

School Catalog

Los Angeles // 2018 // volume 20, issue N°1



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volume 20, issue N°1

Los Angeles

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

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

Make-up Designory Los Angeles

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Make-up Designory is a private institution and has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE) under the terms of the California Education Code (CEC) Section 94890(a)(1) until February 28, 2018 per CEC Section 94890(b). Approval to operate with state standards as set forth in the California Private Postsecondary Act of 2009. Make-up Designory has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.



MUD
Welcomes
you to

Los Angeles

A school by make-up artists, for make-up artists.

This was the idea that started it all. Founded by accomplished professional make-up artisans in 1997, Make-up Designory (MUD) began with this simple dream and has expanded into a rigorous academic environment that fosters creativity and experimentation. MUD began humbly, with a few courses in beauty, character, and special make-up effects and has since expanded to offer four comprehensive make-up programs, individual courses and part-time courses within two main campuses in Los Angeles and New York. MUD has also expanded globally, offering studio courses internationally at MUD Studios and Partner Schools across the U.S. MUD is a fine example of how a clear vision will help you realize your dream.



Los Angeles

campus life



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



Programs and Courses

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

Fashion Make-up Artistry



Film and Television Make-up Artistry



Multimedia Make-up Artistry



Master Make-up Artistry



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

Programs

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

Individual Courses

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



Beauty 101: Fundamentals of Beauty Make-up



Beauty 201: Studio Hairstyling for the Make-up Artist



Beauty 301: Beauty Lab



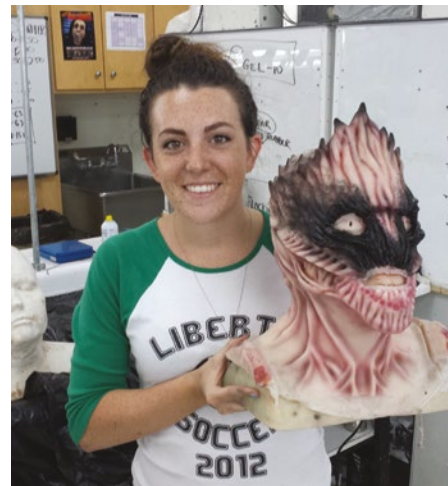
Special Make-up Effects 201: Character Make-up Artistry



Special Make-up Effects 301: Lab Techniques

Introduction

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



SCHOOL HISTORY

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

MUD began with two classrooms in Toluca Lake, California. After only three years, MUD's campus moved to over 15,000 square feet in charming downtown Burbank, California with room for a five-classroom school complete with

administrative offices, student store, and photography studio. The administrative offices have since moved in order to make room for three additional classrooms, a library, and a student lounge. There is also a 10,000 square foot warehouse and distribution center in Valencia, California. They still offer their original courses in beauty, character, and special make-up effects and have added courses in hairstyling, airbrushing, and portfolio development.

In 2005 MUD expanded nationally opening their New York City branch. What began as four classrooms in a loft in SOHO has grown to occupy the 15th floor of

the historic, 21-story American Express building in the Financial District. The New York City branch now offers eight classrooms, administrative offices and a student store. Throughout all this growth and expansion MUD has always put students first.

There is more to come! MUD is constantly expanding its reach with partner schools and MUD STUDIO locations across the U.S., Asia, and Europe. MUD has come a long way since that first location in Toluca Lake and continues to bring their vision of excellence in make-up education to the world. Their founding philosophy still guides everything they do.



ACCREDITATION

When you are serious about providing a quality education, the beauty is in the details. This is why Make-Up Designory schools are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC); ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. MUD's Los Angeles main campus received initial accreditation in 2003 and was most recently given a 5-year term of accreditation in 2013; it is located at 129 S. San Fernando Blvd., Burbank, CA 91502. MUD's branch campus in New York received initial accreditation in 2008 and was most

recently given a 5-year term of accreditation in 2014; it is located at 65 Broadway, 15th Floor, New York, NY 10006. This means that when you complete one of MUD's programs, you will know that you have gained valuable training in the fundamentals of your area of study. MUD is continually working with ACCSC to bring excellence to their students, and it shows: MUD's Los Angeles campus was recognized by ACCSC in 2003 as a School of Distinction, in 2008 it was recognized as a School of Merit and in 2013 as a School of Excellence; the New York campus was recognized in 2009 as a School of Distinction and in 2014 as a School of Excellence.

LOCATION

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

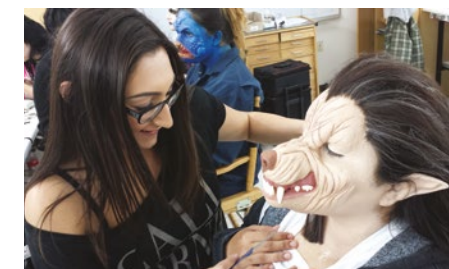


entertainment-related companies. The charming neighborhood surrounding the school has an abundance of shops, movie theaters, restaurants, and cafes all within walking distance. As a student of MUD you can live within blocks of the school, but for

those of you who live farther away the area is well served by public transportation. If you choose to drive to school, you may purchase city-parking permits on a monthly basis for unlimited parking in designated city lots.

