

School Catalog

Los Angeles // 2023 // volume 23, issue N°1

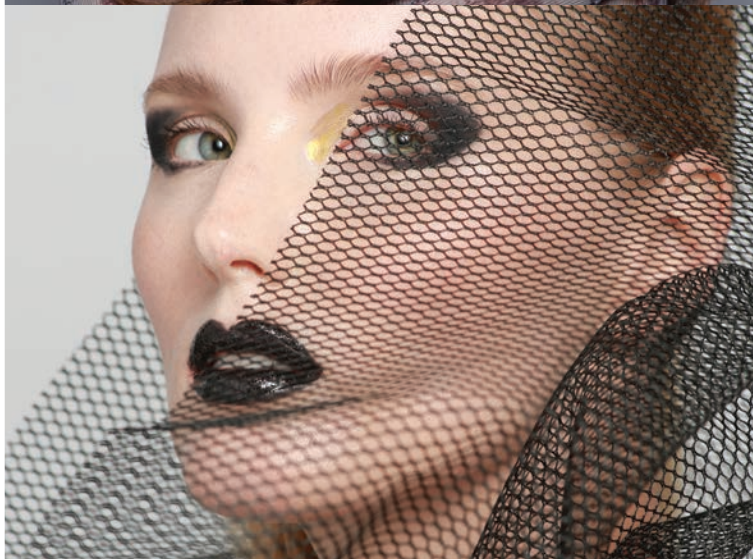
SCHOOL CATALOG

Make-up Designory // Los Angeles



Date of Publication of 1/1/2023

MUD
Make-up designory®



School Catalog

Los Angeles

Each year, students from around the globe come to Make-up Designory (MUD) schools to train in a variety of make-up specialties. As a student of MUD, you are immersed from your first day in the craft of make-up artistry. Courses are designed to help you fulfill your aspirations of working in retail cosmetics, fashion, or entertainment industries.

MUD creates future artists by giving you the opportunity to discover and develop your own unique style under the training of licensed instructors with professional expertise in film, television, and fashion. Your vision comes alive as you infuse your talent with skill. Whether it be within the intricacies of prosthetics or the delicacy of beauty make-up, MUD will prepare you to begin your journey as a make-up artist.

CLASSES ARE HELD IN

Make-up Designory Los Angeles

📍 129 S. San Fernando Blvd.
Burbank, CA 91502
☎ 001 818-729-9420
📘 www.facebook.com/mudschools
✉ info@mud.edu
🔍 www.mud.edu

Make-up Designory New York

📍 65 Broadway, 15th Floor
New York, NY 10006
☎ 001 212-925-9250
📘 www.facebook.com/mudschools
✉ nyinfo@mud.edu
🔍 www.mud.edu

Make-up Designory is a private institution and has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE), www.bppe.ca.gov, under the terms of the California Education Code (CEC) Section 94890(a)(1) until February 3, 2023, per CEC Section 94890(b). Approval to operate means the institution meets minimum state standards as set forth in the California Private Postsecondary Act of 2009. Make-up Designory has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

MUD
Welcomes
you to

Los Angeles

A school by make-up artists, for make-up artists. This was the idea that started it all. Founded by accomplished professional make-up artisans in 1997, Make-up Designory (MUD) began with this simple dream and has expanded into a rigorous academic environment that fosters creativity and experimentation. MUD began humbly, with a few courses in beauty, character, and special make-up effects and has since expanded to offer four comprehensive make-up programs and individual courses within two main campuses in Los Angeles and New York. MUD has also expanded globally, offering studio courses internationally at MUD Studios and Partner Schools.





The Los Angeles campus is in downtown Burbank, California, home of some of the biggest production studios in the world, including Warner Bro. Studios, Walt Disney Studios, The Disney Channel, Nickelodeon, ABC Studios, and dozens of other major entertainment related companies.



Los Angeles

campus life



Programs & Courses

At Make-up Designory (MUD), you will experience hands on learning in an inspiring and supportive environment. Classes typically blend short lectures and demonstrations with lab work and assignments, to take you from research and casting to a professional photo shoot. All the dedicated, trained teachers draw upon at least five years of experience in a diverse range of make-up fields. Whatever path you choose, they've been there, and they can help you get there too.

Fashion Make-up Artistry



Film and Television Make-up Artistry

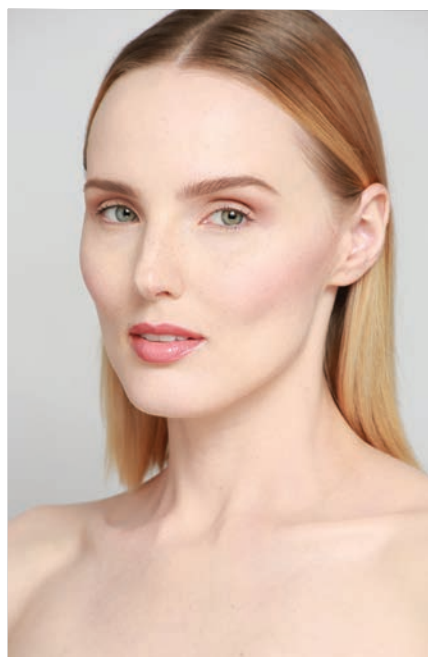


Programs

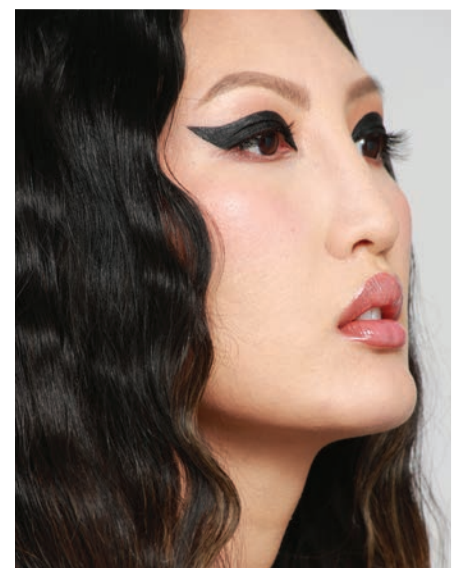
MUD programs are 12-24 weeks long and are designed to provide comprehensive training in all aspects of make-up artistry including:

Individual Courses

Individual courses offer the beginning artist an introduction to a specific field of make-up artistry so you may refine your vision for your career or they can help you to further an already established career. These 3-6 week courses include:



Beauty 101: Fundamentals of Beauty Make-up



Beauty 201: Studio Hairstyling for the Make-up Artist

Multimedia Make-up Artistry



Master Make-up Artistry



MUD programs and courses

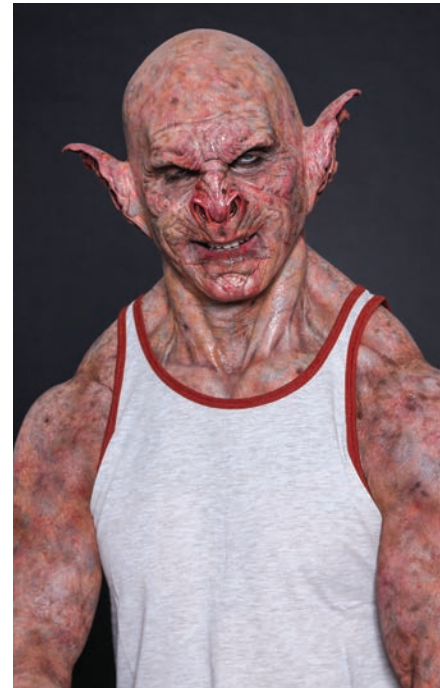
are designed to teach a wide range of practical and specialized skills, including make-up artistry and hairstyling, as well as character make-up and special make-up effects based upon the latest techniques used in the industry. Learn to apply prosthetics, study the art of make-up and hairstyling for television, film, print, runway or create memorable looks for special occasions. The choice is yours and the options are plenty.



Beauty 301: Beauty Lab



Special Make-up Effects 201: Character Make-up Artistry



Special Make-up Effects 301: Lab Techniques

Introduction

MUD - a place where creativity, art, beauty and knowledge are reborn

SCHOOL HISTORY

In 1997 professional make-up artists came together to create a school that would fulfill their dream of bringing excellence to make-up education. Make-up Designory (MUD) was born of a desire to create an environment that would foster creativity, teach real world skills that would support the needs of the make-up industry and, most importantly, always put students first.

MUD began with two classrooms in Toluca Lake, California. After only three years, MUD's campus moved to a larger facility in charming downtown Burbank,

California with room for classrooms, administrative offices, student store, student resource center (library), student lounge, and photography studio.

In 2005 MUD expanded nationally opening their New York City branch. What began as four classrooms in a loft in SoHo has grown to occupy the 15th floor of the historic, 21-story American Express building in the Financial District. The New York City branch now offers eight classrooms, administrative offices, and a student store.

As MUD's cosmetic brand and corporate education expanded in 2009, additional offices and staff were relocated to Valencia, California. There, the distribution center ships MUD's professional tools, products and student kits to distributors, MUD's main campuses, MUD Studios, and Partner Schools worldwide.



ACCREDITATION

When you are serious about providing a quality education, the beauty is in the details. This is why Make-Up Designory schools are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. MUD's Los Angeles main campus received initial accreditation in 2003. It is located at 129 S. San Fernando Blvd., Burbank, CA 91502. MUD's branch campus in New York received initial accreditation in 2008. It is located at 65 Broadway, 15th Floor, New York, NY 10006.

This means that when you complete one of MUD's programs, you will know that you have gained valuable training in the fundamentals of your area of study. MUD is continually working with ACCSC to bring excellence to their students, and it shows. MUD's Los Angeles campus was recognized by ACCSC in 2003 as a School of Distinction, in 2008 it was recognized as a School of Merit, and in 2013 as a School of Excellence. The New York campus was recognized in 2009 as a School of Distinction and in 2014 as a School of Excellence.

LOCATION

All classes are held at the school's main campus located at 129 S. San Fernando Blvd., Burbank CA. Field assignments are given in Beauty 301: Beauty Lab class; students will be asked to travel to a location other than the school, but within the county of Los Angeles. Make-up Designory (MUD) is centrally located just north of downtown Los Angeles in Burbank, California. Long considered the center of the entertainment industry, Burbank is home to many of the major film and television studios, including Warner Bros. Studios, Walt Disney Studios, The Disney Channel, Nickelodeon, ABC Studios, and dozens of other entertainment-related companies.

The charming neighborhood surrounding the school has an abundance of shops, movie theaters, restaurants, and cafes all within walking distance. As a MUD student, you can live within blocks of the school, but for those of you who live farther away the area is well served by public transportation. If you choose to drive to school, you may purchase city-parking permits monthly for parking in designated city lots.

FACILITY

The Make-up Designory main campus in Burbank occupies over 8,000 square feet of classroom and administrative office space. The campus is located at: 129 S. San Fernando Blvd., Burbank, CA 91502. The campus includes MUD's student and retail store, administrative offices, six make-up studios, a prosthetics lab, a photography studio, a student facility area, a student

lounge, and a learning resource center. The MUD shop is available to students and graduates and offers materials such as cosmetics, accessories, specialty make-up, and hairstyling equipment. The photography studio is an ideal environment for students to view their work in high definition. It is equipped with professional backdrops, lighting, and on-set photographer equipment. The student facility area is equipped with a utility sink bay and three professional shampoo chairs and bowls, for use in both hairstyling and make-up courses. The student lounge is designed for comfort and is a gathering place where students can share ideas and inspiration. MUD's make-up studios are equipped to meet the needs of both students and instructors with built-in central airbrushing systems, high efficiency CFM classroom ventilation, and LED daylight lighting for skin tone matching and technical applications.

One of the classrooms is also outfitted as

a hairstyling studio complete with practice mannequins, hot roller sets, multiple curling and flat irons, and other accessories. The special make-up effects prosthetics lab maintains student workstations with an assortment of hand and power tools, specialized materials and products, machinery and equipment used by make-up effects laboratory technicians. MUD's facilities are designed to give you practical hands-on experience to prepare you for your career as a professional. MUD is handicapped-accessible and provides gender neutral accessible restrooms.

MISSION STATEMENT

At Make-up Designory (MUD), it is our mission to provide an exceptional experience for our students before, during and after their training as professional make-up artists. We are also committed to providing our customers with premium-quality products and unparalleled service.

METHODOLOGY

Make-up Designory (MUD) courses are designed to maximize creativity and reinforce the skills that are required to work at a professional level in today's make-up industry. Students learn by doing and you will get your hands dirty on the first day of class. MUD teaches the importance of research and preparation, mixed with lab work and assignments. MUD combines short lectures with a practical approach that enables students to learn the basics of a given application. As you master skills, you are encouraged to incorporate them into more complex applications. By breaking down each application into individual elements you will develop a strong foundation in each area of expertise. This mixture of lectures, demonstrations, and hands-on practice takes you from casting of models to a professional photo shoot.



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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 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

The Pro Perspective

MUD's connection to the film, fashion, and beauty industries is what gives MUD their advantage. Professional Advisory Committee (PAC) meetings are an important way to gain insight on the latest techniques and trends that are happening in these exciting fields. MUD's PAC is comprised of experienced make-up artists who represent all the faces of make-up artistry, graduates who know the curriculum inside and out, and fellow educators who have committed their lives to student learning. The PAC meetings lead to lively discussions about curriculum, policies, and student services. PAC commentary is taken to heart and has led to many school changes; this constructive criticism is what keeps MUD relevant in the industry and is an important step towards creating make-up artists who are prepared for professional work. PAC members know the industry. Look at the experience this group brings to helping students succeed:

- / **Phillip Baquero**, National Make-up Artist & Account Coordinator, Vincent Longo Cosmetics
- / **NiFlame Barrett**, Sales and Education Executive, East-Sephora
- / **Kevin James Bennett**, Emmy Award Winning Make-up Artist
- / **Monique Boyer**, Director of Artist Relations, MAC Cosmetics
- / **Michelle Bouse**, MUD Grad/Owner, Beauty Boutique
- / **Christie Caiola**, MUD Grad/Make-up Artist & Hair Stylist
- / **Melina Cazarez**, Artist Relations Specialist, MAC Cosmetics
- / **Natasha Cornstein**, CEO, Blushington
- / **Julia Davis**, Freelance Make-up Artist
- / **Claire Doyle**, MUD Grad/Freelance Make-up Artist & Member Local 706
- / **Sally Duvall**, Owner, Sally Duvall Make-up
- / **Christina Esper**, General Manager, Friends Beauty Supply
- / **Megan Garmers**, Founder, MG Hair & Make-up
- / **Amanda Garrison**, Make-up Artist
- / **Linda Giardinello**, Director, New York Institute of Beauty
- / **Niko Gonzalez**, MUD Grad/Owner, DYAD Make-up & FX Studio
- / **Madeline Leonard**, Director/Owner, Cloutier Remix Make-up Agency
- / **Barbara Maniscalco**, Freelance Make-up Artist/Color Artist, Sephora
- / **Crissy Rose McWeeney**, CEO, The House of Make-up
- / **Scott Modica**, Recruiter, Sephora, 5th Ave.
- / **Garaldine Morales**, Regional Recruiting Manager, Sephora
- / **Nicole Nelson**, East Coast Regional Recruiter, MAC Cosmetics
- / **Cynthia O'Rourke**, MUD Grad/Freelance Make-up Artist/IATSE Local 798 Representative
- / **Maile Pacheco**, Founder, BeGlammed
- / **Kyle Pasciutti**, Owner, Decimated Designs
- / **Meli Pennington**, Freelance Make-up Artist
- / **Rebecca Perkins**, Founder/Head Make-up Artist, Rouge Make-up Salon
- / **Tomy Rivero**, Freelance Make-up Artist
- / **Asari Suzanne**, MUD Grad/Make-up Artist
- / **Todd Tucker**, President, Illusion Industries
- / **Rachael Wagner**, Freelance Make-up Artist
- / **Deverill Weekes**, Photographer
- / **Crystal Wright**, Freelance Beauty & Fashion Career Coach



Programs

Make-up Designory (MUD) programs do not require any pre-requisites; this enables you to roll up your sleeves and jump right in. Programs are designed to provide comprehensive training in all aspects of the field of make-up artistry. A diploma is awarded for successful completion of any program. In addition to tuition fees, each student must pay a \$100.00 registration fee for all programs.

