

# **Grand View College**

## **Catalog**

### **2021**

(Effective Date: January 1<sup>st</sup>,2021 – December 31<sup>st</sup>, 2021)

Date: April 1<sup>st</sup>, 2021

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## **PRESIDENT'S WELCOME MESSAGE**

It is my great privilege to welcome you to grand view college. The grand view college pursues to provide you with excellent education that helps you to become a successful professional and to make significant contributions to society.

We will earnestly support you to fulfil your future dreams. We trust that you will encounter transformational experience at grand view college and move on for bright future.

Sincerely,

Young Shin Lee  
President

## **GENERAL INFORMATION**

### **MISSION**

Grand view college is committed to equipping students to become successful professionals and leaders in global society, through excellent higher education.

### **INSTITUTIONAL OBJECTIVES (GOALS)**

To fulfill its mission, grand view college pursues to accomplish following objectives.

1. To provide a solid general education that broadens student learning and enhances career potential.
2. To provide educational programs academically strong and practically career supportive.
3. To enhance students' ability to communicate effectively in global business environments.
4. To maintain and develop excellent faculty for optimal teaching and student advisement.
5. To enhance physical environment and educational resources for student learning.

### **NON-DISCRIMINATION STATEMENT**

Grand view college notes that all persons are created in the image of God and equal and admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. Everyone has the equal opportunity and access in grand view college's educational programs, administration, and activities. grand view college also hires staff and faculty without discrimination in regard to the above. grand view college provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

### **DISCLORSURES**

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. Grand view college does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the

preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). There are not legal actions pending against grand view college or ownership or any of the institution's owners, officers, corporate directors, administrators or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, and financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

Grand view college is not accredited by a national or regional accrediting agency. The Institution does not accept international students in Student and Exchange Visitor Program (SEVP). Accordingly, the institution does not provide visa services not vouch for student status. The Institution does not participate in federal or state financial aid programs. Educational instruction at grand view college is provided in English. If your first language is not English, or if your previous education has been conducted in another language, you will be required to demonstrate proficiency in English by fulfilling minimum TOEFL score of 500 for paper-based test (PBT) or a score of 60 on the iBT. grand view college does not offer ESL instruction.

## **AUTHORIZATION AND APPROVAL**

Grand view college is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE), at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888) 370-7589 or (916) 431-6959, Fax (916) 263-1897.

Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. "Approved to operate" or "approved" means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards [CEC §94909(a)(2) and §94897(1)].

Grand view college or any of its certificate programs are not accredited by an accrediting agency recognized by the United States Department of Education. The Institution's educational programs will not be eligible to sit for the applicable licensure exam in California and other states. The Institution's certificate programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in the Institution are not eligible for federal financial aid programs. The Institution's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

## **ABOUT THE CATALOG**

Prior to enrollment, the school provides a prospective student, either in writing or electronically, with a school catalog. The electronic version of the catalog is uploaded at the Institution's website.

"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 signing Sheet, which must be provided to you prior to signing an enrollment agreement."

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

"Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education;

Address: 1747 N. Market Blvd. Suite 225 Sacramento CA 95834

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

Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by (916) 263-1897

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

This Catalog covers the period of April 1, 2019 through December 31, 2019.

## **COMPLIANCE AND SELF-MONITORING**

Grand view college develops and retain policies and procedures that are necessary for its effective operation, consistent with accepted principles and procedures for postsecondary education and with the institution's purpose and objectives and in compliance with the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations (CCR). With regard to responsibility and procedure for the for the self-monitoring, the board of directors bears major responsibility for maintaining the institution in compliance with the institutional mission and the Bureau for Private Postsecondary Education (BPPE) regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staffs, and students.

In an effort to ensure that grand view college is well maintained and operated in compliance with the BPPE, the Chief Academic Officer constantly checkups the Bureau's posted website announcements, notices, and changed policies, as well as the Bureaus' mailed letters and email notices. During the administrators' meetings held on every Tuesday, grand view college strives to stay apprised of the Bureau changes and such changes are incorporated into institutional policies and documents including enrollment agreements, STRF, performance fact sheets, and catalog. Amendments to the grand view college's policies and procedures are suggested and discussed at the administrators' meetings.

Chief Academic Officer is responsible for directing and administering the teaching activities of the Institute. At the administrators' meeting with faculty, Chief Academic Officer ensures that the Institution's educational standards, curriculum, and practices are being maintained in compliance with BPPE standards and grand view college's policies.

The Institution annually reviews its policies and procedures in light of the BPPE regulations and the Institution's mission. The faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process and the President presents proposals to the board of directors for their review and approval. The board approves the policies and procedures usually in May each year and the board minutes confirm the approvals. The date of approval is recorded for each policy and procedure in the board minutes. The board approved policies are disseminated for administrative operations and academic/financial practices.



## **LOCATION AND CONTACT INFORMATION**

Grand View College  
3660 Wilshire Blvd Ste 1024, Los Angeles, CA 90010  
Phone (213)819-0815  
Fax (213) 896-7265  
Email: [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com)

grand view college is located in the central part of the Los Angeles city. It is present in the midst of diverse ethnic/cultural communities.

All operations and education of grand view college are handled at 3660 Wilshire Blvd Ste 1024, Los Angeles, CA 90010.

The institution offers none of its programs via distance learning and currently has no plan to provide it.

## **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

"The transferability of credits you earn at grand view college is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the education program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending grand view college to determine if your certificate will transfer. The institution has not entered into an articulation or transfer agreement with any other college or university."

## **ADMISSIONS INFORMATION**

### **ADMISSIONS REQUIREMENTS**

- A completed application form
- High school diploma or its equivalent
- Application essay
- Two letters of reference

- Candidates whose high school instruction was not conducted in English need to submit official TOEFL scores (minimum TOEFL score of 500 for paper-based test (PBT) or a score of 60 on the iBT)
- Two photos
- Non-refundable \$100 application fee

## **GRADUATION REQUIREMENTS**

- A completion of all required course work with at least a cumulative GPA of 2.5
- A settlement of all financial obligations to grand view college

## **ABILITY-TO BENEFIT, PRIOR EXPERIENTIAL LEARNING, CHALLENGE EXAMS, AND ACHIEVEMENT TESTS**

Grand view college does not acknowledge Ability-to-Benefit policy, student's prior experiential learning, challenge exams or achievement tests. The Institution has not entered into an articulation or transfer agreement with any other college or institution.