FACILITY

The Make-up Designory (MUD) main campus in Burbank occupies over 10,000 square feet of classroom and administrative office space over two buildings. The main school building is located at: 129 S. San Fernando Blvd.,





Burbank, CA 91502, with the Administrative Office conveniently located next door. The main school building includes MUD's student and retail store, eight make-up studios, a still photography/ video studio, a student facility area, a student lounge, and a library/ resource center. The MUD shop is available to students and graduates and offers materials such as cosmetics, accessories, and specialty make-up and hairstyling equipment. The photography/video studio is an ideal environment for students to view their work in high definition. It is equipped with a professional high-definition video camera and monitor system, as well as a professional lighting package. The student facility area is equipped with three sinks and three professional shampoo bowls, for use in both hairstyling and make-up courses. The student lounge is designed for comfort and is a gathering place where students can share ideas and inspiration. MUD's make-up studios are equipped to meet the needs of both students and instructors with built-in central airbrushing systems and premium-quality daylight fluorescent lighting, for skin tone matching and technical applications.

One of the classrooms is also outfitted as a hairstyling studio complete with practice mannequins, hot roller sets, multiple curling and flat irons, and other accessories. Another classroom houses the special make-up effects lab, which is equipped with all the tools required by professional make-up artists. MUD's

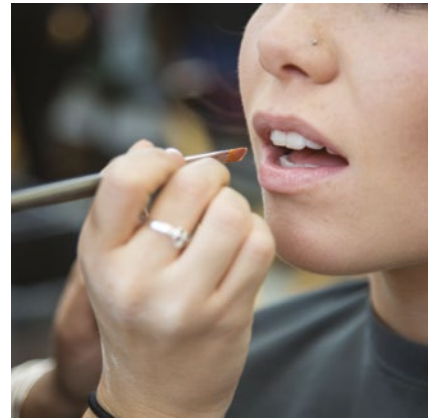
facilities are designed to give you practical hands-on experience to prepare you for your career as a professional MUD is handicapped-accessible, and provides accessible restrooms.

MISSION STATEMENT

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

METHODOLOGY

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



Contents

Introduction	10	DINING	54
SCHOOL HISTORY	11	SHOPPING	56
ACCREDITATION	12	SERVICES	56
LOCATION	12	BANKS	56
FACILITY	13	LOS ANGELES RESOURCES	59
MISSION STATEMENT	14	HOUSING AND TRANSPORTATION	60
METHODOLOGY	14	HOUSING RESOURCES	60
Contents	16	School Services	62
The Pro Perspective	18	FINANCIAL SERVICES	64
Programs	20	FEDERAL FINANCIAL AID	64
FASHION MAKE-UP ARTISTRY PROGRAM	23	PRIVATE STUDENT LOANS	64
FILM & TELEVISION MAKE-UP ARTISTRY PROGRAM	25	INSTITUTIONAL FINANCING PROGRAM	64
MULTIMEDIA MAKE-UP ARTISTRY PROGRAM	27	FINANCIAL AID FOR INTERNATIONAL STUDENTS	64
MASTER MAKE-UP ARTISTRY PROGRAM	29	VETERANS BENEFITS	65
Individual Courses & Continuing Education	30	TUITION	65
BEAUTY 101:	32	PAYMENT	65
BEAUTY 201:	34	STORE CREDIT	65
BEAUTY 301:	36	CAREER SERVICES	65
SPECIAL MAKE-UP EFFECTS 201:	38	THE MUD JOB BOARD	65
SPECIAL MAKE-UP EFFECTS 301:	40	PROFESSIONAL DEVELOPMENT LECTURES	66
Faculty & Staff	42	PERSONAL SUPPORT	66
RONDA ALTHEN	44	ADDITIONAL ASSISTANCE FOR ABILITY TO BENEFIT	
STACY BISEL	44	STUDENTS	66
SHANNA CISTULLI	44	LEARNING RESOURCE CENTER	66
SEAN CONKLIN	45	AMERICANS WITH DISABILITIES	
BRIAN HICKS	45	ACT POLICY	67
PAMELA HACKEMAN	45	DIRECTORY OF INFORMATION	67
YVONNE HAWKER	45	Admissions	68
CHAD HARTMAN	45	ENROLLMENT PROCESS	70
BYRD HOLLAND	46	NON-DISCRIMINATION POLICY	70
TATE HOLLAND	46	TRANSFER OF CREDIT POLICY	71
VERONICA LANE	46	NOTICE CONCERNING TRANSFERABILITY OF CREDITS	
KAT LASKEY	46	AND CREDENTIALS EARNED AT OUR INSTITUTION	71
MIKE MCCRACKEN	46	MAKE-UP KITS AND MATERIALS	71
GILBERT ROMERO	47	ORIENTATION	71
GINA SANDLER	47	International Students	72
RAY SHAFFER	47	STUDENT VISAS	74
KARRIEANN SILLAY	47	ENROLLMENT PROCESS	74
KAREN STEIN	48	M-1 VISA SPECIFICS	74
PAUL THOMPSON	48	INTERNATIONAL STUDENT RESPONSIBILITIES	74
MARY ANNE TOCCALINO	48	MUD ADMINISTRATIVE OFFICE RESPONSIBILITIES	74
ADMINISTRATIVE STAFF	48	TRANSFERRING SCHOOLS OR EXTENDING VISAS	75
Student Life	51	SCHOOL BREAKS AND HOLIDAYS	75
LOCAL AREA RESOURCE GUIDE	54	GRADUATES	75
FRIENDS OF MUD	54	MUD INTERNATIONAL STUDENT SERVICES	75

All photos featured in this catalog represent student work or class environments from the Los Angeles Campus.