Fashion Make-Up Artistry Program

Beauty 101, Beauty 201 & Beauty 301

With an eye towards fashion and rich editorial traditions, the Fashion Make-up Artistry Program provides you with a strong foundation in the art of beauty make-up. The elements of beauty make-up form the basis for all of MUD's programs making this the perfect starting point for the aspiring make-up artist. Over the 392-hour, 12-week program you will complete the three courses that comprise the school's beauty segment.

You will begin with Fundamentals of Beauty Make-up Artistry (Beauty 101), where you will learn the essential skills of skin tone matching, facial analysis, contouring, color theory, and proper cosmetic hygiene.

No look is complete without attention to hair. After completing Beauty 101, you will move on to Studio Hairstyling for the Make-up Artist (Beauty 201), enhancing your industry knowledge with the addition of hairstyling techniques varying from up-dos to hairstyles of bygone eras. As you progress through the course, the hairstyles become more advanced, and the skills learned in Beauty 101 are incorporated to create a complete look.

Beauty Lab (Beauty 301) is the perfect opportunity for your creativity to come alive. You will create make-up and hairstyling set-ups on professional models in a series of projects that are designed to challenge you while simulating actual working environments. A professional photographer captures each set-up, and the photos may serve as the beginning of your portfolio.

The program is designed for the graduate to develop the skills necessary to begin their career as an entry-level make-up artist. New artists may typically find employment opportunities working as a:

- Make-up Artist
- Sales Consultant
- Freelance Artist for Weddings and Social Occasions
- Make-up Artist at a Salon (state licensing as a cosmetologist or esthetician may be required)

Graduating from the Fashion Make-up Artistry Program is the first step of a career in fashion and editorial make-up artistry. Our programs prepare students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC Code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC Code 41-2031) and "Skin Care Specialist" (SOC code 39-5094). More information on these professions can be found at the Department of Labor's website at www.bls.gov.

TUITION: \$9,408.00 / MAKE-UP KITS AND MATERIALS: \$2,375.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$1,300.00 TOTAL INSTITUTION CHARGES FOR THIS PROGRAM INCLUDING A \$100 REGISTRATION FEE: \$13,183.00. *

Feb 21 – May 15, 2023

Apr 4 - Jun 28, 2023

May 16 - Aug 15, 2023

Jul 5 - Sep 27, 2023

Aug 16 - Nov 8, 2023

Sep 28 - Dec 22, 2023

Nov 9 - Feb 20, 2024

This program meets Monday through Friday and consists of 392 clock hours.

Day sessions are 12 weeks long and are between the hours of 8:00 am and 4:00 pm.

For maximum class size, see individual courses that make up the program.

** In addition to the listed amounts above, the State of California requires we add an additional \$2 .50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Film & Television Make-Up Artistry Program

Beauty 101 & Special Make-up Effects 201

Nothing has had more of an impact on the art of make-up design than Film and Television. From basic correction make-up to the intricacies of special make-up effects, the Film and Television Make-up Artistry Program teaches the techniques necessary to prepare actors for the camera and help them bring characters to life. The 420-hour program is taught over a 12-week period and includes both the core beauty and special make-up effects courses.

Like the Fashion Program, the Film and Television Program begins with Fundamentals of Make-up Artistry (Beauty 101) where you are first exposed to make-up concepts such as facial analysis, highlights and shadows, color theory, and corrective make-up. From the basics, you move into creating flawless beauty make-up or male corrective looks.

After you master beautifying and correcting, you will move into Character Make-up (Special Make-up Effects 201). The Character course begins with the basics of character make-up similar to a beauty course, but this time the highlights and shadows are used not to enhance, but rather to create the appearance of age. During the aging segment, you will learn to apply a bald cap, which may be used as the canvas for such styles of make-up as fantasy or zombie. You will learn to apply prosthetics to create a variety of effects from injuries to elves and lay hair to fill in a patchy beard. At the end of the program, you will design and create a portfolio-ready special make-up effects character to be captured by a professional photographer in a photo shoot.

New artists may typically find employment opportunities working in the following areas, building experience along the way for larger projects:

- Entry-Level Make-up Artist in Film and Television
- Artist on Student Films and Small Budget Productions
- Sales Consultant
- Freelance Artist for Weddings and Social Occasions
- Make-up Artist at a Salon (state licensing as a cosmetologist or esthetician may be required)

The graduate of the Film and Television Make-up Artistry Program will be prepared with the beauty and special make-up effects skills necessary to work in both the film and television industry. Our programs prepare students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC Code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC Code 41-2031) and "Skin Care Specialist" (SOC code 39-5094). More information on these professions can be found at the Department of Labor's website at www.bls.gov.

TUITION: \$10,080.00 / MAKE-UP KIT AND MATERIALS: \$2,750.00 (PLUS APPLICABLE TAXES) / LAB FEE \$300.00 TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$13,230.00. *

Apr 4 - Jun 28, 2023

May 16 - Aug 15, 2023

Jul 5 - Sep 27, 2023

Aug 16 - Nov 8, 2023

Nov 9 - Feb 20, 2024

This program meets Monday through Friday and consists of 420 clock hours.

Day sessions are 12 weeks long and are between the hours of 8:00 am and 4:00 pm.

For maximum class size, see individual courses that make up the program.

** In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Multimedia Make-Up Artistry Program

Beauty 101, Beauty 201, Beauty 301 & Special Make-up Effects 201

With so many pathways into make-up artistry, there's no reason to be limited. The Multimedia Make-up Artistry Program combines both the worlds of fashion and editorial make-up with the world of film and television. In 602 hours over the course of 18 weeks, you learn how to make a model look their best for print and an actor look their scariest for the screen.

This program begins with the core course, Fundamentals of Beauty Make-up Artistry (Beauty 101), where you will learn skin tone matching, facial analysis, contouring, color theory, and proper hygiene.

To complete your model or actor's look, you will learn basic hairstyling in Studio Hairstyling for the Make-up Artist (Beauty 201). This course teaches how to use hot tools and other techniques to create basic styling techniques, up-dos, and period hairstyles.

Once you have learned how to put a look together with your skills from the Beauty 101 and Beauty 201 classes, you will be asked to style entire photo shoots with professional models in Beauty Lab (Beauty 301). These photographs can be used as the beginning of a strong portfolio. While you receive lessons on the business of make-up artistry in all the courses, this course takes the time to show you website design, resume skills, marketing techniques and other business acumen necessary to help you succeed in your career.

Once you are proficient in making people look their best, you will be challenged to make people look their worst, or scariest, or creepiest, or goriest! In Character Make-up Artistry (Special Make-up Effects 201), you learn aging techniques, bald cap and prosthetic applications,

injury simulation, and how to lay crepe wool for beards, mustaches, or other body hair. In your final project, you will combine the many techniques you have learned into one character that will be professionally shot and can be used to further build your portfolio.

Graduates from this program are prepared to find entry-level work in the following areas:

- Make-up Artist
- Entry-Level Make-up Artist in Film and Television
- Artist on Student Films and Small Budget Productions
- Sales Consultant
- Freelance Artist for Weddings or Social Occasions
- Make-up Artist at a Salon (state licensing as a cosmetologist or esthetician may be required)

The graduate of the Multimedia Make-up Artistry Program will be prepared with both the beauty and character skills to work in the fashion and film and television industries. Our programs prepare students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC Code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC Code 41-2031) and "Skin Care Specialist" (SOC code 39-5094). More information on these professions can be found at the Department of Labor's website at: www.bls.gov.

TUITION: \$14,448.00 / MAKE-UP KIT AND MATERIALS: \$3,225.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$1,450.00
TOTAL INSTITUTION CHARGES FOR THIS PROGRAM INCLUDING A \$100 REGISTRATION FEE: \$19,223.00. *

Feb 21 - Jun 28, 2023

Apr 4 - Aug 15, 2023

May 16 - Sep 27, 2023

Jul 5 - Nov 8, 2023

Aug 16 - Dec 22, 2023

Nov 9 - Apr 2, 2024

This program meets Monday through Friday and consists of 602 clock hours. Day sessions are 18 weeks long, and are between the hours of 8:00 am and 4:00 pm. Maximum class size: 22 students

**In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Master Make-Up Artistry Program

Beauty 101, Beauty 201, Beauty 301, Special Make-up Effects 201
& Special Make-up Effects 301

The Master Make-up Artistry program includes all the core courses offered at Make-up Designory. None of the other programs offer as much diversity as the Master Make-up Artistry program. In 812 hours, over the course of 24 weeks, not only will you learn skills that can lead to employment in the worlds of fashion and film and television, but this program will also prepare you to work in a special effects lab setting. The special make-up effects lab is where the appliances used for monster-making and creature-creation have their start.

As with all the programs, you begin your training by learning the Fundamentals of Beauty Make-up Artistry (Beauty 101). This first course sets the groundwork for corrective and beauty make-up by teaching facial analysis, contouring, base matching, and color theory.

You will then learn how to take control of a head of hair and create hairstyles - both modern and period in Studio Hairstyling for the Make-up Artist (Beauty 201).

As a sort of finishing class, Beauty Lab (Beauty 301) takes the skills learned in Beauty 101 and Beauty 201 and adds in some business lessons. Throughout the course, you are challenged to style photo shoots using your make-up and hair skills to start a portfolio that you can use to promote your work. You are also exposed to marketing techniques, resume workshops, and practice interviews to help prepare you for employment after graduation.

The artistry and craft of special make-up effects, prosthetic application, bald cap creation, aging techniques, injury simulation and hair laying are taught in Character Make-up Artistry (Special Make-up Effects 201). The course culminates in a professional photo-shoot where you use the techniques learned in class to create a character as a final project.

If you loved designing your own characters in Special Make-up Effects 201, you will thrive in Lab Techniques (Special Make-up Effects 301). This course mimics professional special effects lab environments. Be prepared to get your hands dirty! You will learn to map the steps of creating a full prosthetic device - from the early stages of

the first spark of an idea to sculpting the real thing; from life-casting a model to sculpting a custom creature that fits the model's facial expressions perfectly; from running foam to painting the final product. In the end, you will have your work photographed by a professional photographer to further build upon your portfolio.

Graduates from this program are prepared to find entry-level work in the following areas:

- Make-up Artist
- Entry-Level Make-up Artist in Film and Television
- Artist on Student Films and Small Budget Productions
- Assistant in a Special Make-up Effects Lab
- Sales Consultant
- Freelance Artist for Weddings or Social Occasions
- Make-up Artist at a Salon (state licensing as a cosmetologist or esthetician may be required)

As the start of a career in either fashion, special make-up effects lab, film or television, the graduate of the Master Make-up Artistry Program will be prepared with the beauty, character, and lab skills to work in the fashion, special make-up effects lab, film or television industries. Our programs prepare students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC Code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC Code 41-2031) and "Skin Care Specialist" (SOC code 39-5094). More information on these professions can be found at the Department of Labor's website at: www.bls.gov.



TUITION: \$19,448.00 / MAKE-UP KIT AND MATERIALS: \$3,450.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$2,450.00
 Total institution charges for this program including a \$100 registration fee: \$25,488.00. *

Jan 6 - Jun 28, 2023*	Feb 21 - Aug 15, 2023	Apr 4 - Sep 27, 2023	May 16 - Nov 8, 2023
Jul 5 - Dec 22, 2023	Aug 16 - Feb 20, 2024	Sep 28 - Apr 2, 2024	Nov 9 - May 14, 2024

**Alternate schedule, program ends with Beauty 301*

This program meets Monday through Friday and consists of 812 clock hours.

Day sessions are 24 weeks long and are between the hours of 8:00 am and 4:00 pm.

For maximum class size, see individual courses that make up the program.

** In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Individual Courses & Continuing Education

Make-up Designory offers you the option to take individual courses to expand a particular area of expertise.

Individuals in related fields who are seeking professional enhancement in their chosen area of employment can also take these courses.

MUD is committed to helping you select the courses of study that will best help you reach your occupational goals. For this reason, prior to registration in an individual course, it is necessary that you consult with the Admissions Office to be sure that you have completed all required pre-requisites or have obtained the appropriate equivalent experience. MUD courses Beauty 201, Beauty 301, Special Make-Up Effects 201, and Special Make-Up Effects 301 are all available as career-enhancement courses.

Please note the pre-requisite information listed for each course in its description. To register for individual courses, you may have to demonstrate that you are a working, professional make-up artist that possesses the skills required to enroll. You must also submit a one-time registration fee of \$100.00 for the first individual course taken. This fee will be waived for any concurrent enrollments. Certificates are awarded to students who successfully complete an individual course.

*Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC.

Beauty 101: Fundamentals of Beauty Make-up

210 Clock Hours

Mastering the art of beauty make-up is an essential skill for the any make-up artist, no matter what medium or industry you choose. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. You will learn facial contouring, using highlights and shadow, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, you will be required to complete projects that range from natural make-up to avant-garde looks.



TUITION: \$5,040.00 / MAKE-UP KIT AND MATERIALS: \$1,900.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$150.00
Total institution charges for this program including a \$100 registration fee: \$7,190.00. *

Jan 6 - Feb 17, 2023	Feb 21 - Apr 3, 2023	Apr 4 - May 15, 2023	May 16 - Jun 28, 2023
Jul 5 - Aug 15, 2023	Aug 16 - Sep 27, 2023	Sep 28 - Nov 8, 2023	Nov 9 - Dec 22, 2023

*This course meets Monday through Friday and consists of 210 clock hours.
Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.
Maximum class size: 22 students.*

This course is a part of the Fashion Make-up Artistry, Film & Television Make-up Artistry, Multimedia Make-up Artistry, and Master Make-up Artistry programs. The course when offered on a stand-alone basis is not accredited.