## **TRANSFER OF CREDIT**

Grand view college will accept transfer credits from other institutions subject to the following conditions and limitations:

- Grand view college reserves the right to deny credit for specific courses.
- Credits accepted in transfer must be at the grade level of 'C' or higher.

Students desiring to transfer credits must have an official transcript on file and must confer with the Academic Affair Office before or during their first quarter at grand view college. grand view college will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a certificate program. Transferred credits may not appear on grand view college transcripts until the student's first quarter at grand view college are satisfactorily completed.

## **ADMISSIONS NOTIFICATION AND REGISTRATION**

The Chief Academic Officer will inform applicants of the decision by mail within fourteen (14) business days after having reviewed the application. All matriculated students are required to

register for the following quarter by the scheduled registration deadline, which is usually four to five weeks before the start of the new quarter. These deadlines are posted on the official bulletin board. Continuing registration fees are \$20.00 per quarter. A late registration fee of \$20.00 is assessed to students who do not register within the deadline.

## **WITHDRAWAL FROM THE INSTITUTION**

Those who want to withdraw temporarily from grand view college, but with the intent to remain as continuing students, should obtain the approval of the Chief Academic Officer. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for two (2) consecutive quarters without the Chief Academic Officer's approval will be considered as withdrawn from grand view college. Such students must apply for re-admission if they wish to complete their program of study at grand view college. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from grand view college. Notification must be in writing. The following must take place for any student to withdraw from grand view college:

- Notify the Chief Academic Officer or Registrar of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with grand view college.

## **READMISSION POLICY**

Former students who have been absent from grand view college at least one quarter (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Chief Academic Officer. Official transcripts from other institution or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to grand view college. Students who have been absent from grand view college for one or more years will be subject to certificate requirements in the catalog of the re-entry year.

**Program:** Certificate in Graphic Design (1440 clock hours)

### **Program Description**

This program is designed to prepare students for professional practice in graphic design, advertising, marketing communications, electronic or print publishing, digital imaging, or related fields. As students prepare for a career in Graphic Design, they develop a research-based design process and produce a portfolio.

## **Program Instruction and Exam**

Through practical exercises, students will become fluent in the premier program for line arts, logo, graphic and quick page layouts. The students will be evaluated on participation in class exercises, and assignments. There will be a final exam for each course in the program during the last class.

## **Instruction Method**

Instruction will consist of lectures, reading assignments, class discussions, and handouts.

## **Required Courses**

All students are required to finish 10 core courses and 2 elective courses in order to graduate.

## **Curriculum**

Core Courses (40 Quarter hours/10 courses)

XGRDT 109 Introduction to Graphic Design (120 clock hours)

XGRDT 482 Introduction to Typography (120 clock hours)

XRGDT 490 Image making (120 clock hours)

COMCTN482 History of Graphic Design (120 clock hours)

XGRDT 469 New Branding (120 clock hours)

XGRDT 460 Introduction to Photoshop (120 clock hours)

XGRDT 481 Introduction to Illustrator (120 clock hours)

XGRDT 470 Introduction to Indesign (120 clock hours)

XGRDT 427 Visual and Graphic Design(120 clock hours)

XGRDT 496 Desktop Publishing (120 clock hours)

Electives (8 Quarter hours/2 course): Choose two from the following.

XGRDT 401 Graphic Design Portfolio (120 clock hours)

DESMA 418 Color Methodologies (120 clock hours)

DESMA 417 Design Fundamentals (120 clock hours)

## **Course Description**

### **Core Courses**

**XGRDT 109** Introduction to Graphic Design

this course will teach you the fundamental principles of graphic design: imagemaking, typography, composition, working with color and shape... foundational skills that are common in

all areas of graphic design practice.

**XGRDT 482** Introduction to Typography

This hands-on course covers the fundamentals of type, its characteristics, vocabulary, and nomenclature, as well as creative uses of type and how it is integrated in successful design.

**XGRDT 490** Imagemaking

This course is to experiment and explore imagemaking in order to expand your visual vocabulary. You will create pieces that are expressive, meditative, or 'design-y' to instigate, evoke, experiment, record, explain, or try out a media.

**COMCTN 482** History of Graphic Design

This condensed survey course focuses on four key periods or themes from the history of design. Together we'll trace the emergence of design as a recognized practice, why things look the way they do, and how designers approached specific design problems in their work.

**XGRDT 481** Introduction to Illustrator

Through practical exercises, students will become fluent in the premier program for line art, logos, vector graphics and quick page layout as well as tricks and time efficient techniques to keep work clean and professional.

**XGRDT 470** Introduction to Indesign

Adobe indesign is a layout program that allows students to put together all kinds of print materials such as brochures, posters and even large scale pieces like bill boards. This course will demonstrate the various tools that assist in formatting text importing images and creating page layouts.

**XGRDT 427** Visual and Graphic Design

Using a variety of tools and software, students are given the chance to build a solid foundation of the elements and principles of design.

**XGRDT 496** Desktop Publishing

Students will learn electronic procedures of designing/producing and editing publications using industry standard software.

**Electives (8 Quarter hours/2 course):** Choose two from the following.

**XGRDT 401** Graphic Design Portfolio

This course provides the student with an opportunity to prepare themselves for the workplace,

refine a body of design work and publish their portfolio in both print and web formats..

### **DESMA 418 Color Methodologies**

This course covers theories and practical applications to understand the makeup of color and how best to use it. Areas covered include general color theory and psychology, effective color creation, perception, management, color language, digital issues, additive and subtractive systems, and color output.