INTERNATIONAL STUDENT CAREER SERVICES	75	MUD SHOP RETURN POLICY	84
GENERAL INFORMATION FOR INTERNATIONAL STUDENTS	75	STUDENT TUITION RECOVERY FUND (STRF)	84
HELPFUL LINKS FOR INTERNATIONAL STUDENTS	75	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	85
School Policies	76	RECORD RETENTION	85
RULES OF CONDUCT	78	CAMPUS SECURITY POLICY AND CRIME STATISTICS	85
DRUG AND RULES OF CONDUCT VIOLATION POLICY	78	TITLE IX POLICY	85
DISCIPLINARY APPEALS PROCESS	78	KEY DEFINITIONS	86
ATTENDANCE POLICY	78	PROHIBITED CONDUCT	86
CANCELLATION OF CLASS	79	COMPLAINT/GRIEVANCE PROCEDURE	87
GOOD HEALTH AND VACCINATION POLICY	79	TITLE IX COORDINATORS	87
SATISFACTORY ACADEMIC PROGRESS POLICY	79	INVESTIGATION OF COMPLAINTS	87
GRADING POLICY	79	RETALIATION PROHIBITED	88
INCOMPLETE /		REPORTING REQUIREMENTS	88
WITHDRAWAL / FAIL GRADES	79	ADDITIONAL INFORMATION	88
COURSE EVALUATION PERIODS	79	CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY	88
PROGRAM EVALUATION PERIODS	79	EVACUATION PROCEDURE	88
SATISFACTORY ACADEMIC WARNING, TERMINATION AND PROBATION	80	MISSING PERSONS POLICIES AND PROCEDURES	88
FINANCIAL AID PROBATION AND REINSTATEMENT	80	STUDENT RIGHT TO KNOW	89
APPEAL PROCESS	80	PLANS FOR ACADEMIC IMPROVEMENT	89
CHANGING PROGRAMS	80	PEER TO PEER FILE TRANSFER POLICY	89
REINSTATEMENT OF ENROLLMENT	80	SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS	89
REPEATING COURSES	80	Completion and Placement Data	90
MAXIMUM TIME FRAME	80	COMPLETION AND PLACEMENT INFORMATION	92
SAME AS OR STRICTER THAN	81	ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES	92
ACADEMIC YEAR DEFINITION	81	ANNUAL REPORT	92
PROBATION AND		GRADUATION RATES	93
TERMINATION POLICY	81	EMPLOYMENT RATES	93
GRADUATION REQUIREMENTS	81	Multimedia Make-up Artistry Program	94
LEAVE OF ABSENCE (LOA) POLICY	81	Gainful Employment Disclosures	94
LAST DAY OF ATTENDANCE	82	Master Make-up Artistry Program	95
DATE OF DETERMINATION	82	Gainful Employment Disclosures	95
OFFICIAL AND UNOFFICIAL WITHDRAWALS	82		
CONSEQUENCES OF WITHDRAWAL	82		
CANCELLATION AND REFUND POLICY	82		
RETURN OF TITLE IV FUNDS POLICY	82		
PROCEDURE FOR NOTIFYING STUDENTS OF REPAYMENTS OWED TO THE U.S. DEPARTMENT OF EDUCATION	84		
REFUND DISTRIBUTION	84		
DEFINITION OF CLOCK HOURS	84		
COMPLAINT POLICY	84		
SEXUAL HARASSMENT/SEXUAL VIOLENCE COMPLAINTS	84		

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

The Pro Perspective

MUD's connection to the film, fashion, and beauty industries is what gives MUD their advantage. Professional Advisory Committee (PAC) meetings are an important way to gain insight on the latest techniques and trends that are happening in these exciting fields. MUD's PAC is comprised of experienced make-up artists who represent all the faces of make-up artistry, graduates who know the curriculum inside and out, and fellow educators who have committed their lives to student learning.

The PAC meetings lead to lively discussions about curriculum, policies, and student services. PAC commentary is taken to heart and has led to many school changes; this constructive criticism is what keeps MUD relevant in the industry and is an important step towards creating make-up artists who are prepared for professional work. PAC members know the industry.

Take a look at the experience this group brings to helping students succeed:

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



Programs

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



Fashion Make-Up Artistry Program

Beauty 101, Beauty 201 & Beauty 301

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

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

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

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

The program is designed for the graduate to develop the skills necessary to begin their career as entry-level make-up artist. The new artist will enjoy employment opportunities working as a:

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

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

TUITION: \$9,016.00 / MAKE-UP KITS AND MATERIALS: \$2,600.00 / LAB FEE: \$750.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$12,466.00				
Jan 3 – Mar 29	Jan 25 – Apr 20	Feb 15 – May 11	Mar 9 – Jun 4	Mar 30 – Jun 25
Apr 23 – Jul 23	May 14 – Aug 13	Jun 5 – Sep 4	Jun 26 – Sep 25	Jul 24 – Oct 17
Aug 14 – Nov 7	Sep 5 – Nov 30	Sep 26 – Dec 21	Oct 18 – Jan 25, '19	Nov 8 – Feb 15, '19
Dec 3 – Mar 11, '19				

*This program meets Monday through Friday and consists of 392 clock hours.
Day sessions are 12 weeks long, and are between the hours of 8:00 am and 4:00 pm.
Maximum class size: 22 students*



Film & Television Make-Up Artistry Program

Beauty 101 & Special Make-up Effects 201

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

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

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

The new artist will find employment opportunities working in the following areas, building experience along the way for larger projects:

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

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

TUITION: \$9,660.00 / MAKE-UP KITS & MATERIALS: \$2,900.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$12,660.00				
Jan 3 – Mar 29	Jan 25 – Apr 20	Feb 15 – May 11	Mar 9 – Jun 4	Mar 30 – Jun 25
Apr 23 – Jul 23	May 14 – Aug 13	Jun 5 – Sep 4	Jun 26 – Sep 25	Jul 24 – Oct 17
Aug 14 – Nov 7	Sep 5 – Nov 30	Sep 26 – Dec 21	Oct 18 – Jan 25, '19	Nov 8 – Feb 15, '19
Dec 3 – Mar 11, '19				

*This program meeting Monday through Friday and consists of 420 clock hours.
Day sessions are 12 weeks long, and are between the hours of 8:00am and 4:00pm.
Maximum class size: 22 students*



Multimedia Make-Up Artistry Program

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

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

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

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

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

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

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

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

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

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

TUITION: \$13,846.00 / MAKE-UP KITS & MATERIALS: \$3,500.00 / LAB FEE: \$750.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$18,196.00				
Jan 25 – Jun 4	Mar 9 – Jul 23	Apr 23 – Sep 4	Jun 5 – Oct 17	Jul 24 – Nov 30
Sep 5 – Jan 25, '19	Oct 18 – Mar 11, '19	Dec 3 – Apr 22, '19		

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



Master Make-Up Artistry Program

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

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

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

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

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

The artistry and craft of special make-up effects, prosthetic application, bald cap creation, aging techniques, injury simulation and hair laying are taught in Character Make-up Artistry (Special Make-up Effects 201). The course culminates in a professional photo-shoot where you use the techniques learned in class to create a character as a final project. If you loved designing your own characters in Special Make-up Effects 201, you will thrive in Lab Techniques (Special Make-up Effects 301). This course mimics professional special effects lab environments. Be prepared to get your hands dirty! You will learn to map the steps of creating a full prosthetic device-

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

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

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

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

TUITION: \$18,676.00 / MAKE-UP KITS & MATERIALS: \$3,800.00 / LAB FEE: \$1,500.00
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$24,076.00
Jan 3 – Jun 25 Feb 15 – Aug 13 Mar 30 – Sep 25 May 14 – Nov 7 Jun 26 – Dec 21
Aug 14 – Feb 15, '19 Sep 26 – Apr 1, '19 Nov 8 – May 13, '19

*This program meets Monday through Friday and consists of 812 clock hours.
Day sessions are 24 weeks long, and are between the hours of 8:00 am and 4:00 pm.
Maximum class size: 24 students*

Individual Courses & Continuing Education

Make-up Designory (MUD) offers you the option to take individual courses alone in order to expand a particular area of expertise. Individuals in related fields who are seeking professional enhancement in their chosen area of employment can also take these courses.

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

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

Certificates are awarded to students who successfully complete an individual course. Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.



Beauty 101:

Fundamentals of Beauty Make-up

210 Clock Hours

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



Base Unit

- Properly setup a professional and sanitary workspace and make-up station.
- Identify bone structure, skin tone, skin condition, coloration, imperfections, and the positive and the negative aspects of the face.
- Identify skin undertones and shades.
- Properly match and apply base.

Corrective Unit

- Properly apply concealers to correct negative colors and blemishes in as thin an application as possible

Highlight and Shadow Unit

- Properly highlight and shadow two-dimensional objects to look like three-dimensional objects.
- Identify natural shadows on the face and properly apply highlight to correct those shadows.
- Correct the nose shape using shadow and highlight with cream and powder products.
- Properly apply highlight and shadows for the cheekbone and jaw line.

Eye Unit

- Correct eyebrows using the classic eyebrow theory and graphs.
- Correct the various eye shapes with highlight and shadow.
- Properly apply the four Classic eyeliner positions. The student will be able to do the point-to-point method with: cake liner (wet applied), powder, pencil, and creams.
- Properly curl eyelashes and apply mascara.
- Properly apply false eyelashes.

Lip Unit

- Properly apply lip color, including how to load the brush and use the point-to-point method to apply the color.
- Correct lips using pencils and lip colors.

Beauty Make-up Unit

- Apply a 100% corrective make-up flawlessly.

Fashion Unit

- Properly layer eye shadow and create dramatic looks.

Drawing Unit

- Properly create a graph with color pencils of different shades of flesh tone.
- Copy a photograph of a face using tracing techniques and adjust the light source in accordance with sculptural light for the make-up artist.
- Draw an actor using overlay techniques and change elements to fit design needs.

Natural Make-up Unit

- Properly create a natural make-up that has a true no-make-up look.

Business Unit

- Understand proper set etiquette as well as handling themselves in all professional environments
- Create a personal look for all business paperwork and promotional material. Able to design their business card, incorporating their own personal style
- Breakdown a script and create notes.

Airbrush Unit

- Identify the strengths and weaknesses of the airbrush.
- Identify and make informed decisions about the different types of airbrushes, compressors and make-ups.
- Properly maintain and care for an airbrush.
- Assemble and disassemble an airbrush with ease, as well as trouble shoot any potential problems. Control the airbrush and able to create any pattern or shape desired by the instructor.
- Identify skin undertones and shades. They are able to identify the correct make-up that matches the model's skin tone.
- Properly apply base to a model in an even application, without missing any areas.
- Create a beauty make-up with the airbrush.
- Cover up a tattoo with make-up.
- Properly use the airbrush for corrective body make-up.
- Apply airbrush tanning solution evenly and without streaks.

Print Unit

- Properly create photography make-ups.