** In addition to the listed amounts above, the State of California requires we add an addition \$2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Beauty 201:

Studio Hairstyling for the Make-up Artist

105 Clock Hours

This course concentrates on the fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate period-inspired hairstyles. You will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions to encourage learning by practice. As part of this course, you will be required to complete hair and make-up projects, which relate to the on-the-job experience.



TUITION: \$2,520.00 / MAKE-UP KIT AND MATERIALS: \$475.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$150.00
 Total institution charges for this program including a \$100 registration fee: \$3,245.00. *

Jan 30 - Feb 17, 2023 Feb 21 - Mar 13, 2023 Apr 4 - Apr 24, 2023 May 16 - Jun 6, 2023 Jul 5 - Jul 25, 2023

Aug 16 - Sep 6, 2023 Sep 28 - Oct 18, 2023 Nov 9 - Dec 1, 2023 Jan 8 - Jan 29, 2024

*This course meets Monday through Friday and consists of 105 clock hours.
 Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.
 Maximum class size: 22 students*

This course is a part of the Fashion Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course; however, it is not accredited on a stand-alone basis. If taken on its own, students must have taken Beauty 101 and/or have equivalent experience and materials as a pre-requisite.

**In addition to the listed amounts above, the State of California requires we add an addition \$2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Beauty 301 :

Beauty Lab

77 Clock Hours

This course prepares you for work in your selected fields of study through a series of challenging, real-world projects. You will be required to complete make-up and hairstyles on professional models for a series of photo shoots designed to simulate an actual working environment. Each look will be captured digitally by a professional photographer for you to use in your portfolio. In addition to photo shoots, you will learn how to start and manage your freelance career.



TUITION: \$1,848.00 / MAKE-UP KIT AND MATERIALS: 0 / LAB FEE: \$1,000.00

Total institution charges for this program including a \$100 registration fee: \$2,948.00. *

Jan 6 - Jan 27, 2023 Feb 21 - Mar 13, 2023 Apr 25 - May 15, 2023 Jun 7 - Jun 28, 2023 Jun 26 - Aug 15, 2023
 Sep 7 - Sep 27, 2023 Oct 19 - Nov 8, 2023 Dec 4 - Dec 22, 2023 Jan 30 - Feb 20, 2024

This course meets Monday through Friday and consists of 77 clock hours.

Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students.

This course is a part of the Fashion Make-up Artistry, Multimedia Make-up Artistry, and Master Make-up Artistry programs. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis. If taken on its own, students must have taken Beauty 101 and Beauty 201 as pre-requisites.

** In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Special Make-up Effects 201:

Character Make-up Artistry

210 Clock Hours

This course focuses on character development with an emphasis on the fundamental elements of prosthetic application and special make-up effects. You will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. You will also learn a variety of special make-up effects skills, including the creation of simulated injuries, age make-up, and the application of effects such as bald caps and facial hair. At the end of the course, you will design and create a character which will be captured in a photo shoot.



TUITION: \$5,040.00 / MAKE-UP KIT AND MATERIALS: \$850.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$150.00
Total institution charges for this program including a \$100 registration fee: \$6,140.00. *

Jan 6 – Feb 17, 2023
Jul 5 - Aug 15, 2023

Jan 30 - Mar 13, 2023
Aug 16 - Sep 27, 2023
Jan 8 - Feb 20, 2024

Mar 14 - Apr 24, 2023
Sep 28 - Nov 8, 2023
Feb 21 - Apr 2, 2024

May 16 - Jun 28, 2023
Nov 9 - Dec 22, 2023

*This course meets Monday through Friday and consists of 210 clock hours.
Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.
Maximum class size: 22 students.*

This course is a part of the Film & Television Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course; however, it is not accredited on a stand-alone basis. If taken on its own, students must have taken Beauty 101 and/or have equivalent experience and materials as a pre-requisite.

** In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

Special Make-up Effects 301: Lab Techniques

210 Clock Hours

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. You will learn prosthetic application with a focus on the details of prosthetic appliance development. The course takes you through all the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects you may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, you will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.



TUITION: \$5,040.00 / MAKE-UP KITS AND MATERIALS: \$225.00 (PLUS APPLICABLE TAXES) / LAB FEE: \$1,000.00

Total institution charges for this program including a \$100 registration fee: \$6,365.00. *

Jan 30 – Mar 13, 2023

Mar 14 – Apr 24, 2023

Apr 25 – Jun 6, 2023

Jul 5 – Aug 15, 2023

Aug 16 – Sep 27, 2023

Sep 28 – Nov 8, 2023

Nov 9 – Dec 22, 2023

Jan 8 – Feb 20, 2024

Feb 21 - Apr 2, 2024

Apr 3 – May 14, 2024

This course meets Monday through Friday and consists of 210 clock hours.

Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 18 students.

This course is a part of the Master Make-up Artistry program. It can also be taken as a stand-alone course; however, it is not accredited on a stand-alone basis. Additionally, if taken on its own, students must have taken Beauty 101 and Special Make-up Effects 201 and/or have equivalent experience and materials as pre-requisites.

** In addition to the listed amounts above, the State of California requires we add an additional \$ 2.50 per \$1,000 of institution charges for the State's Student Tuition Recovery Fund.*

A close-up portrait of a person with long, wavy blonde hair. Their face is covered in intricate makeup, featuring a base of light blue and pink. The eyes are heavily lined with blue and pink, and the eyebrows are painted with multiple, layered, wing-like strokes in shades of blue, pink, and gold. The person is wearing a dark, textured garment. The background is a solid dark blue.

Faculty & Staff

Faculty and Staff

Where does a student turn for expert advice? At MUD you turn to an outstanding team of make-up professionals.

One of the best things about being a MUD student is the exposure you have to talented and accomplished instructors. All of the teachers draw on at least five years experience in a diverse range of make-up fields including television, fashion and cosmetic sales.

MUD instructors are great at what they do. Instructors undergo comprehensive training in order to gain critical teaching skills. Instructors also enjoy competitive pay and benefits. All this translates into low teacher turnover, a lot of personal attention, and a team of people dedicated to helping you succeed.

PAUL THOMPSON

DIRECTOR OF EDUCATION

A Los Angeles native and professional make-up artist and educator with over 30 years of experience, Paul directs and manages Make-up Designory's global education at nearly 100 campuses worldwide. He developed the curricula, lesson materials, assessments, and training programs for MUD, including the Studio and Partner School program and directly oversees educational operations at MUD's Los Angeles and New York campuses.

During his make-up career, Paul founded a make-up effects company specializing in television, commercial, and theme-park projects. One project resulted in the creation of the very first silicone bodysuit for an NBC mini-series. He has created numerous make-up effects for commercials, episodic TV shows, and feature films, as well as supervising film and television projects for MUD/FX Group. Over the course of his career, he has worked with many prominent actors, musicians, and entertainment personalities.

Paul has held several educational specialist positions during his career, including UCLA extension, and served as director of education for another LA-area school. In addition to lecturing all over the world for major cosmetic companies, Paul manages MUD's publishing endeavors. He authored the first edition of MUD's make-up textbook Character Make-up and co-wrote the second edition with Gil Romero.

He graduated high school in California at La Quinta High School, and then attended Orange Coast College and UCLA extension classes to learn the art of make-up. In addition to his make-up

education, Paul has completed courses in curriculum design and writing with the University of Phoenix, completed all course work required for a designated subjects vocational teaching credential at UCLA, and completed all coursework to achieve a full teaching license in the State of New York. Over the course of his career, he has been licensed to teach in California, Florida, and New York.

GILBERT ROMERO

SCHOOL DIRECTOR

ASSOCIATE DIRECTOR OF EDUCATION

Gil Romero has been an educator with Make-up Designory for over 20 years. He is a graduate of Willow Park High School in Apple Valley, CA, Cinema Make-up School in Los Angeles, CA, and Make-up Designory. Additionally, he received training in make-up design and artistry from UCLA Extension and Schell Sculpture Studio and has continued to further his own educational experiences by taking courses in management and instructional methodology through UCLA Extension, University of Phoenix, Victorville Community College, Skillpath and the Coalition of New York State Career Schools. Mr. Romero has lectured and demonstrated make-up techniques including injury simulation, the process of prosthetic construction and prosthetic application on behalf of MUD, both nationally and internationally. In 2009, he co-authored the second edition of Make-up Designory's Character Make-up textbook. As a professional make-up and special make-up effects artist, Mr. Romero has had extensive experience in film and television since 1995. His work has been seen on television shows and films including The Unit, Scrubs, Prison Break, Untold Stories of the E.R., The Sarah Silverman Show, The Late, Late Show with Craig Ferguson, The Shield,

America's Next Top Model, Midnight Movie, Five Fingers with Laurence Fishburne, Route 666 with Lou Diamond Phillips, Rob Zombie's House of 1000 Corpses, tattoo transfers for Sherri Moon-Zombie in The Lords of Salem and effects for the short film Wounded Embark of a Lovesick Mind by author/illustrator and film director Gris Grimly. In addition to his film and television work, he has produced prosthetic make-ups and effects for Universal Studios' Hollywood and Tokyo live-action stunt show WaterWorld, the Anubis puppets for The Mummy II: Chamber of Horrors, Busch Gardens Howl-O-Scream event character "Jack", FuseTV/ Fangoria Chainsaw Awards, Lady Gaga and other live musical performers, and specialty trauma simulations for companies and professional organizations including one of the largest and most technologically advanced burn centers in the U.S., the Integris Burn Center.

LISA LEVERIDGE

INSTRUCTOR

Lisa has been a professional make-up artist and hairstylist for 25 years. Her career began after graduating John H. Glenn High School and Long Island Beauty School in New York, where she received a cosmetology license. She began working on various television productions for ABC, NBC, FOX, HBO, MTV, VH-1, PBS, and Comedy Central, as well as print and runway for Revlon, and Betsey Johnson. In 1996 she was given the opportunity to move to Los Angeles where she continued as the make-up artist for Politically Incorrect with Bill Maher, (later named Real Time with Bill Maher). This led her to join Local 706 - Make-Up Artists & Hair Stylists Guild. Her vast experience in the industry has allowed her to work on sitcoms, sketch shows, reality shows, talk shows, episodic, game shows, commercials, award shows, red carpet events, news shows, print ads, and fashion shows. She has also been the personal make-up artist for Jenny McCarthy, Carmen Electra, and Kathy Griffin. Her celebrity client list includes Sarah Jessica Parker, Tom Hanks, Chris Rock, Claudia Schiffer, Ben Affleck, Sarah Silverman, Michael Bublé, Bill Clinton, Lisa Kudrow, Jaime King, Rob Lowe, Rose McGowan, Alyssa Milano, Alec Baldwin, Nicole Richie, Jack Black, Marilyn Manson, Cyndi Lauper, Green Day, and Guns n' Roses. Most recently she lent her talents to Dancing with the Stars.

MAGALI SERRANO

INSTRUCTOR

Magali Serrano is a Licensed Hairstylist and make-up artist. She is a graduate of Make-up Designory's Burbank campus as well as WEST VALLEY OCCUPATIONAL CENTER'S Cosmetology program. She has done hair and make-up for many areas of print, film, and television such as Fenty Beauty, Beauty Blender, Ironman Fitness, Camilla Cabello Romance Album Cover, ADIDAS, Sharknado 4, Confession's of a Hollywood Bartender, Ingrid Goes West, and much more.

CAT PASCHEN

INSTRUCTOR

Cat Paschen was born and raised in the San Francisco/Bay Area. After graduating San Francisco State University, Cat decided to switch career paths in cosmetics. After being hired at MAC she decided to move to LA to pursue a career as a professional make-up artist. After graduating from Make-up Designory's Master Make-up Artistry program, she went on to work for MUD's FX lab. A year after graduation she was chosen as one of the contestants to compete on Syfy's 6th season of Face Off. Cat has been fortunate to travel the world doing make-up for films and trade shows in places such as Vietnam, London, New York, Puerto Rico, San Francisco, LA, and Mexico. She has keyed numerous film projects and has been a part of many great make-up teams including Universal Studios Halloween Horror Nights, Universal's Grinchmas, and Knott's Scary Farm.

KARRIEANN SILLAY

INSTRUCTOR

Karriann Sillay has been a professional make-up and special make-up effects artist for over fifteen years. Mrs. Sillay's work has included film and television productions such as We Are Marshall, Heavens Fall, Elvis (CBS miniseries), The Crow, Gacy, Five Fingers, Rollerball 2000, and music videos for Limp Bizkit, Courtney Love, and Macy Gray. She has had the honor of working with many celebrities such as Laurence Fishburne, LL Cool J, Dennis Hopper, Jean Reno, Alan Arkin, Frank Langella, Tyler Perry, Juliet Landau, Tito Ortiz, Lucia Rijker, Tara Reid, David Boreanaz, Rose McGowan, Daniel Baldwin, Naveen Andrews, Rebecca Romijn, Jonathan Rhys Meyers, Randy Quaid, Matthew McConaughey, Anthony Mackie, Russell Simmons, Colm Meaney, Ryan Phillippe, Timothy Hutton, Billy Zane, Bryan Cranston, and Chris Klein. Mrs. Sillay is a graduate of Woodbridge High School in Irvine, CA and Make-up Designory. She is a member of Local 706 - Make-Up Artists & Hair Stylists Guild and continues to develop herself professionally by taking courses in instructional methodology and by working in the film and television industry.

RONDA ALTHEN

INSTRUCTOR

Ronda Althen is a native of Minnesota. She is a graduate of Lindbergh High School in Hopkins, MN and North Hennepin College in Brooklyn Park, MN. She began her career as a professional make-up artist and hairstylist after graduating from Fern's Beauty School, Brooklyn Center, MN in 1981. She owned a "Touch of Class Salon" in Minnesota, before moving to Los Angeles to continue her education in make-up artistry studying at Joe Blasco Makeup School in Hollywood, CA. After graduating she went on to work in film, print, commercials, and music videos, most notably working with Prince on several projects including the "Purple Rain" video. Throughout her career she has also worked on many television shows such as Frasier, Everybody Loves Raymond, and The Ellen Show. She is actively involved in Women and Breast Cancer at City of Hope where she volunteers her time helping with styling wigs and make-up application. She began her career as an Educator at Paul Mitchell in Minneapolis, MN and joined the Make-up Designory team as an instructor in September of 2002.