### **DESMA 417 Design Fundamentals**

This is a hands-on introduction to the creative process and core elements of graphic design for a variety of outputs, including print and electronic media. Topics include research, typography, imagery, and concept development. Projects are progressive and critiqued.

### **Career Opportunities**

Employment positions for graduates of the Certificate in Graphic Design program includes: Web and Digital Interface Designer (15-1255); Commercial and Industrial Designer(27-1021); Interior Designers(27-1025)[from the United States Department of Labor's Standard Occupational Classification Codes: Year 2018]

## **Program: Certificate in Web Development (1440 clock hours)**

### **Program Description:**

Students will learn the skills to plan, create, and implement websites for a wide variety of businesses and organizations. Emphasis will be placed on web application, site development, responsive design, and usability.

### **Program Instruction and exams**

Exercise files will be provided for students to work with the instructor, however there will be class time for students to work on their own files. They will have to bring digital files and projects to work on to the first class. The printing class projects will be organized by the instructor for both critiques. There will be a quiz every week. The final exam will be given for each course in the program during the last class.

### **Instruction Method**

Instruction will consist of lectures, reading assignments, class discussions, and handouts.

### **Required Courses**

All students are required to finish 10 core courses and 2 elective courses in order to graduate.

### **Curriculum**

## **Core Courses**

WEBD 470 Designing Digital Image for the Web (120 clock hours)

WEBD 101 Introduction to Web Development (120 clock hours)

WEBD 356 Web Site Design (120 clock hours)

WEBD 409 Web Marketing (120 clock hours)

WEBD 465 Web Media (120 clock hours)

WEBD 479 Usability in Website and Software Design (120 clock hours)

WEBD 321 Introduction to Computer Systems (120 clock hours)

WEBD 295 Web Page Development – HTML (120 clock hours)

WEBD 429 Relational Database Design & SQL (120 clock hours)

WEBD 471 Server Side Scripting – PHP (120 clock hours)

**Electives (8 Quarter hours/2 course):** Choose two from the following.

WEBD 257 Client Side Scripting – Javascript (120 clock hours)

WEBD 362 Web Page Development II – CSS & XML (120 clock hours)

WEBD 407 Retail Internet Business (120 clock hours)

WEBD 482 Internet Business Relationships (120 clock hours)

## **Course Description**

### **Core Courses**

#### **WEBD 470** Designing Digital Image for the Web

This course covers fundamental image design principles. Students will practice designing commonly used web images, such as buttons, backgrounds, and text. They will learn how to adjust images for web effects, while designing a complete website using popular image-editing software.

#### **WEBD 101** Introduction to Web Development

This course is designed to start the students on a path toward future studies in web development and design.

#### **WEBD 356** Web Site Design

This course takes a balanced perspective of web analysis and design, giving attention to both technology and aesthetic considerations. Making use of a site analysis process, students will conduct a feasibility study and a detailed needs analysis, which will culminate in site design proposals. Factors in selecting technologies to meet web standards, interactivity, multimedia and data-driven site designs will also be reviewed.

#### **WEBD 409** Web Marketing

Almost all business owners today know that Internet marketing is essential, but not all of them understand the end results that can or should be obtained through online strategies. As a result, it

can be tough for them to calculate the ROI of their campaigns. In this course, the students will learn how to boost the business online sale by using web marketing.

#### **WEBD 465** Web Media

Students learn how to use HTML5(Hypertext Markup Language), CSS3(Cascading Styles Sheets), and JavaScript to produce power interactive web content. Topics include HTML5 structural and semantic tags, the use of Canvas to create drawings natively in the browser, HTML5 audio and video, and how to build web pages that work with mobile devices and desktop computers. Students also examine the current state of browser support for HTML5 and the theory behind all the changes that have been made.

#### **WEBD 479** Usability in Website and Software Design

This course looks at the full range of factors affecting usability at present and introduces some that will be of importance in the future as technologies develop. We focus on the active, goal driven nature of user requirements and the impact this has on usability. It considers the role of user-centered design and how it might be used in an application development project. It outlines the design approaches, tools and techniques that can be used as a part of user centered design and the consequences for the development team. Further consideration for how different characteristics of users impact usability including issues of culture, gender, age, and disability and the tools that may need help a developer to understand these.

#### **WEBD 321** Introduction to Computer Systems

It covers topics essential to creating a foundation of knowledge before moving on to more advanced courses. Topics include algorithms, the organization of hardware, important applications, social issues in computing, and an introduction to object-oriented programming using Python.

#### **WEBD 295** Web Page Development - HTML

This course introduces students to web development concepts, HTML5 and CSS including planning, formatting and structuring web sites, tables, forms, and implementing basic multimedia. Students will work on hands-on cases which will guide them through basic aspects of web development, including the design process, interactivity, navigation, and implementation of a web site.

#### **WEBD 429** Relational Database Design & SQL

This course is a study of the underlying concepts and functions of relational databases. The course covers key concepts of database design including relational structures, the use of entity relationship diagrams, normalization, and how to translate models to tables and other database objects. Moderate coverage is given to Structured Query Language (SQL) database



programming. Projects include case studies and hands-on work with entity relationship diagramming, SQL, and normalization of data in tables.

### **WEBD 471** Server Side Scripting - PHP

This hands-on web programming course uses PHP and MySQL to provide students having an introductory programming background with the applied skills to build database-driven web sites. Students will learn how to build interactive Web sites by integrating PHP code within the frameworks of HTML and CSS. Once the basics have been covered, we introduce more advanced topics including object-oriented programming and how to incorporate authentication and security functions into websites. Students apply new concepts by completing hands-on assignments

**Electives (8 Quarter hours/2 course):** Choose two from the following.

### **WEBD 257** Client Side Scripting - Javascript

Covers basic scripting techniques with Javascript for building interactive web pages. Students learn how to write scripts to access components of a Web page and manipulate them based on user actions. In addition, we examine how to apply JavaScript to Cascading Style Sheets to allow interactive changes to web layout and design elements. Major Javascript features covered include code placement, events and eventhandlers, methods, functions, parameters, and basic JavaScript objects. Close attention is paid to browser type and browser version compatibility.