Film Unit

- Properly create film characters and can identify what is required on a film set.

High Definition Unit

- Properly apply make-up for high definition television.

Bridal Unit

- Understand how to do a bridal consultation.
- Properly complete a consultation and apply make-up according to bride's requirements.

Avant-garde Unit

- Design an avant-garde make-up.

Mature Make-up Unit

- Apply make-up to mature skin.

Men's Corrective

- Apply a minimalistic corrective make-up for men.

TUITION: \$4,830.00 / MAKE-UP KITS & MATERIALS: \$2,000.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$6,930.00				
Jan 3 – Feb 14	Jan 25 – Mar 8	Feb 15 – Mar 29	Mar 9 – Apr 20	Mar 30 – May 11
Apr 23 – Jun 4	May 14 – Jun 25	Jun 5 – Jul 23	Jun 26 – Aug 13	Jul 24 – Sep 4
Aug 14 – Sep 25	Sep 5 – Oct 17	Sep 26 – Nov 7	Oct 18 – Nov 30	Nov 8 – Dec 21
Dec 3 – Jan 25, '19				

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

This course is a part of the Fashion Make-up Artistry, Film & Television Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis and therefore is not eligible for Federal Financial Aid and some other services that are offered to students and graduates of MUD's programs.

Beauty 201 :

Studio Hairstyling for the Make-up Artist

105 Clock Hours

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



Hair Basics Unit

- Understand daily chemical disinfectant and able to maintain a clean and sanitized working area at all times.
- Understand varying hair lengths and texture.
- Knowledge of managing and styling the hair on the mannequin heads.
- Properly demonstrate a shampoo and condition application with emphasis placed on water temperature, shampoo /conditioner application and distribution of the product into the hair.
- Remove tangles.
- Blow dry the hair with a vent brush removing 98% moisture.
- Demonstrate styling the hair using a round brush and a blow dryer.

Character Unit

- Develop specific character through hair and make-up.

Hot Tools Unit

- Set the hair with hot rollers. Careful analysis of the hairs texture, length and desired outcome will aid in roller placement choice. Hot rollers will be removed without disturbing curl pattern and returned to casing promptly.
- Backcomb the hair in an effort to create volume, security and support in a hairstyle.
- Accurately brick set the hair with hot rollers or a curling iron.
- Craft the hair into a French twist with emphasis placed securing the style with bobby/hair pins and smoothness.
- Properly curl the hair using the proper Marcel iron techniques.

- Properly assess the hairs length and desired outcome so that the proper curling iron size can be used to create the desired curl and style.
- Properly manipulate the hair with tools and products into a desired texture.
- Properly sculpt and design the hair into a 1940's hairstyle with emphasis on smoothness and balance.

Hair Techniques Unit

- Properly sculpt and manipulate the hair into a finger wave design.
- Properly apply waving clamps to secure the ridges of a dry or wet finger wave.
- Properly demonstrate a French braid hairstyle, hair will be free of strays and frizz.
- Create a fishtail braid.
- Properly underhand French braid.
- Properly analyze hair in male grooming based on texture, length and desired outcome.
- Properly match, change and add temporary colors to the performer.
- Properly use human hair and synthetic wigs with confidence and will be able to create different styles.
- Properly wrap the hair in preparation for a cap and wig application.
- Accurately color match and measure their patrons head to make specialized, clip on, hair extensions.
- Style and attach hair extension to their patron.
- Consult and style a bride/bridal party with confidence and success based on duplication of a design or style.

TUITION: \$2,415.00 / MAKE-UP KITS & MATERIALS: \$500.00

TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$3,015.00

Jan 3 – Jan 24	Jan 25 – Feb 14	Feb 15 – Mar 8	Mar 9 – Mar 29	Mar 30 – Apr 20
Apr 23 – May 11	May 14 – Jun 4	Jun 5 – Jun 25	Jun 26 – Jul 23	Jul 24 – Aug 13
Aug 14 – Sep 4	Sep 5 – Sep 25	Sep 26 – Oct 17	Oct 18 – Nov 7	Nov 8 – Nov 30
Dec 3 – Dec 21				

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

This course is a part of the Fashion Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis and therefore is not eligible for Federal Financial Aid and some other services that are offered to students and graduates of MUD's programs. Additionally, if taken on its own, students must have taken Beauty 101 and/or have equivalent experience and materials as a pre-requisite.

Beauty 301 :

Beauty Lab

77 Clock Hours

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



Business Unit

- Properly budget for class and projects.
- Properly plan goals.
- Properly goal map individual careers.
- Properly complete a make-up and hair assignments.
- Identify the ins and outs of working with quality photographers and will be able to test and get prints.
- Properly plan for working with agencies.
- Understanding photo shoot schedules.
- Create, write, and/or draw several ideas for a fashion story.

Studio Unit

- Properly do touch ups and working with and near the photographer.
- Create, design and execute eight photo shoots.
- Create a promo card.
- Identify pictures for his or her portfolio.
- Identify a portfolio that is right for their budgets and properly maintain and prepare a portfolio.

Marketing Unit

- Define the meaning of freelancing in the entertainment industry and know the techniques to be a successful freelancer.
- Identify a good resume and write an effective communication to an employer.
- Write and apply previously written elements to their personal websites.
- Interview properly.