PAMELA HACKEMAN

INSTRUCTOR

Pamela has had a passion for health and beauty most of her life; she has over 20 years of experience in skin care, professional make-up, and retail sales. She is a graduate of John I. Leonard High School in Lake Worth, FL, New England Shiatsu School in Boston, MA, Moro Beauty School in Glendale, CA, and Make-Up Designory. Ms. Hackeman has been teaching with Make-Up Designory for nearly two decades and has taught make up and skin care seminars, internationally, in Los Angeles, San Francisco, New York, Miami, Japan, Thailand, and South Africa. Her background includes Art, Psychology, Nutrition, Shiatsu, Hatha Yoga, Chi Kung, Tai Chi, Meditation and Medical Esthetics. She believes that balance of body, mind, and spirit, are key to beauty, along with topical skin care treatments and make-up. Her approach embraces the natural, using shiatsu and organic products, and the new, using advanced technology such as stem cell products, microdermabrasion, light and color therapy, and oxygen infusion to give you the best care available. She has worked with brands such as MAC, Chanel, and La Prairie. Her celebrity list includes Beau Bridges, Eric Roberts, Stacey Keach, (LT) Lawrence Taylor, Christopher Titus, Shane Black, Sally Kirkland, Amanda Lucas, Cynthia Watros, among many others. She has also mentored many successful make-up artists, including Tara Savelo, Patrice Graham, Amy Chance, Kimberly Pletz, Jackie Mgido, and many others.

RAY SHAFFER

INSTRUCTOR

Since moving to Los Angeles in 2002, Ray Shaffer has been employed in the motion picture industry as a special make-up effects sculptor, mold-maker, hair technician, and applications artist. He has worked with numerous Oscar®-winning make-up artists including Michele Burke, Barney Burman, and Christien Tinsley and has assisted in producing prosthetic appliances for actors that have included Tom Cruise, Kevin Costner, Chris Pine, Leonard Nimoy, Jason Statham, and Winona Ryder. His filmography includes Star Trek (2009), The Watchmen, Tron Legacy, Crank, I Am Legend, Mr. Brooks and Tropic Thunder. He attended Bourne High School in Bourne, MA and holds a BFA in Theatre from Salem State University in Massachusetts.

SEAN CONKLIN

INSTRUCTOR

Sean Conklin is a freelance make-up artist and graduate of several of MUD's educational programs. He received his G.E.D. from the Department of Education; State of California and went on to study theater at Mira Costa College. His commitment to perfecting his art and years of dedication implementing MUD's brand philosophy earned him the role of MUD's Lead Artist. He is an active contributor to the development of MUD products, designer for MUD's seasonal campaigns and has been an International Brand Ambassador educating and training MUD partners around the world. His experience extends into film, television and print with professional credits that include American Idol, BET Award Show, VH1 Honors Award Show, IPSY YouTube Videos, and numerous WB spots (Where L.A. Lives), HGTV spots (Selling L.A.) MRV's Next, TV Land's She's Got the Look, and various infomercials and feature films. From catalogs to magazines, Sean's work has been featured in Lands' End Catalogs, LA Weekly, Flaunt and Elle magazines. He's worked with notable entertainment personalities including Nicki Minaj, Missy Elliott, Rihanna, Fergie, Britney Spears, Brie Larson, Chris Brown, Marcia Cross, Jason Alexander, Adam Arkin, Bill Mosely, Camryn Manheim, Jane Kaczmarek, Justin Kirk, Jason Priestley, Alanis Morissette and Giovanni Ribisi. Sean led a team of MUD make-up artists behind the scenes at the 2014 & 2015 Miss USA and Miss Teen USA competitions. His work as a featured artist on MUD's official YouTube channel has helped garner millions of views and countless online fans worldwide.

KIMBER JACOBS

INSTRUCTOR

Kimber is an accomplished make-up artist with over 16 years of experience. Her skills and talent include beauty and character make-up, as well as fabrication and hair styling. After graduating from the Make-up Designory Journeyman Program, she worked at Universal Studios Orlando for over 14 years. Here she worked on Universal Studios' special engagement events such as Halloween Horror Nights, Grinchmas, and Mardi Gras, as well as managing the Prosthetics & Make-up for the Art & Design branch of the Entertainment Department. During this time Kimber continued to be a freelance make-up artist, creating make-up for music videos and film and television.

DEEDEE BLACK

INSTRUCTOR

DeeDee Smith graduated from Laurel High School in Laurel, Maryland and received her Bachelor of Science degree from Morgan State University in Baltimore. She started her career as a production hair and make-up artist in her hometown of New York City, New York. She has shared her skills with various media including commercials, print, fashion shows, television and film. She has worked with Olympic winner Allyson Felix, Lady Gaga, 50 Cent and a host of others. She is a graduate of Redondo Beach Beauty College in Redondo Beach, California and is a licensed cosmetologist in the states of New York and California. She has been an instructor at MUD since 2007.

SHELBY PATTON

INSTRUCTOR

Shelby Michael Patton is a professional, award-winning make-up and special make-up effects artist based in Los Angeles, CA. She specializes in the creation and application of custom special make-up effects for film, television, and print. Her work has been featured on Keeping Up with The Kardashians (E! Network), Fear the Walking Dead (AMC), Celebrity Undercover Boss (CBS), and various other feature length films, television series, commercials, and magazines. Shelby completed the Master Make-Up Artistry program from Make-up Designory in Burbank, CA and received her Bachelor of Arts degree in International Relations and History from Boston University. She has formal education, training, and experience in make-up for film and television, theater, fashion, and avant-garde make-up.

VERONICA LANE

INSTRUCTOR

Veronica Lane has been a professional make-up & hair artist for over 25 years. She is a native of Los Angeles, a graduate of Creative Cosmetics Makeup School 1989, and received her license in Cosmetology from Cerritos Community College in 1992. In the 1990's she had a great opportunity to work for the world-renowned hair and make-up company, Sebastian International. She taught seasonal make-up collections and concepts to distributors in the USA and Canada. Her make-up brushes have touched the faces of many well-known personalities like Mira Sorvino, Tatiana Maslany, Karen Gillan, Elijah Wood, Carrie Fisher, Chris Isaak, Mario Lopez, and many more. She also has a full resume that includes commercials, films, videos, and television. Currently, she focuses on beauty shoots, e-commerce and advertising, red carpet events as well the wedding industry.

ASH RODRIGUEZ

INSTRUCTOR

Los Angeles artist, Ash Rodriguez, has been in the beauty and fashion industry for over 10 years. She is a professional Makeup Artist and has a Certification in Makeup Artistry, Theater Makeup & Special FX. Her craft as a makeup artist is defined through her airbrushing, prosthetic creations, theater and beauty makeup. Her technique stems from her background in short and feature films, television, photo shoots, theme park events and more. She began her career in face painting and grew into working as a makeup artist. Ash's work has been in various film and television projects including working with Fox Studios, Boneyard FX, Paramount Pictures, to name a few. She has created prosthetic creation looks throughout her career on various projects such as short films, feature films, television, photo shoots and theme parks. Ash's wants to share her passion for makeup artistry with upcoming beauty professionals.

SATYA LINAK

FACULTY

Satya Linak is a passionate Makeup Artist who brings professionalism and joy to all her work. She specializes in beauty, fashion, editorial, and celebrity makeup, along with being an educator.

Satya studied at Make-Up Designory in Burbank, California.

Satya has worked in all aspects of the industry. Starting with MAC Cosmetics as a freelance artist, she went on to help launch Surratt Beauty as their Lead Makeup Artist on the West Coast. She has worked with celebrity clients like John Leguizamo, Shirley Manson, Aloe Blacc, Korn, and Terri Nunn (Berlin), photographers and directors like David LaChapelle, Nick Knight, and Joseph Cultice, and advertising clients like NYX, Paul Mitchell, and Max Stud io. Her editorial work has appeared in Vogue Italia, Paper Magazine, and Schön. She has also done runway shows for Tom Ford and the CFDA Vogue Fashion Fund.

TAMARA FIGUEROA-GUZMAN

INSTRUCTOR

New York City artist, Tamara Figueroa-Guzman, has been in the beauty and fashion industry for over 20 years. She is a professional Makeup Artist, licensed Cosmetologist, Esthetician and Lash Stylist Trainer. Ms. Figueroa has also advised on school curriculum serving on the advisory boards for both Make-up Designory NY and a South Florida MUD partner school, where she was also a Beauty Educator. She defines her craft as "makeup & skin artistry" because her technique stems from her background in fine arts, fashion, advertising, graphic design and visual communication. Knowledge of color theory, lighting and art has allowed Tamara to optimize the beauty of her clients. For her, "face" is the ultimate canvas. She began her career as a runway model for Wilhelmina Models New York and ImagéModel Management in Paris. Her projects have taken her from New York to Paris, Bahamas, Chicago and Los Angeles. Tamara attended New York City's renowned Fashion Institute of Technology earning degrees in Fashion Merchandising and Visual Communication / Graphic Design. She's also a MUD alumnus and honed her skills at the New York campus. Tamara's work has been featured in various advertisements, magazines, music videos, editorials, runway shows, film and television projects. Some notable brands include: Avon, Brides Magazine, Essence Magazine, Conair, Garnier Fructis, Kohl's, Mary Kay, Macy's, MTV, Oprah Magazine, Soft Sheen and Target to name a few. She has created beauty looks for innovators ranging from high-end designers, corporate brands, small boutique owners and private clients. She has also been the on-air host and key moderator for a number of live film, entertainment, music and television events throughout the New York City Tri-State area in addition to freelancing as a Beauty & Fashion Contributor. Tamara's passion for the arts extends in her role as mentor to upcoming beauty professionals.



ADMINISTRATIVE STAFF

Gil Romero	School Director
Myken Wang	Associate School Director
Maddie Webb	Administrative Support
Tifannie Lundin	Registrar
Andrea Williams	Career Services Advisor
Cindy Jacuk	Controller / CFO
Tate Holland	CEO





Student Life

Student Life

Authentic Experience

MUD's premier instructors will guide you through a mixture of lectures, demonstrations and hands-on practice that will develop your talents and hone your craft. MUD instructors have years of professional expertise working with some of the biggest names in film, television, and fashion. They are committed professional make-up educators who are passionate about putting your experience first.

Career Development

MUD students enjoy the benefits of continuous placement assistance and career guidance offered by the Career Services Department on each campus. This includes access to a Career Services employment website, Career Day and on campus hiring events, local volunteer opportunities, and professional development lectures.

Industry Insight

At MUD you will get the inside scoop from accomplished artists who share their experience behind the scenes in film, TV, fashion, and cosmetics. Through MUD's relationships in the entertainment and fashion communities, you will enjoy regular group conversations with various members of the make-up community during the school's MUD Talks and Industry Speaks events.

Student Discounts

MUD students have access to the full range of MUD cosmetics, tools, cases, books, and other make-up artist must-haves. At the MUD stores and online at www.mudshop.com you can enjoy discounts on all MUD products as well as savings on other brands.

International Students

Make-up Designory proudly welcomes international students from all over the world. Make-up artistry is a visual art; however, minimal English language proficiency is required. Proficiency is evidence by a U.S. High School Diploma, GED, or the equivalent in a country where English is a primary language. For students who completed secondary school in a county where English is not a primary language, evidence of the successful completion of a secondary school-level English course or a minimum TOEFL score of 50 will be required. MUD is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the school. The school's I-20 document is only valid for M-1 visa and can only be provided for the period during which the student is registered at MUD.

LOS ANGELES RESOURCES

The following resources are a quick reference for MUD students in need of childcare services, medical care, or other public services. Please note these are listed for your convenience but not endorsed by Make-up Designory.

DAY CARE CENTERS

BURBANK CHILD CARE CENTER

900 N Glenoaks Blvd, Burbank,
CA 91502

STAR FRIENDS DAYCARE

474 E Providencia Ave, Burbank,
CA 91501

ABC CHILD CARE CENTER

619 Delaware Rd.,
Burbank, CA 91504

A RAINBOW SCHOOL (CONTACT CATHY)

1817 W. Burbank Blvd.
Burbank, CA 91502
818-845-1103
Mon-Fri 7:00am-6:00pm
Children ages 2-5 years

MEDICAL & DENTAL CARE

LOS ANGELES CHRISTIAN HEALTH CENTERS

311 Winston Street
Los Angeles, CA 90013
213-893-1960

SABAN COMMUNITY CLINIC

Beverly Health Center
8405 Beverly Blvd. (corner of Orlando)
Los Angeles, CA 90048
323-653-1990
Medical Hours: Mon-Thu 8:30am-
9:00pm and Fri 8:30am-5:00pm
Dental Hours: Mon, Tue & Thu 7:45am-
9:00pm, Wed 8:45am-9:00pm and Fri
8:15am-9:00pm

SABAN COMMUNITY CLINIC

Hollywood Health Center
6043 Hollywood Blvd. (east of Gower)
Los Angeles, CA 90028
323-653-1990
Mon-Thu 8:00am-7:00pm
Fri 8:00am-5:00pm
Sat 8:30am-12:30pm

HOLLYWOOD WALK-IN CLINIC

6430 Selma Avenue
Hollywood, CA 90028
323-848-4522
Mon-Fri 8:00am-8:00pm
Sat 9:00am-4:00pm
Sun 9:00am-3:00pm

WESTERN DENTAL CENTERS

1107 N. San Fernando Blvd.
Burbank, CA 91502
818-531-0885
Mon, Tue, Wed & Fri 9:00am-7:00pm
Thu 9:00am- 6:00pm
Sat 8:00am-4:30pm

ABC DENTAL GROUP

1319 N San Fernando Blvd,
Burbank, CA 91504

PROVIDENCE ST. JOSEPH'S MEDICAL CENTER

501 S. Buena Vista (cross street
Alameda)
Burbank, CA 91505
818-843-5111
Open 24 hours

WEST OAKS URGENT CARE CENTER

20181 Saticoy St.
Winnetka, CA 91306
818-709-5700
Mon - Fri 8:00 am - 7:00 pm
Sat - Sun 10:00 am - 5:00 pm

GLENOAKS URGENT CARE

1100 W Glenoaks Blvd,
Glendale, CA 91202

CALIFORNIA DENTAL GROUP

10400 W. Magnolia Blvd.
North Hollywood, CA 91601
818-208-3647

PUBLIC SERVICES

BURBANK POLICE DEPARTMENT

200 N. 3rd St
Burbank, CA 91502
818-238-3000

BURBANK FIRE DEPARTMENT

311 E. Orange Grove Ave.
Burbank, CA 91502
818-238-3473

BURBANK PUBLIC WORKS DEPARTMENT

150 N. 3rd St.
Burbank, CA 91502
818-238-3915

TRANSIT

MTA (LA BUS/TRAIN SYSTEM)

800-COMMUTE or www.mta.net

METROLINK TRAIN SYSTEM

metrolinktrains.com
201 N. Front St.
Burbank CA 91502
Stop is two (2) blocks away from
school.