### **WEBD 362** Web Page Development II – CSS & XML

This course expands the horizons of the web page to fully utilize all the functionality provided by the browser. The skills taught will allow students to develop and implement complex page designs in order to meet the needs of clients. Topics include designing for usability, aesthetics, and responsive design. Emphasis will be placed on using tools available in HTML5 and CSS3 to fully understand the separation of design, structure, and content of a web application. This is a project based course where the assignments are designed in such a way that students engage in hands-on web development assignments every week.

### **WEBD 482** Internet Business Relationships

Provides an in-depth exploration of the largest and most important aspect of Internet commerce: Business-to-Business. Case studies and current events combine to illustrate the full integration of Internet technologies into business at every level from manufacturing, supply chain and inventory management to customer relationships.

### **Career Opportunities**

Employment positions for graduates of the Certificate in Web Development program includes: Computer and information systems managers (11-3021); Computer Programmer (15-1131);

Computer Systems Analysts(15-1121)[from the United States Department of Labor's Standard Occupational Classification Codes: Year 2018]

## **Program: Certificate in Fashion Design (1440 clock hours)**

### **Program Description:**

This program synthesizes the individual aesthetic of the designer with an understanding of the market, historical context of fashion and costume, consumer psychology, materials, and techniques of apparel construction. The coursework focuses primarily on studio work and other discipline-specific work central to develop your individual design voice and vision and your potential as a practicing technical fashion design professional.

### **Program Instruction and exams**

The students will be required to demonstrate creative use of inspiration and design experimentation through presentation. The assessment will be based on the projects, quiz, and final exam. There will be a final exam for each course in the program during the last class.

### **Instruction Method**

Instruction will consist of lectures, reading assignments, class discussions, and handouts.

### **Required Courses**

All students are required to finish 10 core courses and 2 elective courses in order to graduate

### **Curriculum**

#### **Core Courses (40 Quarter hours/10 courses)**

FSHD 190 Fashion Illustration/Introduction to Design (120 clock hours)

FSHD 306 Visual Merchandising and Display (120 clock hours)

FSHD 490 Life Drawing I (120 clock hours)

FSHD 491 Principles of Design (120 clock hours)

FSHD 410 Drawing and Building Form (120 clock hours)

FSHD 435 Costume History (120 clock hours)

FSHD 489 Apparel Analysis (120 clock hours)

AHCS 498 Introduction to Visual Culture (120 clock hours)

FSHD 499 Life Drawing II (120 clock hours)

FSHD 506 Fashion Marketing (120 clock hours)

#### **Electives (8 Quarter hours/2 course):** Choose two from the following.

FSHD 897 Digital Design (120 clock hours)

FSHD 468 Fashion Illustration (120 clock hours)

FSHD 602 Fashion History (120 clock hours)

FSHD 705 Fashion Merchandising (120 clock hours)

## **Course Description**

### **FSHD 190 Fashion Illustration/Introduction to Design**

Students create a variety of figures as a basis for professional design sketches, and develop skill in drawing technical flats. Advanced rendering, presentation techniques, and introductory design comprise the second quarter.

### **FSHD 306 Visual Merchandising and Display**

This course is designed for students to become a master visual storyteller. You will learn to use color, texture, and accessories to tell the story of a brand, and to persuade customers to act on the brand promise by making a purchase. Learn to use your creativity and to inspire others as you prepare for a career in this fast-paced profession.

### **FSHD 490 Life Drawing I**

Sequenced instruction provides rigorous training in the use of gesture, anatomy, and structural figure drafting. Drawing the human figure from the inside out fosters an understanding of complex visual relationships. Upon completion of the course, students are able to analyze the human form and to view it as a complex perceptual model for the larger realm of visual experience.

### **FSHD 491 Principles of Design**

This course is a sequenced investigation of various organizing principles using traditional and contemporary media. Students learn fundamentals of value manipulation as determinants of visual order. Elements of visual literacy provide a basis for the study of compositional fundamentals, including focal point(s), directional elements, and visual weight.

### **FSHD 410 Drawing and Building Form**

Students study form in both two-dimensional rendering and three-dimensional building through drawing and building objects. Skills of relational measurement, compositional organization, and the placement of form in space inform both drawing and form-building activities. Drawing techniques such as perspective and isometric projection facilitate successful form generation.

### **FSHD 435 Costume History**

This course is a survey of Western Costume History, viewed in the context of social and political history, and of movements and trends in arts and culture. Because of time limitations, this cannot be a comprehensive, chronological survey; instead students will investigate significant periods

and movements prior to the 20th Century. The class also emphasizes development of research skills and how research is applied and adapted by theatre designers.

**FSHD 489 Apparel Analysis**

Understanding fashion as design product and process. Application of elements and principles of design to fashion with emphasis on design communication using industry relevant skills.

**AHCL 498 Introduction to Visual Culture**

Introduces issues and theories that are critical to the field of Visual Culture and representation in art and design.

**FSHD 499 Life Drawing II**

Structural drawing and perceptual skills are expanded through study of the figure's relation to environment, life-scale, movement, and draping. Students discover individual sensibilities of mark making and aspects of personal vision, through a variety of traditional and experimental drawing media and techniques.

**FSHD 468 Fashion Illustration**

Students create a variety of figures as a basis for professional design sketches, and develop skill in drawing technical flats.

**FSHD 506 Fashion Marketing**

This course is designed for students to gain basic knowledge of the fashion marketing industry and provide the learner with skills for a career in the field of Fashion Marketing.

**FSHD 602 Fashion History**

Students will learn about the history of fashion by reading an informational text, collaborating to build a fashion timeline, and designing an outfit inspired by history.

**FSHD 705 Fashion Merchandising**

The program also prepares students for advanced study in business or marketing in a fashion/apparel-related program. Successful graduates of the Fashion Merchandising option will be qualified for entry-level positions in the field of fashion merchandising, buying, retail planning, and marketing.