TUITION: \$1,771.00 / MAKE-UP KITS & MATERIALS: \$100.00 / LAB FEE: \$750.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$2,721.00				
Jan 3 – Jan 24	Jan 25 – Feb 14	Feb 15 – Mar 8	Mar 9 – Mar 29	Mar 30 – Apr 20
Apr 23 – May 11	May 14 – Jun 4	Jun 5 – Jun 25	Jun 26 – Jul 23	Jul 24 – Aug 13
Aug 14 – Sep 4	Sep 5 – Sep 25	Sep 26 – Oct 17	Oct 18 – Nov 7	Nov 8 – Nov 30
Dec 3 – Dec 21				

This course meets Monday through Friday and consists of 77 clock hours. Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm. Maximum class size: 22 students

This course is a part of the Fashion Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis and therefore is not eligible for Federal Financial Aid and some other services that are offered to students and graduates of MUD's programs. Additionally, if taken on its own, students must have taken Beauty 101 and Beauty 201.

Special Make-up Effects 201:

Character Make-up Artistry

210 Clock Hours

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



Aging Unit

- Define highlight and shadow and be able to apply those concepts in a film and television situation.
- Properly light and shade the basic shapes and define the terms associated with the process.
- Highlight and shade the nasal-labial folds.
- Highlight and shade the forehead and temples with cream make-up.
- Apply general highlight and shading for the eyes.
- Highlight and shadow the three possible types of cheekbones.
- Highlight and shadow the jaw-line.
- Apply highlight and shadow the neck.
- Create wrinkles on the human face, and be able to identify the best locations for creating wrinkles.
- Properly add age spots and vein work to enhance and complete the aging process.
- Properly use stippling to enhance the aging application.
- Apply hair white to create a graying effect for hair to enhance the aging application.
- Create and complete an “old age” character make-up, bringing together all of the techniques learned in class so far in 30 minutes.

Hair Preparation and Application Unit

- Properly prepare, straighten, and save crepe wool for use in the creation of beards and other facial hair.
- Hackle hair for preparation of use.
- Color match and blend hair materials.
- Properly apply hair to the Tuffie head and will be able to lay the hair at an angle using the bevel cut.
- Apply a mustache and eyebrows with crepe wool.
- Apply sideburns to a Tuffie head and a model.

Aging Stipple Unit

- Apply an “Age Stipple” application.

Beard Unit

- Lay a beard in the proper growth direction.
- Hand-lay goatees and beards.
- Ventilate a hair piece and apply a ventilated piece to a model.

Bald Cap Unit

- Decide which type of bald cap is best suited for a given project and to communicate to production the strengths and weaknesses of each of the different types of caps available.
- Apply a vinyl bald cap.

Prosthetic Unit

- Apply a gelatin prosthetic appliance.
- Apply a silicone prosthetic appliance.
- Apply a Pros-aide Transfer prosthetic appliance.
- Make a reliable bald cap using Pliatex molding rubber.
- Apply a foam latex prosthetic appliance.
- Apply a rubber bald cap.
- Apply multiple prosthetic appliances to create an individual “character” appearance utilizing an airbrush.

Tattoo Unit

- Create and apply realistic temporary tattoos.

Injury Unit

- Create bruises with proper stippling technique.
- Create two-dimensional scrapes and scratches with the use of a black stipple sponge or brush.
- Apply indented scars and raised keloid scars.
- Create cuts and lacerations using a silicone compound.
- Create wax bullet holes, both entrance and exit wounds.
- Apply foam latex and gelatin prosthetic appliances to create an injured appearance.
- Create a first, second and third degree burns; as well as, put them together for a gruesome look.
- Create ice and snow effects using Ultra Ice and Ice Powder.

Photo Assignment

- Complete a character suitable for the portfolio.



TUITION: \$4,830.00 / MAKE-UP KITS & MATERIALS: \$900.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$5,830.00				
Jan 3 – Feb 14	Jan 25 – Mar 8	Feb 15 – Mar 29	Mar 9 – Apr 20	Mar 30 – May 11
Apr 23 – Jun 4	May 14 – Jun 25	Jun 5 – Jul 23	Jun 26 – Aug 13	Jul 24 – Sep 4
Aug 14 – Sep 25	Sep 5 – Oct 17	Sep 26 – Nov 7	Oct 18 – Nov 30	Nov 8 – Dec 21
Dec 3 – Jan 25, ‘19				

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

This course is a part of the Film & Television Make-up Artistry, Multimedia Make-up Artistry and Master Make-up Artistry programs. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis and therefore is not eligible for Federal Financial Aid and some other services that are offered to students and graduates of MUD’s programs. Additionally, if taken on its own, students must have taken Beauty 101 and/or have equivalent experience and materials as a pre-requisite.

Special Make-up Effects 301:

Lab Techniques

210 Clock Hours

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



Prosthetic Character Design Unit

- Properly explain content of MSDS (Material Safety Data Sheet)
- Design using overlaying and sketching for character development
- Understand the relationship of anatomy, sculpting and special effects.
- Understand undercuts.
- Identify and explain the uses of materials.
- Understand how to correct appliances.
- Understand foam latex prosthetic appliances.
- Understand gelatin prosthetic appliances.
- Understand Pros-Aide transfer prosthetic appliances.
- Understand silicone gel-filled prosthetic appliances.
- Analyze a prosthetic character design, and determine advantages of an appliance material based upon certain conditions or criteria.
- Objectively evaluate a photographed prosthetic make-up using standardized criteria.
- Understand job opportunities.