BURBANK BUS

818-246-4258 or burbankbus.org

CITY CAB

800-CITY-CAB

HOUSING RESOURCES

LONG TERM HOUSING RESOURCES

While Make-up Designory does not offer housing, there are ample choices for housing in close proximity to the school as listed below.

AVALON BURBANK

Is an excellent choice for housing in the Burbank area. These luxury apartments are in a great neighborhood, approximately one block from the school.

350 S. San Fernando Blvd.
Burbank, CA 91502 866-430-4243
www.avaloncommunities.com

KAPI

Kapi Residences is an off-campus student housing company. Kapi Residences is an independent student housing company and is not affiliated with any school.

818-665-9860
www.kapiburbank.com

ECCO LIVING

310-241-3547
eccoliving.co
Communities offer off campus co-living student housing near the Burbank campus.

WESTSIDE RENTALS

Is a rental-finding service that provides listings for 16,000 apartments and homes throughout Southern California. Westside Rentals charges a small fee to utilize all their search features, including one-on-one rental advice.

310-395-7368
www.westsiderentals.com

OAKWOOD CORPORATE HOUSING

In Toluca Hills and is a beautiful, resort-like property that offers furnished apartments, approximately three miles from the school. Ask for Lila Cross to receive MUD discounts.

3600 Barham Blvd.,
Los Angeles, CA 90068 323-878-2100
www.oakwood.com

MY CHEAP APARTMENTS

Is a search engine for nationwide affordable housing listings. www.mycheapapartments.com

1200 RIVERSIDE APARTMENTS

Conveniently located near Burbank's Entertainment Industry, the Burbank Airport, the Los Angeles Equestrian Center, Universal City, and Griffith Park. 1200 Riverside Apartments is close to the freeway and accepts small dogs.

1200 Riverside Drive, Burbank,
CA 91504 818-843-2441
www.liveatalliance.com/1200riverside

RANCHO LOS FELIZ

Is a corporate-type housing complex. It is approximately four miles from the school and there is direct bus service to the school. Furnished efficiencies and studios are available by the month.

3205 Los Feliz Blvd.,
Los Angeles, CA 90039 323-663-2626
www.rancholofeliz.com

TOWN CENTER APARTMENTS

Offers luxurious living located in the heart of the Media Center, just minutes from major studios, shopping, dining, and recreation. One bedroom, one bedroom loft, two-bedroom flats, and two-bedroom townhouses style apartments are available as are fully furnished options. Ask for MUD discounts and short-term leases.

333 Andover Drive, Burbank,
CA 91505 818-845-2220
www.burbankaptsTCA.com

2021 OLIVE APARTMENTS

2021 W Olive Ave
Burbank, CA 91506
(818) 848-9048
www.2021olive.com
Located in heart of downtown of Burbank and walking distance to the school.

SHORT TERM HOUSING RESOURCES

THE HILTON GARDEN INN

A newer boutique hotel which offers daily to monthly rates and is conveniently located within walking distance from the school.

401 S San Fernando Blvd.,
Burbank, CA 91502
hiltonrddgdggardeninn@hilton.com

HOTEL BURBANK

Offers daily to monthly rates and is conveniently located across the street from the school.

150 E. Angeleno Ave., Burbank,
CA 91502 818-841-4770
<https://oso.co/locations/hotel-burbank/>

FURNITURE RENTALS

BROOK FURNITURE RENTALS

877-285-RENT
www.bfr.com

CORT FURNITURE RENTALS

800-962-CORT
www.cort.com

FASHION FURNITURE RENTAL

888-432-4196
www.fashionfurniture.com

The following list is provided to you for convenience only. Make-up Designory does not endorse nor vouch for the companies listed. Please take time to communicate and visit with these housing providers to determine what best meets your needs.



School Services

FINANCIAL SERVICES

MUD FUNDING OPTIONS

Students enrolling at MUD are responsible for meeting the financial commitments required to attend school. Make-up Designory does not participate in federal or state financial aid. At MUD, the enrollment process is not complete until a student can confirm that they are financially capable of covering the costs of school registration, tuition, lab fees, and supplies. Payment for any course is due in full no later than the first day of class. Payment for the Fashion, Film & Television, Multimedia or Master Program can be made in one or two payments: first payment is due in full no later than the first day of class; second payment is due at the midpoint of the program. Although the first payment is not due until the first day of class for all courses and programs, MUD asks that payment be made two weeks prior to the first day of class to ease the transition into school. Students who require financial assistance are encouraged to contact their bank or credit union for a personal loan before looking into a private loan or school loan as they may be able to secure a better interest rate.

PAYMENT

A \$100.00 registration fee is due at the time of enrollment. MUD does not accept cash for tuition and related fees. Payment may be made to the school by check, money order, Visa, Master Card, Discover, American Express Credit Card or by PayPal: ar@mud.edu. Make all checks payable to Make-up Designory. Payments can be mailed to: Make-up Designory, Accounts Receivable, 25311 Avenue Stanford, Valencia, CA 91355.

MUD is recognized by the Department of Education and is considered an eligible institution for use of 529 Plans.

INSTITUTIONAL LOAN PROGRAM

Institutional financing is available to students who qualify and enroll at Make-up Designory's Burbank or New York Campus. Students enrolling in a course or program may apply for institutional financing for tuition, lab fees, and supply costs. Students and family members may apply. Application is made by completing a credit application and submitting it to the Accounting Office. Borrowers must meet the age of majority requirement in their state at time of application. Eligibility requirements include having a valid social security number, demonstrating a willingness to pay, and the ability to pay which includes having an established credit history; debt to total income evaluation; review of payment history on other types of credit including student loans. Applicants may apply with a cosigner to meet eligibility requirements. The interest rate is fixed at 10%. Repayment period is between 2 – 10 years. Monthly payment

and repayment period will vary based on amount being financed. Repayment begins 30 days after student's originally scheduled completion date. There is no origination fee, no prepayment penalty and there are no deferment options available for this loan. A late fee is charged when payment is received 10 or more days late. Borrowers may apply to release their cosigner from the loan after they have made 12 on-time principal and interest payments. Releasing the cosigner will not change the interest rate or repayment terms of the loan. Truth in Lending Act (TILA) disclosures will be provided as applicable. MUD's institutional loan is serviced by Tuition Financing Corporation (TFC), all payments must be paid directly to TFC.

VETERANS BENEFITS

MUD is approved by the California State Division of Veterans Affairs for the training of veterans and eligible persons under the provisions of Title 38, United States Code. This approval is for Non-College Degree (NCD) Programs under Title 38, and applies to the Fashion Make-Up Artistry Program, Film & Television Make-up Artistry Program, Multimedia Make-Up Artistry Program, and Master Make-Up Artistry Program. This approval is granted for programs only. Please note that the school provides a written brochure for all service members and their families that offers details of the Veterans Benefits Program.

SCHOLARSHIPS AND TRIBAL FUNDING

MUD accepts all scholarships approved for use by the grantee for training. Make-up Designory is recognized by the Department of Education as an approved, non-Title IV participating institution. MUD accepts agreements for all approved Tribal Sponsored funding. Please check with your tribal tuition assistance office for eligibility requirements.



GRADUATE SERVICES

Make-up Designory is pleased to offer continuous graduate assistance to active students and graduates in good standing through the Student Services Department. Career advisement is based upon each individual student's needs; services include the MUD Job Board, Professional Development Lectures, and one-on-one counseling. Make-up Designory does not guarantee students' employment and each make-up artist is responsible for securing their next job. Most make-up artists find employment in a variety of ways; this will help create an employment mix that offers a variety of experiences. Employment can be found in industries such as cosmetics lines, salon/spas (additional licensing and training may be required depending on the state or country), film, television, fashion, theater, and social events. Depending on the job, project, or budget, employment can range from one day to several months. The hours worked can also range from a traditional eight-hour day in cosmetic sales to ten-to-fourteen-hour days on a film set. The field of make-up artistry is creative, diverse, highly entrepreneurial, and competitive – which can be both challenging and rewarding. When starting out, it is extremely important to set realistic goals. Being organized, tracking expenditures, budgeting money, networking, and being open and available to various job opportunities are just a few guidelines for success in the industry.

THE MUD JOB BOARD

This private, password-protected online job center is maintained by MUD's Career and Student Services Department. This online resource includes a job center with employment listings for student and graduate make-up artists, announcements for professional development lectures and information pertaining to on-and-off campus hiring events. All students receive login information to access the site during their first meeting with their Career and Student Services Advisor. MUD encourages all students and graduates to visit this job site frequently, as it is updated daily with different job postings and area events.

PROFESSIONAL DEVELOPMENT LECTURES

MUD also conducts Professional Development Lectures, which are free of charge to students and graduates. Lectures cover a variety of career-related topics, help students prepare for work in the industry, and provide a forum for graduates, students, and professionals in the industry to exchange ideas and peer counsel one another. Professional Development Lectures are also wonderful opportunities for MUD graduates to network with current students and other professional make-up artists and establish connections that are critical to an artist's success.

Some of the past guest speakers include:

Lora Arellano	Steve Johnson	Mark Viniello
Gregory Arlt	Robert Kato De	Michael
Ashley Joy Beck	Stefan	Westmore
Denika	Michael Key	Scott Wheeler
Bedrossian	Rachel Kooyman	Casey Wong
Kevin James	Madeline Leonard	David Woodruff
Bennett	Satya Linak	Crystal Wright
Kelsey Berk	Todd Macintosh	Debbie Zoller
Alessandro	James	Tym Buacharern
Bertolazzi	MacKinnon	Michele Burke
Kate Biscoe	David Malinowski	Louis Casco
Monique Boyer	Viviana Martin	Connie Criswell
Barney Burman	David Mowat	Chris Evans
Rob Burman	Christopher	Jake Garber
Lois Burwell	Nelson	John Hester
Steve Buscaino	Alex Noble	Dayne Johnson
Sue Cabral-Ebert	Douglas Noe	Juliet Landau
Camille Calvert	Cat Paschen	Rod Maxwell
Paul Davis	Craig Reardon	Peter Montagna
David DeLeon	Adrian Rigby	Scott Ramp
Dave Dupuis	Cynthia Rivas	Jill Rockow
Leonard	Matt Rose	Shelby Patton
Engelman	Randy Sayer	Brian Penikas
Scott Essman	Chloe Sens	Heba Thorisdottir
Nicole Faulkner	Bruce Spaulding	Shane Mahan
Niko Gonzales	Fuller	Jason Collins
Neill Gorton	Thomas	Kevin Wasner
John Goodwin	Surprenant	Justin Raleigh
Nora Hewitt	Christien Tinsley	Howard Berger
Gavin Hignight	Jill Tomandl	Tom Hester
Heidi Holicker	Todd Tucker	John Blake
Romero Jennings	Arjen Tuiten	Samantha Ward
Darren Jinks	Vincent Van Dyke	

PERSONAL SUPPORT

MUD's Career and Student Services Advisors offer resume and cover letter writing and editing services, interview preparation, networking assistance, as well as personal branding and marketing advice. Students who seek one-on-one support or advisement are encouraged to schedule a meeting with a Career and Student Services Advisor.

LEARNING RESOURCE CENTER

MUD provides all students and graduates with access to a comprehensive source of research material related to the field of make-up artistry. The research conducted in the Learning Resource Center is essential to becoming familiar with the professional make-up industry. For this reason, faculty and staff actively promote the frequent use of the materials and resources available. In the MUD Learning Resource Center, students can review notes, study course materials, and conduct

research on award-winning make-up artists, popular products, and specialized techniques. Students may use the computer workstations to access the Internet and review photographs of work. The Learning Resource Center is equipped with computer workstations with networked printing capabilities using standard inkjet printers and photocopy machines. These printers and copiers allow any student or graduate an on-campus option to reproduce images or source materials that may provide inspiration in the classroom or for professional assignments. Each workstation with a desktop PC includes software such as Microsoft Office applications Word, Excel, and PowerPoint, as well as photo viewing and editing programs. The Learning Resource Center also provides MUD students and graduates with wireless Internet connectivity with access points located throughout the campus.

AMERICANS WITH DISABILITIES ACT POLICY

Make-up Designory does not discriminate in admission or access to our courses or programs on the basis of age, race, color, sex, disability, religion, sexual orientation, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at (LA) 818-729-9420, (NY) 212-925-9250.
- The School Director will respond within two weeks of receiving the request. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

DIRECTORY OF INFORMATION

The faculty and staff at Make-up Designory (MUD) continually strive to provide students with the utmost in services and support. While the School Director is primarily responsible for this department, Student Services are shared among the entire administrative staff. MUD's Student Services Department is always available to assist students and graduates with questions about housing, financial assistance, academics, career advisement, and other concerns. Students may contact Student Services by phone at: 818-729-9420, or may stop by the Administrative Office. Individual department contact information is available in the back cover of this catalog.

SERVICES AND SUPPORT

Academic Advising
 ADA Compliance Coordination
 Address Changes
 Admissions Information
 Attendance Information

 Billing Information
 Career Advising

 Certificate or Diploma Inquiries
 Cosmetic Company Discount Letter
 Course or Program Changes
 Enrollment Verification Letter
 Financial Questions
 Graduate Employment Assistance

 Housing Assistance
 I-20 and Visa Inquiries
 Leave of Absence
 Parking Information

 Teacher Reference Letter
 Transcript Request
 Tuition and Payments
 Tutorial Services

 Veterans Benefit Information
 Withdrawal from Program or Course

PLEASE VISIT

Instructor
 School Director
 School Administration
 Admissions
 School Administration /
 Instructors
 Accounting
 Career and Student
 Services
 School Administration
 School Administration
 Admissions
 School Administration
 Admissions / Accounting
 Career and Student
 Services
 Admissions
 Admissions
 School Administration
 Career and Student
 Services
 Instructors
 School Administration
 Accounting
 School Director /
 Instructor
 Admissions
 Admissions



Admissions

ENROLLMENT PROCESS

To enroll in any Make-up Designory (MUD) course of study, students must first complete a Student Application Form and submit a registration fee of \$100.00. All prospective students must also submit proof of high school graduation or equivalent or successfully pass an Ability to Benefit Test. Acceptable items as proof of high school graduation will include a transcript that includes a graduation date or an American High School Diploma.

Our campus will recognize equivalents of a high school diploma to include a G.E.D certificate; a certificate or other official completion documentation demonstrating the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category); an associate's degree; or successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution. The equivalent of a bachelor's degree will also be accepted.

Students who have not completed High School or lack proof of completion may still be admitted provided they successfully pass an approved Ability to Benefit Test. Ability to Benefit Tests are exams that are designed to evaluate a student's ability to benefit from an educational program in lieu of a high school diploma. Please contact the admissions office for scheduling and test fees.

Prospective students who attended secondary school outside of the U.S. must provide proof of completion of the equivalent of American High School, recognized equivalent or proof of completion of compulsory/customary secondary education in their native country (all records covering secondary school work

must be submitted for evaluation to determine that acceptable minimum requirements have been met); or recognized equivalent stated in this policy. Transcripts supplied as documentation must be original and/or school-submitted documents. Students in all courses must be 18 or have parental consent.