**FSHD 897 Digital Design**

students learn about basic practices, internet usage, digital terminology, and related computer equipment including the scanner and printer.

**Career Opportunities**

Employment positions for graduates of the Certificate in Fashion Design program includes: Art Director (27-1011); Floral Designer (27-1023); Graphic Designer (27-1024)[from the United States Department of Labor's Standard Occupational Classification Codes: Year 2018]

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

Tuition and fees may be paid in person or by mail. The General Affairs Office accepts payment by cash, check, or Visa Card. Billing for tuition and fees is done on a quarter bases, although the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. Grand view college reserves the right to make any changes in the schedule of hours or in the courses of study. An instalment payment plan may be arranged. For details concerning an instalment payment plan, consult with grand view college's Financial Officer.

#### **Tuition**

certificate program (per quarter) ..... \$1800

#### **Fees**

Application Fee (one time non-refundable) .....	\$100
Registration Fee (per quarter) .....	\$20
Student Tuition Recovery Fund (non-refundable) .....	\$0
Late Registration Fee .....	\$20
Drop/Add Fee (per course) .....	\$10
Library Fee (per quarter) .....	\$30
Transcript (per copy) .....	\$10
Misc. Certification Fee (per copy) .....	\$10
Transfer Credit Fee (per credit) .....	\$10
Returned Check Fee .....	\$20

Students should be aware of the expense for textbooks, in addition to tuition and fees. It is the students' responsibility to purchase text books.

#### **Other Expenses (Estimates)**

Textbooks ..... \$500 (Certificate program)

Grand view college may withhold permission to register, take the final examination, use campus facilities, receive services, if the student fails to make payments owed to grand view college until the debt is paid or suitable arrangement for payment has been made with the Financial Officer.

## **An Estimated Total Charge for a Quarter**

### **Certificate Program**

<b>Academic Quarter Charges</b>	<b>Amount</b>
Tuition	\$1,800
Books	\$500
Library Fee	\$30
<b>Academic Quarter Estimated Total</b>	<b>\$2,330</b>

### **Estimated Total Charges for Entire Programs**

<b>Academic Programs</b>	<b>Estimated Total Charges</b>
Certificate Program	\$9,600

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

It may become necessary for a student to interrupt or cease studies after the quarter has already begun. In such cases, if it is prior to the institution's official withdrawal deadline, a student should officially withdraw. Withdrawal from all classes, whether student-initiated or administratively initiated, is considered a withdrawal from grand view college for that quarter. Withdrawing from the institution can only be done by completing the appropriate form and submitting it to the Office of the Registrar. Emails, phone requests, or withdrawal attempts submitted to other offices or administrators are not acceptable. Withdrawal forms can be obtained from the Office of the Registrar, either in person, requested by emailing [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com). Please note that, once submitted, a Withdrawal from the Institution cannot be reversed.

Cancellation is effective on the date written notice of cancellation is sent. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from grand view college shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of

cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with grand view college, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within 45 days following grand view college's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

The refund excludes non-refundable registration fees. 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, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **FINANCIAL ASSISTANCE**

At present, grand view college is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, grand view college awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant must submit an application for scholarship award with requested documents.
- c. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher
- d. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of grand view college.

All financial aid is awarded on a year-to-year basis. Apply at least six weeks before the beginning of quarter. If a student obtains a loan to pay for an educational program, a student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and

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

Grand view College assists incoming and returning students. Scholarships can help to make college affordable.

Scholarships you receive are considered part of your total financial aid package and unlike a loan, do not need to be paid back. Scholarships may be awarded to cover or subsidize the costs of attending college including tuition and fees, books, living expenses, and other educational expenses. Scholarship providers may direct how the money is to be used. In addition to need-based scholarships:

- Merit-based scholarships are available to recognize outstanding academic achievement by incoming freshmen.
- Participation in extracurricular activities and personal recommendations are other considerations for applicants.
- Athletics, eSports, art, and special projects award scholarships for exceptional ability.

## **ACADEMIC POLICIES**

### **CONTINUING REGISTRATION**

Students are expected to enroll in each consecutive quarter. Students must notify the Registrar if they do not intend to register in a given quarter. Students are allowed to apply for and take a leave of absence for two consecutive quarters without penalty. Any student who does not register for the next quarter after the expiration of a Leave of Absence must apply for re-admission and be approved by the Admissions Committee. The student is subject to all current academic and administrative policies and procedures.

### **COURSE REGISTRATION REQUIREMENTS**

Returning students are required to register for the next quarter courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually four to six weeks before the beginning of the new quarter. A \$20 late fee is charged to those students who do not register by the posted deadline. grand view college expects that students will enroll in each consecutive quarter. Students must notify the Registrar in writing if they do not plan to register for a quarter.



## **LATE REGISTRATION**

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a quarter after completing late registration and paying the late registration fee of \$20. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

## **ADDING AND DROPPING COURSES**

Students can add or drop a course by the end of first week of a quarter. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Chief Academic Officer and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

## **COURSE WITHDRAWAL**

Students can withdraw from courses by the end of the first week of the quarter without affecting their grade point average (GPA). Thereafter students must obtain permission from the Chief Academic Officer to withdraw. Withdrawal from enrolled classes after the Add/Drop period, but before the 14th week of the quarter will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Dean. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the grand view college's tuition refund policy.

## **AUDITING**

Those who want to audit one or more courses may do so, and must complete an audit application form. Audit classes are not incorporated in calculating overall grade point average.

## GRADING SYSTEM

Students must have a “C” average to graduate. grand view college uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

A Work of highest quality in all areas; bachelory of facts and concepts; creativity; ability to evaluate data and trends.

B Adequate bachelory of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.

C Sufficient grasp of facts and a general competence of subject.

D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.

F Failure to achieve minimal quality or production of work.

W Withdrawal from a class.

I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent quarter, without the granting of an extension, the incomplete will be changed to an "F".

