISFACTORY ACADEMIC PROGRESS (SAT)**

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

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

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

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

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

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

## **LIBRARY**

A small Library is located in the Receptionist desk area. The Library contains magazines, books and videos that are relevant to the various programs that we offer at Hollywood Cultural College. Students can check out literature or videos from the Receptionist at any time during school hours.

The institution subscribes to numerous publications, which have current information, and subject materials that are related to the courses or programs being offered and which are available to all students. Likewise, the school is continually generating its own publications and workbooks, which are also made available to all students. Each instructor has his/her own reference materials which are made available to each and every student. Instructors and the Administration direct students to local resource centers and provide supplemental, remedial and/or enrichment materials if needed and requested by the students.

## **STUDENT SERVICES**

This institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community.

## **STUDENT HOUSING**

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

## **GRIEVANCE POLICY**

It is the policy of this institution to handle grievances in the following manner:

1. Fill out a grievance form and list all grievances.
2. Deliver the Grievance Form to the School Director, Martha Garcia.
3. If the student is unable to deliver the form to the School Director, the student may mail the form to the attention of Martha Garcia, School, 3450 Wilshire Boulevard, Suite 700, Los Angeles, CA 90010.
4. All grievances regardless of the nature will be turned over to the School Director and reviewed.
5. The School Director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

Any grievance that the student cannot work out with the institution, the student may contact:

**State of California  
Bureau for Private Postsecondary Education  
Executive Office  
2535 Capitol Oaks Drive  
Suite 400  
Sacramento, CA 95833  
Tel: 800-370-7589**

## **STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

Students (parent/guardian if the student is a dependent minor) are guaranteed access to his/her school records. The school requires written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law, such as by a court order or subpoena. The school does not publish "directory information" on any student. The school provides and permits access to student and other school records as required for any accreditation process initiated by the school.

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript

fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Student records are organized in individual folders, which are color coded. The student files are placed within locking metal filing cabinets and are kept in the office of the School Director. The student files are made complied in a four (4) part file folder. The admissions file, academic file, finance file, and disclosures are all

maintained in the same file. The files will be stored at Hollywood Cultural College located at 3540 Wilshire Blvd., PH 6, Los Angeles, CA 90010. Tel: 213-739-9946 Fax: 213-739-9283. The Custodian of Records is Martha Imelda Garcia, School Director.

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

### **NONDISCRIMINATION POLICY**

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

### **ACADEMIC FREEDOM**

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

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

### **SEXUAL HARRASSMENT**

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

### **ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION**

This institution does not provide ESL instruction.

### **FORCE MAJEURE**

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

### **DISABLED STUDENTS**

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

### **PARKING**

There is public parking behind the building, with the entrance on Mariposa. Students of Hollywood Cultural College will be given a parking voucher. With the parking voucher, students will only pay \$5.00 before 5:00pm; and \$2.00 after 5:00pm. With the student voucher, students will only pay \$2.00 all day on Saturday. All students are required to make their own arrangements and are responsible for the payment of their own parking fees.