As a part of the enrollment process and before securing a seat in class, all potential students are required to complete an interview process. The interview process includes a formal conversation with an Admissions Advisor and extends into interaction with other departments via phone conversations, e-mail correspondence, and in-person meetings. During the formal conversation, Admissions Advisors will gain pertinent information from the prospective student to determine educational and career goals. It also allows the prospective student to ask Advisors questions about the school and discuss expectations. The rest of the interview process is based on interaction with the faculty and staff at MUD; this helps to determine if the prospective student is a good fit for school. MUD has set a high level of standards for students and graduates, and it is important that the student body accurately reflect that by demonstrating a professional demeanor and good communication skills. If MUD determines that any part of the interview process has not met their expectations, they reserve the right to deny enrollment based fully or in part on the decisions from the interview process.

NON-DISCRIMINATION POLICY

Make-up Designory does not discriminate in its admission, education program and activities on the basis of race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity, or expression, genetic information, or any other basis protected by federal, state or local law.



TRANSFER OF CREDIT POLICY

Make-up Designory accepts transfers of credit and hours from MUD Studios, MUD Partner Schools, and Bellus Academy. Graduates of Bellus Academy's MUD Make-up Artistry course will be allowed to bypass Beauty 101, be given a credit for 210 hours of coursework, and matriculate directly into a program at a Make-up Designory campus. Students transferring into a MUD Program using prior training at a MUD Studio or MUD Partner School will receive tuition credit for the successfully completed, below listed MUD Studio Courses and will be eligible to matriculate into a MUD Program.

Students who have completed all the MUD Studio Courses that comprise Level I and II and students who have completed Bellus Academy's MUD Make-up Artistry Course will receive a tuition credit equal to 210 hours at the current MUD rate of tuition and will be given academic credit for Beauty 101. The student will be eligible to matriculate into the program in the course following Beauty 101 of their program.

Students who have completed the MUD Studio Beauty Essentials course will receive a tuition credit equal to 84 hours at the current MUD rate of tuition and will be given academic credit for 84 hours of Beauty 101. The student will be eligible to matriculate into the program on the 13th day of Beauty 101. Students who have completed the MUD Studio Beauty Essentials and Airbrush courses will receive a tuition credit equal to 119 hours at the current MUD rate of tuition and will be given academic credit for 119 hours of Beauty 101. The student will be eligible to matriculate into the program on the 18th day of Beauty 101. Students who have completed the MUD Studio Beauty Essentials, Airbrush and Bridal courses will receive a tuition credit equal to 140 hours at the current MUD rate of tuition and will be given academic credit for 140 hours of Beauty 101. The student will be eligible to matriculate into the program on the 21st day of Beauty 101.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Make-up Designory 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 program or course is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate 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 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 Make-up Designory to determine if your diploma or certificate will transfer.

MAKE-UP KITS AND MATERIALS

The charges for kits and lab fees are reflected in this catalog and on the Student Enrollment Agreement. All kits will be provided to the student at the time of the student's start at the school. Kit payments are to be made in the administration office and prior to the student receiving their kit. Students who are transferring to MUD or otherwise have a professional make-up kit may opt out of the kit process and decline receiving a kit by notifying the school in writing. If the student opts out, it is the student's responsibility to purchase the required materials before the first day of class. The actual total cost of materials may vary, depending upon whether students have already purchased, or already own materials. A detailed list of supplies needed for each course can be found at: <https://mud.edu/supply-list>.

ORIENTATION

Orientation is held for new students prior to the start of their program at MUD. Orientation provides new students a chance to meet the administrative staff, discuss what to expect as a new student, and tour the school. Orientation is not mandatory but is highly recommended for newly enrolled students and their families or friends who may have questions about any of the school's policies or operations. It is beneficial to the students to bring a pen and paper to their scheduled orientation as there is important information discussed and forms to fill out; some students may be required to complete paperwork with Administrative Office staff during this time. Once a student has been admitted, their Admissions Advisor will be in touch regarding the specific date and location of orientation.

International Students

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STUDENT VISAS

This school is authorized under federal law to enroll nonimmigrant students and to issue I-20 documentation for M-1 visas for students who are enrolled at the school. The school's I-20 document is only valid for an M-1 visa and can only be provided for the period during which the student is registered at MUD. The M-1 visa is for students only and does not authorize external work experience.

ENROLLMENT PROCESS

Make-up artistry is a visual art; however, minimal English language proficiency is required. Proficiency is evidenced by a U.S. High School Diploma, GED, or the equivalent in a country where English is a primary language. For students who completed secondary school in a country where English is not a primary language, evidence of the successful completion of a secondary school-level English course or a minimum TOEFL score of 50 and/or a minimum TOEFL Essentials score of 5 will be required and/or IELTS score of 5.0 or above.

To obtain I-20 documentation for an M-1 visa, international students must complete the MUD Student Application Form. This form may be downloaded from the school website (www.mud.edu), obtained at the Administrative Office, or through an Admissions Advisor. Any student who is providing documentation in a language other than English will have their documentation translated. If the student has attended secondary school outside of the U.S., they must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/customary secondary education in their native country (all records covering secondary school work must be submitted for evaluation to determine that acceptable minimum requirements have been met); the equivalent of a bachelor's degree will also be accepted. In addition, students will be required to provide MUD with financial records to establish that they will have sufficient funds to cover the cost of tuition, materials, and living expenses during their stay in the United States. For more information pertaining to these guidelines for specific countries, please contact an Admissions Advisor. After a student has completed all the necessary requirements, they will receive the I-20 documentation via mail.

After a student receives the MUD enrollment package and I-20 document, they must pay a Student and Exchange Visitor Information System visa processing fee (I-901) of \$350.00 U.S. dollars through the U.S. State Department website: www.fmjfee.com/index.jhtml. After paying the fee, students should print and retain a receipt as proof of payment. This fee must be paid before the student appears at the U.S. Embassy.

Once the student has paid the I-901 fee via the website, they must next visit a U.S. Embassy for visa processing. MUD recommends that students schedule their embassy appointments as far in advance as possible, as availability and time delays may vary by country. Students should bring all necessary documents with them, including I-20 documentation, school contracts, financial and loan documents, and proof of payment of the I-901 SEVIS visa processing fee. At the embassy, students should have their I-20 documents and passports stamped and returned with the appropriate visa*. After students have received their visas, they should notify their Admissions Advisor by phone or e-mail, to let them know that they are ready to attend school. MUD urges all students who have questions about their embassy appointments or about preparing for their trips to contact the Admissions Advisors.

Once a student has arrived in the U.S. at an American Port of Entry (airport, seaport, or border gate), they will need to furnish both a passport and I-20 documentation to U.S. Customs. The Customs official will stamp the student's passport with the arrival date. MUD will be notified through the

SEVIS database that the student has entered the U.S. Students are required to report to school no later than 10 days after arrival. MUD realizes that it may take students some time to get situated and adjust to new surroundings, however, a student must appear at the school and MUD must verify a student's arrival in the SEVIS database within 10 days to avoid incurring problems with the student's visa status.

**Please note, it is important to watch what an embassy clerk or Customs official notes as your type of visa. All documents should read "M-1". If they are stamped with "F-1" or anything other than "M-1", please bring it to the attention of the official immediately. An incorrect notation could lead to costly fines, appeals and even deportation.*

M-1 VISA SPECIFICS

It is important to note that the visa required to visit the United States is different from the visa required to attend a vocational school. Make-up Designory (MUD) is only authorized to issue M-1 visas. This type of visa is specifically issued by an appropriate U.S. Embassy for a vocational student. This visa will allow the student to study at MUD for a specific period. Upon completion of the course or program, the student must leave the country within 30 days.

INTERNATIONAL STUDENT RESPONSIBILITIES

The U.S. Government imposes many rules on international students. By accepting the school's contract and the I-20 to study in this country, students are also accepting responsibility for residing and studying in accordance with the guidelines outlined below:

- Students are required to always carry their passports, visas, and I-20 documents with them.

- Students may only possess an approved I-20 form from one school at a time. International students are required to contact MUD if they have accepted a MUD I-20 but decide to attend another school. MUD is required by law to cancel the I-20 it has issued.
- Students are also required to notify MUD and the U.S. government if they move or change addresses during their stay. Please contact your Admissions Advisor for help completing a Change of Address (AR-11 form).

MUD ADMINISTRATIVE OFFICE RESPONSIBILITIES

MUD is responsible for providing the following services to international students:

- Publishing the initial I-20 form
- Updating SEVIS records after a student has arrived and checked in with their Admissions Advisor
- Reporting courses or program changes
- Reporting a leave of absence (LOA)
- Reporting poor attendance and grades
- Reporting program completion

TRANSFERRING SCHOOLS OR EXTENDING VISAS

With an M-1 visa, the deadlines for transferring or extending the visa are quite limited. Students who wish to do so may contact their Admissions Advisor for assistance. Please note that the processing and approval of an M-1 visa will take a minimum of 45 days.

Students who wish to extend their training or shorten their training periods should contact an Admissions Advisor. For any extension, a Change of Status application fee will apply. This involves filling out an I-539 form, including a check for \$290.00, and receiving a new I-20 document. MUD's Admissions Advisors can help students complete their paperwork and mail it to USCIS in Laguna Niguel, CA. For your convenience, the package will be addressed for return to the school. Please note that this process can take a minimum of 45 days.

The Admissions Advisors can also help students request a school transfer (I-539). Please note that the rules for transferring between school's mandate that an M-1 student can only transfer to another school with SEVIS-approved M-1 programs, and a related course of study. MUD encourages students to contact their Admissions Advisor for more information.

SCHOOL BREAKS AND HOLIDAYS

Many MUD students return home during school breaks and holidays. Prior to traveling home for short periods of time, international students should notify their Admissions Advisor and inform them of their plans. The Admissions Advisor will need to sign and date the student's I-20 for them to regain entry into the U.S.

GRADUATES

After a student has completed their course of study at MUD, the school is required to update the SEVIS database and inform the U.S. government that the student is returning home. Students who wish to transfer or extend their stays after graduation should contact their Admissions Advisor prior to the completion of their classes and need to complete the visa extension process. All M-1 students have a maximum of 30 days after graduation during which to make travel plans and return home.

INTERNATIONAL STUDENT TRANSFERS

Prospective International students who wish to transfer into an approved program or petition for advanced standing may do so by submitting evidence of all previous related training to Make-up Designory for evaluation. At minimum, 25% of the credits required for the programs' completion must be taken at the school awarding the Diploma. Previously taken courses will be noted in the student's file and the cost of the program will be adjusted according to the number of hours being transferred in and the current hourly rate of tuition. The student's I-20 will reflect the amended cost of attendance and program duration. Approval of transfer of credit are at the sole discretion of Make-up Designory. Prospective International students who wish to use prior training to bypass one or more MUD courses and matriculate into a MUD program are required to submit transcripts or other evidence of prior training for evaluation by Make-up Designory. Previous school transcripts and other evidence are not limited to MUD's Los Angeles and New York campuses, authorized MUD Studios or Partner Schools, and will be evaluated and credit will be granted as appropriate.

MUD INTERNATIONAL STUDENT SERVICES

At MUD, Admissions Advisors are provided as a resource for international students, and can help address any concern related to international study, including visa and passport questions, transferring to and from other schools, utilizing public transportation, and housing.

International students have access to MUD housing while studying at the school. Availability is very limited, so it is advised that the student inform their Admissions Advisor if interested in student housing prior to choosing enrollment dates.

INTERNATIONAL STUDENT CAREER SERVICES

MUD is also pleased to offer international students assistance with career planning through the Career Services Department. Before students return to their home countries, MUD can help them plan, organize, and prepare for the challenges of their new careers.

MUD encourages international students to make appointments with a Career Services Advisor. While M-1 students are prohibited from working for pay while studying in the U.S., MUD can help students with several strategies through which they can gain practical experience and build their portfolios. While MUD does not offer Optional Practical Training (OPT), they can help students look for unpaid assignments on university student films, as well as charity and special event projects.



GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

In addition to perusing this catalog, MUD encourages all students to review the bulletin boards posted in every classroom and in the student Learning Resource Center. These postings include important and helpful information about Saturday workshop dates, Professional Development Lectures, and other special events.

Students should visit the Administrative Office for bus and train schedules and general information about the surrounding community.

HELPFUL LINKS FOR INTERNATIONAL STUDENTS

Make-up Designory (MUD) website:

www.mud.edu

For information about embassies and consulates in most countries, please visit the U.S. Department of State website:

www.usembassy.gov

For information about visas, transfers and travel, please visit the U.S. Citizenship & Immigration website:

www.uscis.gov/portal/site/uscis

Prior to an embassy appointment, students can pay their SEVIS fees and print a receipt at the SEVIS I-901 Processing Fee website:

www.fmjfee.com/i901fee/





School Policies

RULES OF CONDUCT

Make-up Designory knows that the students, instructors, and administrators who meet in school today are the professionals who will be working together in the future. This is why they work hard to maintain an atmosphere of respect and courtesy. MUD asks that their students treat the school environment like a professional environment and always maintain proper personal and professional hygiene. MUD students are also expected to maintain their workstations and classroom at a professional level of presentation.

Students are required to clean their equipment, stations, and mirrors at the end of each day of class. In addition, each instructor will outline any additional rules that are pertinent to their classroom, including cell phone usage, eating in class, chewing gum, and more. Disruption of class instruction or practice time is prohibited. Disruptions to class and practice include, but are not limited to, use of cell phones, speaking over the lecturer, not following instruction, failing to be prepared for class or for a make-up application, and interrupting the student make-up artist.

Being under the influence, consuming, selling, or possession of drugs or alcohol on school premises is strictly prohibited. Students are not allowed to exhibit disobedient or disrespectful behavior to another student, administrator, or faculty member. It is prohibited to bring weapons to school, to take items that do not belong to you or to commit acts that result in violating local, state, or federal law. It is also prohibited to fail to meet your financial obligations to the school.

MUD conducts active, hands-on programs in a rigorous professional environment. To maximize the learning process, they require all students to work and to model. Students unable to sit as a model are required to bring a model to class to work on. When a student is the artist, they will approach their assignment as though they are working on a real job. This includes maintaining a high standard of courtesy and professionalism, keeping tools and the station clean, being aware of the model's comfort and ability to breathe, and keeping the model's clothing protected with a cover cloth. When modeling, a student will remain still and quiet, and will cooperate with the artist's requests without dispensing opinions or advice.

Students may dress casually but are expected to maintain the same level of decorum that they would exhibit in a professional working environment. In keeping with safety considerations, students should refrain from wearing open-toed or platform-style shoes. When students are modeling, their faces are the artist's canvas. For this reason, students need to remove all facial hair (excluding eyebrows). Students may also be asked to remove a facial piercing, due to a course project or requirement. In addition to these guidelines, students must observe and abide by all the rules set forth in our Safety Manual.