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Grand view college provides the SAP policy to ensure students to successfully complete all the required courses. All students must maintain a minimum of a 2.0 cumulative GPA in order to meet graduation requirements.

The standards of SAP are maintained at all times in order for students to graduate in a timely manner from grand view college. Failure to maintain SAP can lead to academic probation and eventual dismissal from grand view college. The maximum time allowed for any student to complete grand view college's programs is 12 quarter or 6 calendar years.

## **REPEATING COURSES**

Student may repeat only the courses in which D, D-, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed.

The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

## **GRADE CHANGE**

To change a grade, the instructor must provide the Chief Academic Officer with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Chief Academic Officer before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Chief Academic Officer by the end of the first week of the following quarter. Any grade change requests made after this day will not be honored.

## **QUARTER SYSTEM**

Each Academic year at grand view college comprises two 15 week quarter terms organized on the quarter system. The fall quarter usually begins in September, and the spring quarter in March, as illustrated on the following Academic Calendar. The campuses are closed on legal holidays.

Academic credit is measured on the quarter system in quarter hours; All courses are, thus, evaluated in terms of quarter hours of credit.

## **COURSE LOAD**

Students normally enroll for 12 to 15 hours each quarter. A student who is maintaining a C grade level, with the Registrar's approval, may be allowed to enroll in up to 21 hours. In exceptional circumstances, a student who is performing outstandingly may submit a petition to the Chief Academic Officer for approval to enroll in up to 24 hours. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated. To comply with the SEVIS regulations, international students with the F-1 student visas must carry a full-time load, at least 12 quarter units.

## **INCOMPLETE GRADES**

This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent quarter, without the granting of an extension, the incomplete will be changed to an "F".

## **ATTENDANCE POLICY**

Regular attendance is required for every student. This class attendance policy is predicated on the belief that enrollment in the Institution assumes maturity, seriousness of purpose and self-discipline. More than three absences may result in course failure.

### **Leave of Absence**

All leaves of absence must be approved by the Chief Academic Officer to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the certificate program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Chief Academic Officer has acted upon the request and granted permission. A student who has taken a leave of absence without the Chief Academic Officer's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more quarters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific

conditions for the resumption of study will be prescribed. A student who does not file a leave of absence and fails to register for the following quarter is considered to have unofficially withdrawn from the program, and may be subject to the provisions of re-admission.

### **ACADEMIC PROBATION AND DISMISSAL**

Students will be placed on academic probation if a 2.0 grade-point average is not maintained. A student on academic probation may only enroll for a maximum of 12 hours. Failure to achieve a minimum GPA after two consecutive quarters will result in dismissal.

### **EVALUATION OF COURSE AND INSTRUCTOR**

At the end of each quarter, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

### **STUDENT LIFE AND SERVICES**

The Office of Student affairs is responsible for providing student support services. The Chief Academic Officer serves as the primary coordinator of student-related issues. The office is open to students seeking counseling on all non-academic concerns.

### **DRUG-FREE CAMPUS POLICY**

Grand view college ensures its learning environment be free of unlawful or banned substances. Specifically, all members of grand view college community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the grand view college campus and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

### **SEXUAL HARASSMENT POLICY**

Grand view college does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff and applicants who seek to join grand view college. Any person violating grand view college policy on sexual harassment is subject to disciplinary action

such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law, and will not be tolerated.

## **STUDENT CODE OF CONDUCT**

Each student is expected to observe all institutional policies established for both Academic and non-Academic matters while enrolled at grand view college's educational programs. This includes the student's attitudes, actions, appearance, and attire. grand view college administration has the authority to take appropriate administrative disciplinary measures if the student code of conduct is not adhered to. It is the policy of grand view college to prohibit smoking as well as prohibit unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude towards all they come into contact with. Students should strive to develop their ethical and moral character, high level of professional competence, a sense of composure, and, above all, compassion. Students may be dismissed from grand view college for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration or misuse of institutional documents, records or identification, or knowingly furnishing false information to grand view college;
- Misrepresentation of oneself or of an organization to be an agent of grand view college;
- Obstruction or disruption on or off campus property, of educational or administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Theft of or non-accidental damage to the grand view college property or property in the possession of or owned by a member of grand view college;
- Unauthorized entry into, unauthorized use or misuse of the grand view college property;
- Sale or possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on the grand view college property;
- Abusive behavior directed toward a member of grand view college community;
- Violation of any order of the grand view college President, notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either

by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;

- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- Cheating, bribery or plagiarism in connection with an Academic program.

## **ACADEMIC DISHONESTY**

Instructors or proctors are authorized to take examination papers from the student and dismiss the student from the room with an automatic "F" grade for that test at any evidence of improper communication, including the use of books or notes in examinations. Such offenses customarily result in a grade of "F" for that course and the student(s) being placed on academic probation, and may lead to the student eventually being expelled. When reported by the proctor or instructor, cheating offenses will be handled by each Faculty Member. Faculty and staff are required to report all instances of cheating to the Chief Academic Officer's office.

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be academically dishonest will be subject to suspension for one quarter, and will be placed on Academic probation.

## **STUDENT GRIEVANCES AND DUE PROCESS**

Grand view college desires to resolve fairly and promptly any student complaints or grievances which may arise. Regarding grade grievance, students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. At first, students with grade grievance seek resolution by appealing to the instructor involved. If there is no resolution after having dealt with the instructor, the student may take the matter to the program director. If a resolution is still unreached, a formal written appeal may be made to the Chief Academic Officer. The Chief Academic Officer will mediate with all parties involved and resolve the situation.

When academic or nonacademic complaint/grievance arises, a student should always try to work out the problem by first discussing it with those closest to the issue. If the problem is unable to be resolved at the interpersonal level, a student may file a complaint with the Chief Academic Officer's office. At the discretion of the dean, a committee may be formed in order to address the complaint/grievance. If the problem still has not been resolved and the grieving party wishes to pursue the matter, it then becomes a Presidential responsibility. If the problem still has not been

resolved, and the grieving party still wishes to pursue the matter, the grand view college Board of Directors will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be considered to be the final word on the matter.