Lifecasting Impressions and Positives Unit

- Proper use of a platinum silicone life cast material.
- Properly life cast a face.
- Proper repair and correction of life cast.
- Proper use of alginate life cast material.
- Properly demonstrate life casting of the full head.
- Create a White Hydrocal positive.
- Properly correct undercuts on a White Hydrocal head and shoulder positive.
- Create a fiberglass reinforced epoxy positive of a head and shoulder positive.

Prosthetic Construction Unit

- Create an Ultracal-30 positive.
- Knowledge of opening and cleaning positives for sculpting.
- Understand sculpting techniques.
- Sculpt small appliance.
- Sculpt with tools to blend edges and create texture.
- Create a cutting edge and flashing.
- Sculpt large appliances and multiple piece characters.
- Sculpt a cowl.
- Create a retaining wall.
- Create an Ultracal-30 negative mold.
- Separate an Ultracal-30 negative mold and clean-up.
- Identify and explain the uses of project materials.

Cylinder Mold Unit

- Create a urethane cylinder positive.
- Create a silicone negative mold.
- Create a urethane cylinder negatives.

Negative Mold Making Unit

- Create two piece negative molds.
- Create fiberglass reinforced epoxy negatives.

Multiple Piece Overlapping Prosthetic Appliances Unit

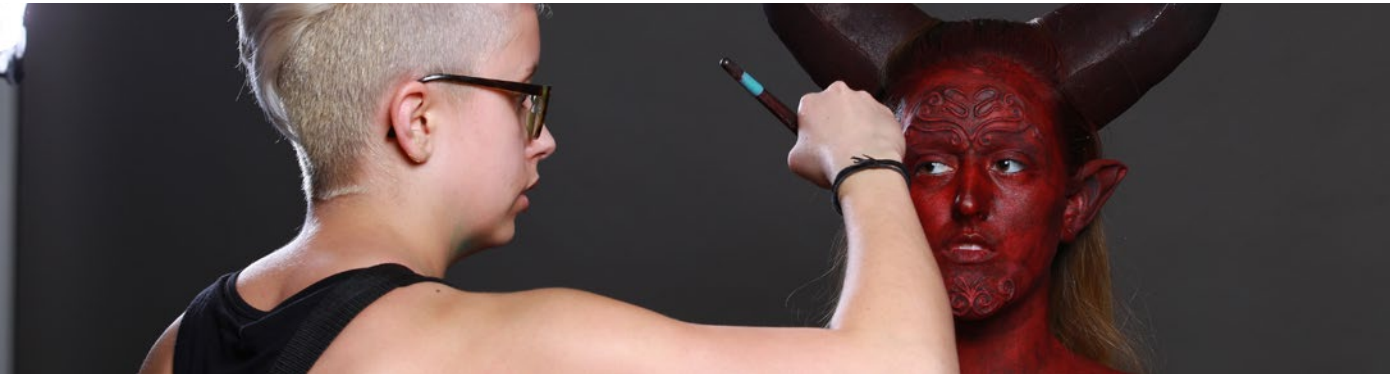
- Analyze a sculpture and determine optimal sculpture thickness to cut and separate a sculpture.
- Separate a sculpture into multiple elements.
- Use impression materials to produce multiple sculpture positives.
- Employ sculpture and mold techniques to produce overlapping appliances that will recreate an intended prosthetic design.

Casting Prosthetic Appliances Unit

- Prepare of negative molds for appliance materials.
- Foam seaming, patching, and repair.
- Make foam latex appliances.
- Create gelatin appliances.
- Make Pros-Aide transfer prosthetic appliances.
- Create silicone gel-filled appliances.
- Explain intrinsic and extrinsic color procedures.
- Explain the use of vinyl encapsulation.
- Make silicone gel-filled appliances.
- Demonstrate silicone seaming, patching and repair.

Application and Analysis Unit

- Apply foam latex and match colors.
- Remove foam latex appliances.
- Correct prosthetic appliances.
- Pre-paint prosthetic appliances.
- Paint a complete character.
- Apply silicon GFA and match colors.
- Remove silicone gel-filled appliances.



TUITION: \$4,830.00 / MAKE-UP KITS & MATERIAL FEES: \$300.00 / LAB FEE: \$750.00				
TOTAL CHARGES FOR PERIOD OF ATTENDANCE AND ESTIMATED TOTAL CHARGES (INCLUDING \$100 REGISTRATION FEE): \$5,980.00				
Jan 3 – Feb 14	Feb 15 – Mar 29	Mar 30 – May 11	May 14 – Jun 25	Jun 26 – Aug 13
Aug 14 – Sep 25	Sep 26 – Nov 7	Nov 8 – Dec 21		

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm. Maximum class size: 24 students

This course is a part of the Master Make-up Artistry program. It can also be taken as a stand-alone course, however, it is not accredited on a stand-alone basis and therefore is not eligible for Federal Financial Aid and some other services that are offered to students and graduates of MUD's programs. Additionally, if taken on its own, students must have taken Beauty 101 and Special Make-up Effects 201 and/or have equivalent experience and materials as pre-requisites.

Faculty & Staff

Faculty and Staff

Where does a student turn for expert advice? At MUD you turn to an outstanding team of make-up professionals. One of the best things about being a MUD student is the exposure you have to talented and accomplished instructors. All of the teachers draw on at least five years experience in a diverse range of make-up fields including television, fashion and cosmetic sales. MUD instructors are great at what they do. Instructors undergo comprehensive training in order to gain critical teaching skills. Instructors also enjoy competitive pay and benefits. All this translates into low teacher turnover, a lot of personal attention, and a team of people dedicated to helping you succeed.