Students are required to complete homework assignments in addition to daily class assignments. Each instructor will assign the homework, along with its due date. Homework turned in on time will receive full credit. Homework turned in late will receive half credit. If a student is absent on the day homework is due, they may turn in the assignment for full credit on the first day back from the absence. If the student is missing assignments or tests or has missed class time, the instructor will provide them with a plan to help get caught up and additional practice or testing periods can be scheduled. Students who are required to make up missed assignments, tests, or time are encouraged to do so while they are still attending class.

At the discretion of the administration, a student may be placed on a two-week probation, given a suspension, or dismissed, and their enrollment terminated, for violating the school's published Rules of Conduct. Each MUD student must read and accept these written Rules of Conduct. At the discretion of the administration, a student may be placed on a two-week probation, given a suspension, or dismissed.

HARASSMENT POLICY

Make-Up Designory is committed to providing a work and school environment free of unlawful harassment or discrimination. The school policy prohibits harassment of any kind or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law. Harassment or bullying of any member of the MUD community is prohibited. Harassment and bullying may include acts intended or not intended that are geared toward an individual or group of individuals that ultimately makes the target person or group feel bad about themselves. Harassment and bullying are ultimately measured by how the individual or group interpret the act or series of acts. Harassing acts may be written (including electronic media), verbal, or physical.

Make-Up Designory's anti-harassment policy applies to all persons involved in the operation of the school and prohibits harassment by any employee of the school, as well as students, customers, vendors, or anyone who does business with the school. It further extends to prohibit harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor, or other person with whom the school does business engages in harassment or discrimination, the school will take appropriate corrective action.

HARRASSMENT COMPLAINT PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, school director or, if by an employee, their supervisor. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with the school is exempt from the prohibitions in this policy. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

INVESTIGATION OF COMPLAINTS

In response to all complaints, Make-up Designory will conduct a prompt and impartial investigation of complaints, including the opportunity for both parties to present witnesses and other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within thirty days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the school will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. During the investigation, the school will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion, and if warranted, notification to law enforcement agencies.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process.

REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community and relevant law enforcement agencies. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

DISCIPLINARY APPEALS PROCESS

MUD students have the right to appeal any decision or disciplinary action that has resulted as a violation of the school's Rules of Conduct or Harassment policies. Appeals must be written and addressed to the Campus School Director who will review and evaluate the appeal. The appeal must be received within 3 days of the initial action and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the School Director shall issue a written response within 5 days.

ATTENDANCE POLICY

MUD students are expected to treat class responsibilities in a professional manner. This includes arriving to class on time and being prepared for the day's assignment. MUD instructors and staff expect each student to be in the classroom, with the station set up and ready for work at the beginning of each class. It is our intention to establish behaviors and habits that will help a student to succeed in their professional career. Students are to avoid incurring absences and tardies that will interfere with the educational outcomes of the course and curriculum.

Students are required to maintain a minimum attendance of 90 percent of the scheduled hours to graduate. As academic progress is measured by clock hours, a student's physical presence in class is necessary for it to count towards the cumulative attendance; as a result, tardiness and absence will not be excused for any reason. For the purpose of recording accurate attendance, instructors will round up any tardy to the nearest quarter-hour. A tardy is defined as arriving late for the start of class, arriving late after a break, arriving late after lunch, or leaving class early. Students who are marked absent for a day have zero recorded hours of attendance for the day on which they are absent.

Students not meeting the minimum attendance requirement of 90 percent may be subject to administrative action up to and including termination. At the discretion of the school,

students that do not meet, or are in jeopardy of not meeting, the attendance standard may be required to attend unscheduled hours to remediate lesson material or practical applications as deemed necessary by the course Instructor.

CANCELLATION OF CLASS

On occasion class may be cancelled due to unforeseen circumstances such as severe weather, illness, or events beyond the control of the school. In the event of a class cancellation, the hours will be made up on the next available Tuesday or Thursday following the closure from 5:00 pm to 8:30 pm and will continue until all hours have been made up; evening classes will be made up on Friday following the closure from 6:00pm to 9:30pm and will continue until all hours have been made up.

GOOD HEALTH AND VACCINATION POLICY

MUD asks that students do not come to school when in poor health as illness can spread quickly in tight quarters. Any student exhibiting outward signs of illness such as fever, coughing, or congestion must stay away from the school until the symptoms have gone or until a medical doctor provides a return to work or school letter. Students who do miss school time because of illness will be provided with a remedy to make up the missed time and class content and meet the school's attendance and academic requirements.

MUD stresses the importance of routine vaccinations. Vaccination records may be required or proof of vaccination for certain diseases may be required to attend MUD. Should MUD require such documentation, it will be done with an abundance of caution and coordinated with the advice and requirements of local, state, or federal health authorities.

SATISFACTORY ACADEMIC PROGRESS POLICY

The following criteria must be met to meet Satisfactory Academic Policy (SAP):

- **Qualitative Standard: Achieve standard of C (70 percent) in preceding course(s)**
Students must have a grade of C or better in each course prior to the evaluation point.
All grades from completed classes, current classes, repeated courses, failed courses, withdrawals and transferred hours are considered.
- **Quantitative Standard: Attend a cumulative 90 percent of the program hours.**
Students cannot miss more than 10% of their total hours scheduled up until the evaluation point. All attended hours are

included in making this calculation.

- **Quantitative Standard: Pace of progression must be at 67 percent.**

Students must be finishing courses in their chosen program at a rate that will allow them to complete their program with the 150 percent maximum time frame.

GRADING POLICY

All MUD courses use a standard grading scale.

LETTER GRADE	PERCENTAGE	POINT VALUE
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 and below	0.0
W	Withdrawal	0.0
I	Incomplete	Not weighted

INCOMPLETE / WITHDRAWAL / FAIL GRADES

Withdrawal (W) and Fail (F) grades from a course will receive a point value of 0.0 and are included when determining SAP. Incomplete (I) grades are not counted as part of a student's grade point average and are therefore not included when determining SAP.

EVALUATION PERIODS

Courses are presented in sequential order and all students are evaluated throughout and at the conclusion of each course in their program. If a student misses an assignment, misses or fails a test, falls below 70% academically or below 90% attendance during any portion of the class, they are given an advisement and a plan for remediation. If students do not meet the terms of the plan, students are referred to the School Director who may give additional advisements, put the student on probation or assign other administrative action. If a student's coursework and/or attendance does not improve before the next evaluation point or before the end of class (whichever occurs first), students receiving Veterans Benefits will have those benefits interrupted and they will be subject to further administrative action up to, and including, termination of enrollment.

For information on appealing termination of enrollment, please see "APPEAL PROCESS". Students whose appeal has been granted must agree to certain conditions for continued enrollment.

SATISFACTORY ACADEMIC WARNING, TERMINATION AND PROBATION

If a student falls below Satisfactory Academic Progress standards, they are given a plan for remediation and placed on Satisfactory Academic Warning by the School Director until the next pre-determined evaluation point. If the student continues to fall below SAP at the next pre-determined evaluation point or fails to maintain the terms of the remediation plan after being given a Satisfactory Academic Warning, they will be subject to further administrative action up to and including termination. If the student is terminated from their enrollment, the school will immediately notify the student and any appropriate outside agency, such as the Veterans Administration, SEVIS, and Bureau of Indian Affairs. For information on appealing terminations, please see "APPEAL PROCESS". Students whose appeal has been granted will be placed on Satisfactory Academic Probation and must agree to the probation conditions for continued enrollment.

APPEAL PROCESS

Students who have received notification that their enrollment has been terminated may appeal the decision by contacting the School Director in writing within three business days of the date of the termination. This written appeal should describe any circumstances that the student feels are worthy of further consideration. These circumstances, may include, but are not limited to illness, injury, financial hardship, or death of a relative. Students must also include what has changed that will allow them to meet SAP at the next pre-determined evaluation point and/or better follow school policy. The School Director will decide regarding the appeal within three business days of receipt. While the appeal is pending, the student may continue to attend classes at the School Director's discretion. All appeal decisions are final.

CHANGING PROGRAMS

If a student changes their educational program, only those courses that apply to the new program will be considered when determining SAP.

REINSTATEMENT OF ENROLLMENT

A prior student whose enrollment was terminated and wishes to be reinstated, should do so in writing to the School Director. Supporting documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified in writing of the decision within three business days following the receipt of the request.

REPEATING COURSES

Students may be permitted to repeat a course at the discretion of the School Director or the Director of Education. Students who wish to receive approval to repeat a course will be responsible for applicable lab fees and the purchase of any necessary supplies. At the School Director's discretion, tuition may be waived. If the repeated course falls within the maximum time frame, the grades for the repeated course can be averaged with the grades from the prior attempt at the course; the new final grade will be used in calculating SAP.

MAXIMUM TIME FRAME

All students must satisfy their academic graduation requirements within 1.5 times the original program length. This means that in addition to the student having the entire program to satisfy their academic program requirements, they are allowed an additional period after the end of the program to make changes to grades or academic outcomes. The additional time cannot extend past 50% of the original program length.

Students enrolled in the Fashion Make-up Artistry and Film & Television Make-up Artistry programs are allotted a maximum of 18 weeks to complete all coursework. Multimedia Make-Up Artistry program students are allotted 27 weeks, and Master Make-Up Artistry program students are allotted 36 weeks. Students enrolled in the Beauty 101, Special Make-Up Effects 201, and Special Make-Up Effects 301 courses have a maximum of nine weeks to complete all coursework, and Beauty 201 & 301 students have five weeks.

PROBATION AND TERMINATION POLICY

All MUD students are expected to maintain specific standards of Satisfactory Academic Progress (SAP) and meet the school's attendance policies. Students who fail to meet these standards will be subject to administrative action up to, and including, probation and termination. Students may also be subject to administrative action for violation of the school's published Rules of Conduct. Students who are terminated may appeal the decision. Please see, "APPEAL PROCESS" for more information. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy for more information. Terminated students are not eligible to receive Career Services, including, but not limited to, Job Board access and assistance.

GRADUATION REQUIREMENTS

For a student to graduate, they must:

- Achieve a grade of 70 percent (C) or better in each course
- Attend 90 percent of the scheduled hours
- Satisfy all financial obligations to the school
- Satisfy all administrative obligations

Students enrolled in individual courses are required to complete their course with a grade of 70 percent (C) or better and must attend a minimum of 90 percent of the scheduled course hours to graduate. Upon completion of these requirements, a certificate shall be awarded. These courses include Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, and Special Make-Up Effects 301.

Students enrolled in programs are required to complete each course that comprises the program with a grade 70 percent (C) or better in each course and must attend a minimum of 90 percent of the scheduled program's hours to graduate. Upon completion of these requirements, a diploma shall be awarded. These programs include Fashion Make-Up Artistry, Film & Television Make-up Artistry, Multimedia Make-Up Artistry, and Master Make-Up Artistry.

Students that do not meet the school's graduation requirements for an enrolled course or program, within the established graduation date will receive a failing grade. Grades and status will be updated for students upon completion of the school's graduation requirements within the 150% maximum timeframe of their enrolled course or program. Completion of these minimum requirements cannot exceed 1.5 times the original course or program length and is reflective of the student enrollment.

A student who fails to meet the stated graduation requirements upon their expected graduation date will be required to meet with the education department to develop a remediation and graduation plan. A student on a remediation and graduation plan will be required to maintain regular course attendance until the minimum requirements have been met, or the maximum timeframe has been exceeded in their enrolled course or program. A student who does not report to the school or who is absent for more than ten consecutive school days without notification are unofficially withdrawn. The unofficial withdrawal policy will apply, and the student will receive a grade of "W" for all courses not completed.

Non-graduates are not eligible to receive Career Services, including but not limited to, job board access and career advisor assistance. Non-graduates include students who have a Terminated, Withdrawn, Dropped, or Incomplete status. Students should plan with their instructor prior to the scheduled graduation date to make up all missed work. All missed work must be documented accordingly. Please note that assignments turned in late without a documented absence will only be given half-credit.

Each student is responsible for completing a graduation application. On this application the student may decide how their name will appear on the Diploma or Certificate. Certificates will be awarded to students who have completed the graduation requirements for which course they enrolled. Diplomas will be awarded to students who complete the graduation requirements for which program they enrolled. Duplicate Certificates and Diplomas can be issued for an extra charge of \$25.00 per copy. Students should be sure to indicate whether they wish to receive their Diploma or Certificate by mail, or by picking it up at the campus in person.

CHANGE OF PROGRAM

Students may choose to enroll in a larger program at any point up to their last day of their original enrollment period. Students who wish to enroll in a smaller program, may do so at any point prior to completing 60 percent of their original program.

LEAVE OF (LOA) POLICY

LEAVE OF ABSENCE

Leave of Absences are for extended absences applied for by students. If a student is not able to attend class for an extended period, they may apply to the School Director for a Leave of Absence (LOA). The School Director may approve or deny the student's LOA request at their discretion. Any leave granted must take into consideration the maximum time (150%) allowed to complete the program or course. As an example, the maximum time a student can miss from each program including other absences is six weeks for the Fashion and Film & Television Programs, nine weeks for the Multimedia Program, and 12 weeks for the Master Program. LOA applications are available at the MUD Administrative Office. Possible acceptable reasons for an LOA include, but are not limited to, illness or injury, critical illness or death in the family, hardship, or other specific and unexpected reasons that can be resolved in a specific timeframe.

Students must return to the school and resume their courses at or before the point where they left off on and before the LOA expiration date. Should a student fail to return to the school within the time allotted for the LOA, the leave shall expire, and the student's incomplete grade will be converted to a grade of "W." The student will be withdrawn at that time. Should a student's extended absence lead to a withdrawal or if a student cannot return within the allotted time, the student may still apply for re-admittance later.

ADMINISTRATIVE LEAVE OF ABSCENCE

Administrative Leave of Absences are absences that are not applied for by the student but rather issued by the school on behalf of the student. An administrative leave of absence is only used when a student is unable to apply for the leave themselves.

Occasions where an administrative leave would be issued would include sudden personal events such as an accident or in the case of a civil emergency. A civil emergency would include acts of nature or governmental closure orders. Should an administrative leave of absence be necessary, the school may expand the leave up to the maximum of 180 days within a twelve-month period. Should a student not be able to return within the timeframe of the administrative leave, the student will be withdrawn from the program. In this instance, the student may still apply for re-admittance later.

LAST DAY OF ATTENDANCE

A student's last day of attendance is defined as the last of academic attendance listed on the school's attendance records. This date will be used when calculating the percent of the course or program that a student has completed.

DATE OF DETERMINATION

The date of determination is defined as the date on which a student notifies the school of their decision to cancel or withdraw from a course or program. If the student does not notify the school of their intent to withdraw, the date of determination is 10 business days after the student's last day of attendance.