## **SECURITY AND RETENTION OF STUDENT RECORDS**

Grand view college's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by the ACT.

Grand view college maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the Institution whether or not the student completes the educational service. The Institution maintains, for each student granted certificate by that institution, permanent records of all of the following (transcripts): (1) the certificate granted and the date on which that certificate was granted. (2) the courses and units on which the certificate was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records and these records be maintained for a period of 5 years from the student's date of completion or withdrawal:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the Institution or the Institution's award of credit or acceptance of transfer credits including the following:

(A) Records documenting units of credit earned at other institutions that have been accepted and applied by the Institution as transfer credits toward the student's completion of an educational program;

(B) All of the documents evidencing a student's prior experiential learning upon which the Institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the Institution, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;



- (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
- (C) Credit for courses earned at other institutions;
- (D) The name, address, website address, and telephone number of the Institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

grand view college maintains records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, grand view college maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the Institution's primary administrative location in California. For a record that is no longer current, the Institution shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The Institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the Institution for the reasonable cost of using the Institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) Grand view college shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to

subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the Institution is required to maintain by the Act shall be made immediately available by the Institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, grand view college and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, during normal business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and certificates granted. Each student's academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic academic files are kept on an Internet Cloud.

The Institution's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the Institution disclose, any information from a student's academic records without the written consent of the student except: The Institution personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the Institution. The Institution will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

The name, physical address, e-mail address, and telephone number of the custodian of records: Young Lee, at 747 W. Camino Real Avenue, #E, Arcadia, CA 91107, [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com), Tel. (213) 819-0815. The physical addresses and telephone numbers of the officers or buildings where the records will be maintained are as follows:

3660 Wilshire Blvd Ste 1024, Los Angeles, CA 90010

Phone (213) 819-0815

Fax (213) 896-7265

Email: [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com)

## **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 a 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, you 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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 determine 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 noncollection 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."

## **ACADEMIC ADVISING AND COUNSELING**

The Chief Academic Officer help students overcome difficulty in their study at grand view college. grand view college's counseling services include the following:

- Admission Counseling: The Chief Academic Officer provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to complete the admission process.
- Counseling on course selection and other Academic needs: the Chief Academic Officer, Program director, and faculty members provide counseling.
- Counseling on student personal issues: the Chief Academic Officer provide counseling.

## **HOUSING**

Grand view college does not have dormitory facilities under its control. Apartments are available around grand view college and in the Los Angeles downtown. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$1200 to \$1800 per month. grand view college has no responsibility to find or assist a student in finding housing.

## **TRANSPORTATION**

Public bus transportation is available with stops located close to the campus.

## **PLACEMENT SERVICES**

Grand view college does not provide job placement services for students. Information about employment opportunities will be available in the administration office as well as on the school website. grand view college makes every effort to assist the students by keeping these postings current.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Student activities and organizations are an important means for students to develop personally and professionally. grand view college sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the grand view college student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or handicap. No organizations with restrictive membership clauses will be recognized by grand view college. The student activities program strengthens student socializations, leadership and collaborative skills and offers encouragement to those who are making a transition to the grand view college life. grand view college sponsored activities introduce students to many of the diverse social and cultural events.

### **Recordkeeping: Custodian of Records**

Grand view college's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by the ACT.

Grand view college maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the Institution whether or not the student completes the educational service. The Institution maintains, for each student granted a certificate by that institution, permanent records of all of the following (transcripts): (1) the certificate granted and the date on which that certificate was granted. (2) the course and units on which the certificate was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records and these records be maintained for a period of 5 years from the student's date of completion or withdrawal:

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the Institution or the Institution's award of credit or acceptance of transfer credits;
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the Institution, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

- (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - (C) Credit for courses earned at other institutions;
  - (D) The name, address, website address, and telephone number of the Institution
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

Grand view college maintains records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, grand view college maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the Institution's primary administrative location in California. For a record that is no longer current, the Institution shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The Institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the Institution for the reasonable cost of using the Institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) grand view college shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the Institution is required to maintain by the Act shall be made immediately available by the Institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, grand view college and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, during normal business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and certificates granted. Each student's academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic academic files are kept on an Internet Cloud. The Institution's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the Institution disclose, any information from a student's academic records without the written consent of the student except: The Institution personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the Institution. The Institution will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

**The name, physical address, e-mail address, and telephone number of the custodian of records:** Young Shin Lee, at 747 W. Camino Real Avenue, #E, Arcadia, CA 91107, [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com), Tel. (213) 819-0815. The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows:  
3660 Wilshire Blvd Ste 1024, Los Angeles, CA 90010  
Phone (213)819-0815  
Fax (213) 896-7265  
Email: [info.grandviewcollege@gmail.com](mailto:info.grandviewcollege@gmail.com)

## **FACILITIES AND EQUIPMENT**

The grand view college campus is located at 3660 Wilshire Blvd Ste 1024, Los Angeles, CA 90010. Facilities include Administration Office, Class rooms, Meeting Room, Library and Student

Lounge. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

### A Description of the Physical Facilities

Facilities	Quantity
Administration Office	1
Class Room	2
Meeting Room	1
Library	1
Student Lounge	1

The following table lists the equipment for all educational programs.

Equipment	Quantity	Ownership/Lease
Seminar Table	12	Owned
Chair	96	Owned
Book Case	16	Owned
White Board	2	Owned
4K UHD TV (60 Inch)	1	Owned
DVD Player	1	Owned
CD Player	1	Owned
HD Camcorder	1	Owned
Microphone	2	Owned
Computer (Dell Optiplex 2010)	20	Owned
Adobe Photoshop CC 2018	20	Owned



Adobe Illustrator CC 2018	20	Owned
Adobe Indesign CC 2018	20	Owned
Digital Fashion Pro 9	20	Owned
Aptana Studio 3	20	Owned
Printer	2	Owned
Copier	1	Owned

## **LIBRARY AND LEARNING RESOURCES**

Grand view college has a library containing resource materials for student and faculty use. The library exists to support instruction and the academic objectives of the institution. The library provides learning resources sufficient to support the instructional needs of students. The library holds 5,112 collections. Students have internet access in the library.