OFFICIAL AND UNOFFICIAL WITHDRAWALS

A student is "Officially Withdrawn" from the school when they notify the Administrative Office of their intent to terminate a course or program. Students who "Officially Withdraw" will receive a grade of "W" for all courses not completed. Students who do not notify the Administrative Office in writing of their intent to withdraw from the school and are absent from classes with no contact for more than 10 school days are unofficially withdrawn. Students who unofficially withdraw will receive a grade of "W" for all courses not completed.

CANCELLATION AND REFUND POLICY

A student may cancel this agreement and receive a refund of all monies paid including the registration fee if cancelled by the end of the third day following the signing of this agreement. A student who cancels this agreement after the third day of signing this agreement but prior to touring the campus will also

receive a full refund of all monies paid. Students who cancel this agreement after the third day but within seven days of signing this agreement or by the first date of attendance or whichever day is later shall be entitled a full refund including tuition, lab fees, and materials less the registration fee. In addition, students may withdraw from a course or program after instruction has started and receive a pro-rated refund for the unused portion of the tuition, as well as other refundable charges if the student has completed 60 percent or less of the course or program. In this case, the student's Last Day of Attendance (LDA) is the date from which the school will calculate the pro-rated refund. The student will be charged for all days up to, and including, the LDA. The LDA is defined as the last day that the student attends the course or program. 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. All refunds will be paid within 45 days of the Date of Determination. MUD will also refund payments collected from a third party. Any balance due to the school because of withdrawal is due within 45 days of a student's LDA. Students who owe a balance to the school must pay that balance before registering for future classes. Additionally, withdrawn students are not eligible to receive Career Services or access to the job board. Should MUD cancel or discontinue a course or educational program, the school will issue an appropriate refund of all charges. All refunds will be paid within 45 days of the cancellation date. You may cancel this enrollment agreement and receive an appropriate refund by providing notice to the School Director, Make-up Designory, 129 S. San Fernando Blvd., Burbank, CA 91502.

DEFINITION OF CLOCK HOURS

MUD defines a clock hour as 50 minutes.

COMPLAINT POLICY

MUD is always receptive to suggestions and ideas from students. Should students have complaints of any nature about the school, it is recommended that they bring those complaints to a staff member, instructor, or administrator. Whenever possible, students are strongly encouraged to bring complaints to the attention of their instructors. Upon hearing a student's complaint, it is incumbent upon the instructor to bring the matter to the immediate attention of the School Director, who is responsible for investigating and resolving all student complaints. The School Director shall resolve the complaint in compliance with MUD's Student Complaint Procedures. To review these guidelines, please visit the office of the School Director.

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

MUD SHOP RETURN POLICY

Make-up Designory gladly accepts returns of unused cosmetics within 10 days of purchase date. Returns must be accompanied by the original receipt and products must be in original packaging and condition. Store credit will be issued for all cash, check, and student material card sales; a refund will be issued for credit transactions to the original card. MUD does not accept returns on any hair products. Students withdrawing from class have 20 days from the withdrawal date to return merchandise in the above stated condition. Students must bring a copy of the withdrawal paperwork and original receipt with their return.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, the student must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment if they are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational

program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law designed to protect the privacy of educational records, to establish a student's rights to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with FERPA guidelines, Make-up Designory (MUD) has established designated directory information in the school's student records. Directory information is defined as information that is not generally considered to be harmful or an invasion of privacy. This school's directory information includes students' names, dates of attendance, receipt of certificate or diploma, enrollment status (e.g., graduate or full-time), and courses of study. Student records and personal information beyond that which is classified as directory information may not be released without the express written consent of the student. Each student will be required to complete a release form that grants authorization to a specific person or persons to whom information beyond directory information may be released. This may include, but is not limited to, a parent, legal guardian, or co-borrower.

RECORD RETENTION

Student records are kept on campus in fireproof cabinets up to five years after graduation. All student transcripts are maintained indefinitely in electronic storage. Any graduates or students requiring access to their records, should contact the Administration Office.

CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY

Local law enforcement and/or other first responders may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. Once the School Director confirms that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all the members of the campus community, the School Director will authorize emergency notification. If, in the professional judgment of the first responders, issuing a notification potentially compromises efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency, the school may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the school will issue the emergency notification to the campus community.

Students and staff will be notified of emergency notifications via a text-based messaging system; other methods of communication such as emails, phone calls, announcements, posters, and social media, may be utilized to broadcast the emergency notification and/or disseminate additional information to ensure personal and campus safety. Local law enforcement and/or other first responders will assist the School Director in determining which segment or segments of the school community should receive the notification. Generally, campus community members in the immediate area of the threat will receive a notification first; subsequent notifications may include a wider group of community members.

EVACUATION PROCEDURE

In situations where the school is evacuated, the school's evacuation procedure will be followed. Emergency exit maps are posted in areas accessible to students. In case of an emergency, a faculty member will evacuate their classroom and ensure all students are out and moving to the nearest exit. The first faculty or staff member to exit the building is charged with preventing anyone from re-entering the building. Once safely out of the building, a faculty or staff member is to contact emergency personnel if the situation requires it, then contact either the School Director or corporate management. If someone comes across a person that is too injured to move, they should leave that person behind, evacuate everyone who is able, and contact emergency personnel once safe of the situation. Students will be allowed back into the building once it is safe to return. Evacuation procedures are reviewed annually during teacher training.

PLANS FOR ACADEMIC IMPROVEMENT

MUD consistently strives to provide the best education in make-up artistry to our students. To ensure that the techniques and materials being covered are representative of the industry, a Professional Advisory Committee reviews the curriculum twice a year. The Professional Advisory Committee consists of industry professionals and employers who can provide an informed critique. Adjustments are made to the curriculum on a yearly basis after comment is provided. For specific changes to the upcoming school year, please see the school's website.

PEER TO PEER FILE TRANSFER POLICY

As future artists, students must be sensitive to the unlawful use of other individuals' work.

Use of written materials, pictures, music, etc. without giving credit to the original artist or use of the material for purposes other than its original intention is against MUD policy.

Students should be aware that any files that are on the library computers will be deleted after school hours. Students are encouraged to keep their work, and their work only, on portable memory devices that are required for class. Any student who violates federal or state policies on file sharing will be held to MUD's Rules of Conduct and is subject to the sanctions outlined in the Probation and Termination Policy.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For

details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

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

Mailing Address:
P.O. Box 980818,
West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

ACCSC

Accrediting Commission of Career Schools and Colleges

Accrediting Commission of Career Schools & Colleges

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career
Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint
Form is available at the school and
may be obtained by contacting the
School Director or online at [www.
accsc.org](http://www.accsc.org).



Completion and Placement Data

COMPLETION AND PLACEMENT INFORMATION

Placement is determined if the graduate declares themselves as a self-employed or freelance make-up artist, or secures traditional type employment, where knowledge of make-up artistry is required. Due to the nature of make-up artistry, most MUD graduates placed in the field will not work a “typical” work week of 30-40 hours. Work is obtained through independent jobs in the film, television, fashion and social industries. Graduates collect their wage and secure employment in several positions from these areas; these graduates are considered self-employed or a freelancer and have an employment mix. We confirm a graduate’s self-employment status through their affirmation of self-employment or freelance work and by collecting one or more forms of verification: employer statement, business cards, resume, marketing materials, call sheets, etc. The number of hours that these graduates work per week can vary depending on the nature of the project that they are working on. Graduates who secure traditional employment are those who can verify that they have attained employment through a singular employer; jobs of this sort are mostly found in the retail industry, skin-care professions and in salons and spas (jobs in the skin-care field or in salons and spas may require more training and a state license). It is in this field of employment that we generally find students who have secured full-time work. Information on the employers that frequently hire our students and/or the types of jobs our students receive after graduation can be obtained through our Student and Graduate Services Office.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

ANNUAL REPORT

Each year Make-up Designory submits an annual report to our accrediting commission. To keep in good standing with the Commission, we must meet certain benchmarks. The benchmarks for graduation rates, based on the length of our programs, is 84% for the Fashion and Film & Television Make-up Artistry programs and 73% for the Multimedia and Master Make-up Artistry programs. The benchmark for employment rates is 70%, regardless of the length of the program. These numbers are specific to the LA campus and differ from what is reported to the Bureau for Private Postsecondary Education because different time frames and definitions are used.

GRADUATION RATES

Graduation rates are calculated by taking the total number of starts for the reporting period, removing all students who are unavailable for graduation (students unavailable for graduation are students who cannot complete the program due to medical conditions, military service, or death), to determine the total number of students available for graduation. The total number of students who graduate is then divided by the total number of students available for graduation.

PROGRAM NAME	REPORTING TIME FRAME	TOTAL STARTS	UNAVAILABLE	GRADUATES	GRADUATION RATE
Fashion Make-Up Artistry	Dec 2020 - Nov 2021	9	0	9	100%
Film & Television Make-Up Artistry	Dec 2020 - Nov 2021	4	0	4	100%
Multimedia Make-Up Artistry	Sep 2020 - Avg 2021	13	0	13	100%
Master Make-Up Artistry	Jul 2020 - Jun 2021	48	0	44	92%

EMPLOYMENT RATES

The employment rates are based on the total number of graduates, including those graduating within the maximum time frame, but excluding anyone not available for employment due to medical reasons, death, further education, incarceration, and international students. Our programs prepare students for the occupation of “Makeup Artist, Theatrical and Performance” (O*NET code 39-5091.00) and for occupations where knowledge of make-up artistry is required such as Retail Salespersons (O*NET code 41-203100) and Skin Care Specialist (O*NET code 39-509400). More information on this profession can be found at the Department of Labor’s website at: www.onetonline.org.

PROGRAM NAME	REPORTING TIME FRAME	NUMBER OF GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	GRADUATES EMPLOYED IN THE FIELD	EMPLOYMENT RATE
Fashion Make-Up Artistry	Dec 2020 - Nov 2021	9	9	3	33%
Film & Television Make-Up Artistry	Dec 2020 - Nov 2021	4	4	4	100%
Multimedia Make-Up Artistry	Sep 2020 - Avg 2021	13	13	8	62%
Master Make-Up Artistry	Jul 2020 - Jun 2021	44	44	29	66%



APPLICATION

Note: Application can also be completed on our website at www.mud.edu

I. PERSONAL INFORMATION

Name				Date	
	LAST	FIRST	MIDDLE		MM/DD/YYYY
Email Address				Date of Birth	
Address					
City					
	State/Province				
Country					
	Postal Code				
Phone Number					
	Alternate or Cell Number				

How did you hear about us? _____

II. EDUCATIONAL BACKGROUND

School and College attended:
 Students of all courses must be at least 18 years of age (or have parental permission) and have proof of a high school diploma, GED or the equivalent. International students must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/ secondary education in their native country; documentation will be translated and evaluated.

- I have one of the following:*
- High school diploma, date of graduation: _____
 - GED, date of completion : _____
 - Other : _____ date of completion: _____
 - None of these options apply to me.

- How will you provide proof of meeting the high school requirement?*
- I will fax a copy of my documentation to the Admissions Office.
 - I will mail a copy of my documentation to the Admissions Office.
 - I will send a copy of my documentation to the Admissions Office as an attachment via _____

Post High School Education - please fill in the highest level of education

Art School	Major	Graduated: Y/N
College	Major	Graduated: Y/N
Trade School	Major	Graduated: Y/N
Additional	Major	Graduated: Y/N

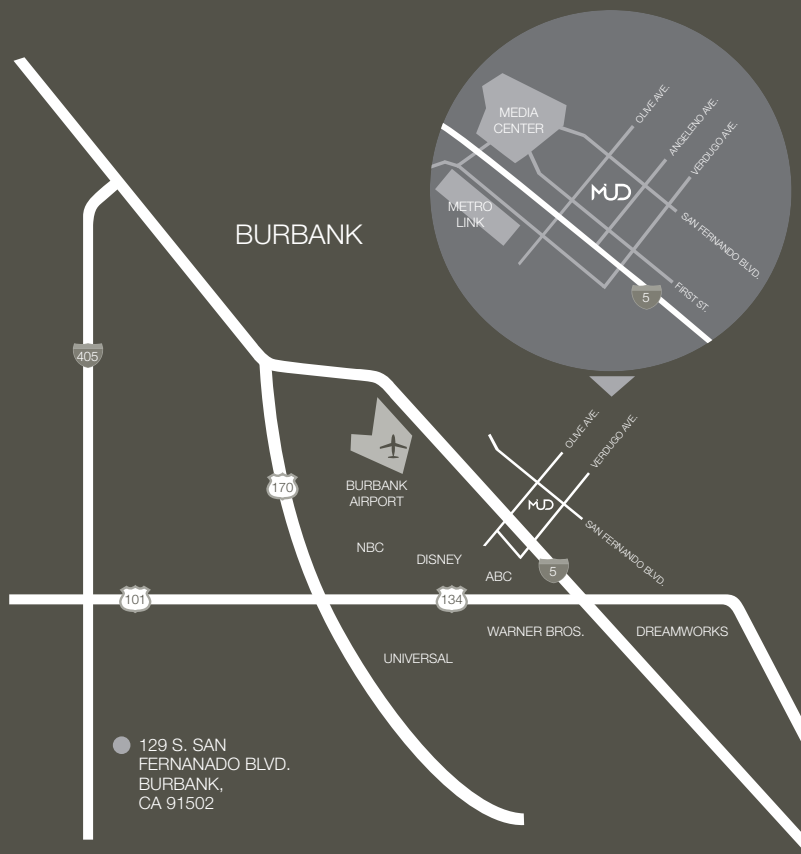
Please continue on the other side ↘



THE CORPORATE OFFICE IS LOCATED AT:
25311 Avenue Stanford, Valencia, CA 91355
661-775-3805 phone 661-481-3138 fax

CLASSES WILL NOT BE HELD ON THE FOLLOWING DATES IN 2023:

Martin Luther King, Jr. Day	January 16, 2023
President's Day	February 20, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day Break	June 29 - July 4, 2023
Labor Day	September 4, 2023
Thanksgiving Break	November 23, 2023 – November 24, 2023
Winter Holiday Break	December 22, 2023 - January 5, 2024



● 129 S. SAN FERNANADO BLVD.
BURBANK,
CA 91502

CONNECT WITH US:

- ▶ youtube.com/makeupdesignory
- f facebook.com/mudschools
- ▶ www.instagram.com/makeupdesignory/
- ▶ twitter.com/mudschools

▶ *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.*

THANK YOU FOR YOUR INTEREST IN MAKE-UP DESIGNORY.

Did we answer all of your questions? Would you like to take a tour? We welcome any and all inquiries for more information. We'd also love to get to know you better. To request an application or to schedule a free tour of one of our campuses, please contact us. You may also visit our website at www.mud.edu. We look forward to hearing from you.

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MUD

Make-up designory®