### **Library Hours**

Monday – Thursday 12:00 p.m. – 10:00 p.m.

Friday 12:00 p.m. – 6:00 p.m.

Saturday closed

Sunday closed

### **Library Holdings and Learning Resources**

Grand view college's current library holdings provide a good support for faculty in curriculum matters. grand view college's library collection subject areas include humanities and general works, social science and business administration, physical science, technology, and fiction. The library's reference works consists of dictionaries, encyclopedias, and bibliographies. The library holds monographs and journals/periodicals to assist students and faculty with their academic research. The media collection includes various digital non-print materials such as software, DVDs, and music CDs.

Subjects	Number and Percentage of Total Collection
Computer Graphic and Web	920 (18%)

Social Science & Business Administration	1,636 (32%)
Fashion	818 (16%)
Technology	716 (14%)
Fiction	869 (17%)
Dictionaries, encyclopedias, and bibliographies	153 (3%)
Total	5,112 (100%)

**Other Learning Resources:**

- Number of Journals/Periodicals: 15
- Number of Reference works: 16
- Number of Monographs: 36
- Number of Media (software, DVDs, and music CDs): 114

**Board and Administrators**

**Board of Directors**

Young Shin Lee (Chair and CEO)

**Administrative Officers**

CEO	Young Shin Lee
CAO	Young Shin Lee
CFO	Young shin Lee
Program Director	Michael Yang
Admissions & Academic Manager	Charles Park
General Affairs Manager	Danny Kim

**FACULTY**

**QUALIFICATIONS OF FACULTY**

Grand view college's faculty should be qualified to support grand view college's mission and purposes. The faculty are expected to teach superb in the disciplines to which they are assigned to teach. The faculty of grand view college shall consist of professionally competent persons whose

qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

The additional credentials of faculty include relevant teaching and professional experience and related research/publications. Grand view college hires instructors who possess the Academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

## **FACULTY RESPONSIBILITY**

The faculty are expected to endeavor to fulfill the educational goals of grand view college. Their key responsibilities are described as below.

- **Teaching:** Faculty members are expected to give careful attention to teaching duties. These duties include preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinations; providing students with adequate and timely feedback during a course; reporting all student grades.
- **Scholarly and Creative Achievement:** The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations; active participation and attendance at meetings of professional organizations; professional performance or exhibits.
- **Curriculum Development:** Each faculty members shall enhance their educational program by reviewing and then improving its curriculum.
- **Faculty and Committee Meetings, School Events Participation:** Faculty members shall attend faculty meeting and committee meetings. The Faculty Meeting is the forum where faculty present their views and discuss Academic issues. Faculty also voice their opinions within other committees. Faculty members are expected to attend school events such as new student orientation and commencement.
- **Student Consultation:** Faculty members are expected to consult with students and to assist them in their Academic pursuance and activities.
- **Academic Administration:** Faculty members' Academic administration role includes maintaining/updating the records of students' Academic progress; scheduling courses and assigning adjunct faculty.

## **ACADEMIC FREEDOM**

Faculty members are free to engage in Academic research and to publish their results. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by

professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship or discipline. However, as persons of learning and representatives of an educational institution, they should remember that the public may judge their profession and grand view college by what is said in their classrooms. Therefore, they should at all times be as accurate as possible, and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others.

## **FACULTY INFORMATION**

### **Hun C. Jang (Web Development Instructor, Full Time)**

Studio M2, Los Angeles, CA - Web developer (06/2015 to current)

ID Digital Agency, Los Angeles, CA – Web developer (02/2013 to 03/2015)

### **Sung H. Kim (Graphic Design Instructor, Full Time)**

Staffron Media Productions, Long Beach, CA – graphic designer (09/2016 to current)

Joseph Studio, Anaheim, CA – graphic designer (02/2014 to 07/2016)

Dimensions, Huntington Beach, CA – graphic designer (01/2013 to 12/2013)

### **Nam J. Park (Fashion Design Instructor, Full Time)**

Scott Morris Inc., Los Angeles, CA – Fashion Designer (09/2011 to current)

Aitken & Niven, Los Angeles, CA – Alterations Assistant (07/2009 to 09/2009)

New Twist, Los Angeles, CA – Production Assistant (5/2008 to 02/2009)

## **ACADEMIC CALENDAR 2020**

### **SPRING QUARTER 2020**

Registration	Mar 19 – 23
New Student Orientation	Mar 27
First Day of Classes	April 4
Last Day to Add-Drop Classes	April 4 – 8
Last Day to Withdraw	May 12
Last Day to Request Incomplete	June 3
Final Examination Week	June 6 – 10
Quarter Ends	June 10

### **SUMMER QUARTER 2020**

Registration	June 20 – 24
New Student Orientation	June 28
First Day of Classes	July 3

Last Day to Add-Drop Classes	July 3 – 8
Last Day to Withdraw	Aug 12
Last Day to Request Incomplete	Sep 2
Final Examination Week	Sep 5 – 9
Quarter Ends	Sep 9
FALL QUARTER 2020	
Registration	Sep 16 – 20
New Student Orientation	Sep 24
First Day of Classes	Sep 30
Last Day to Add-Drop Classes	Sep 30 – Oct 4
Last Day to Withdraw	Nov 8
Last Day to Request Incomplete	Nov 29
Final Examination Week	Dec 2 – 6
Quarter Ends	Dec 6
WINTER QUARTER 2020	
Registration	Dec 16 – 20
New Student Orientation	Jan 3
First Day of Classes	Jan 6
Last Day to Add-Drop Classes	Jan 6 – 10
Last Day to Withdraw	Feb 14
Last Day to Request Incomplete	Mar 6
Final Examination Week	Mar 9 – 13
Quarter Ends	Mar 13