RONDA ALTHEN

INSTRUCTOR

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

STACY BISEL

INSTRUCTOR

Stacy Bisel has been a professional make-up artist for the past 13 years and is also a licensed cosmetologist. Mrs. Bisel is a graduate of Russell High School in Russell, KY, University of Kentucky in Lexington, KY, Pasadena City College Cosmetology Program, and Make-up Designory. She has been with Celestine Agency for the past ten years and has extensive knowledge in print, commercial, and film with professional credits in print including Disney, Target, Samsung,

Chevrolet, Martha Stewart Weddings and Old Navy. She has also worked in reality television *America's Next Top Model* and has production credits in DVD Documentaries including: *The Dark Knight Rises*, *The Girl With the Dragon Tattoo*, and the re-release of *The Wizard of Oz*. She has also worked with celebrities Jolie Richardson, Laura Linney, Jordan Sparks and Viggo Mortensen to name a few.

SHANNA CISTULLI

INSTRUCTOR

Shanna Cistulli has been a makeup artist and educator for over a decade. She graduated from White Bear Lake High School in White Bear Lake, Minnesota and continued her education by studying Fine Arts at Century College, MI. After moving to California she attended The American Academy of Dramatic Arts in L.A., where she was first introduced to and fell in love with makeup artistry. As a professional makeup artist Shanna has worked with an extensive list of successful designers, photographers, artists, and celebrities. She has been a national makeup educator and trainer for Bloom Cosmetics in North America, and an instructor for Los Angeles Mission College's Community Extension Program, teaching Corrective Beauty Makeup. Her work has been seen on the History Channel, *My Fair Wedding with David Tutera*, *The Rachael Ray Show*, and in commercials for Fed Ex and Hilton Hotels. She has been published in *Seventeen*, *Prom*, *Retro Lovely*, *Car Kulture Deluxe*, and *Stiletto* magazines. Her print and advertising credits include: Unique Vintage, Mod Cloth, Dolly Couture, Pinup Girl Clothing, Michelle Hebert Art and Fashion, KOA Swimwear, and Cartel Ink.

SEAN CONKLIN

INSTRUCTOR

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

BRIAN HICKS

INSTRUCTOR

Brian Hicks has been doing make-up for film and television since 2002. He is the owner of the effects studio, Lunar Effects. His shop has worked on such television shows as *The Unit*, *Prison Break*, and *The Late Late show with Craig Ferguson*. Brian is also the owner of Vet Effects which produces "Veterinary Training Manikins", and in 2013 he and a fellow make-up artist started Ovo Kojno, LLC to produce the Ovo Beauty Sponge for professional make-up artists. He is a graduate of Lincoln High in Stockton, CA and the Master Make-up Artistry program at Make-up Designory.

PAMELA HACKEMAN

INSTRUCTOR

Pamela has had a passion for health and beauty most of her life; she has over 18 years of experience in skin care, professional make-up, and retail sales. She is a graduate of John I. Leonard High School in Lake Worth, FL, New England Shiatsu School in Boston, MA, Moro Beauty School in Glendale, CA and Make-Up Designory. Ms. Hackeman has been teaching with Make-Up Designory for over 14 years, and has taught make up and skin care seminars, internationally, in Los Angeles, San Francisco, New York, Miami, Japan, Thailand and South Africa. Her background includes: Art,

Psychology, Nutrition, Shiatsu, Hatha Yoga, Chi Kung, Tai Chi, Meditation and Medical Esthetics. She believes that balance of body, mind and spirit, are key to beauty, along with topical skin care treatments and make up. Her approach embraces the natural, using shiatsu and organic products, and the new, using advanced technology such as stem cell products, microdermabrasion, light and color therapy, and oxygen infusion to give you the best care available. She has worked with MAC, Chanel, La Prairie, Beau Bridges, Eric Roberts, Stacey Keach, (LT) Lawrence Taylor, Christopher Titus, Shane Black, Sally Kirkland, Amanda Lucas, Cynthia Watros, among many others. She has also mentored many successful make up artists, including Tara Savelo, Patrice Graham, Amy Chance, Kimberly Pletz, Jackie Mgido, and many others.

YVONNE HAWKER

INSTRUCTOR

Ms. Hawker, a professional hair stylist and make-up artist in film, television and print, attended Simi Valley High School and obtained a GED from the State of California, is a graduate of Golden West Cosmetology School in Huntington Beach, CA, a graduate of the Vidal Sassoon Hair Academy in San Francisco, CA, a graduate of the Joe Blasco Make-up Center, and a graduate of American Airbrush Academy. Ms Hawker has been an educator with Make-up Designory almost 20 years. Her professional background includes all aspects of make-up artistry and hair styling. She was the owner and operator of her own hair salon for fifteen years. She was the co-owner of The Art Room, a graphics art LA based company. She designed, supervises and currently teaches "Studio Hair Styling for the Make-up Artist" Beauty 201 course. She is the author/designer of Make-up Designory's Beauty text book currently in use for the Beauty 101 and Beauty Essentials courses. She wrote an on-line Make-up Artist Training Course for Artistry Cosmetics. She has traveled world-wide as a trainer/instructor and sales rep for MUD Cosmetics. Her professional credits includes film, television, print, and various award shows, *The Michael Jordan Story (Fox Family Channel)*, *Menno's Mind (Showtime)*, *Under the Big Muu-Muu (Castle Rock)*, and *Jungle Book: The Interactive CD-ROM (Powerhouse Productions)*, *television, E! Television's Mysteries & Scandals*, *True Hollywood Stories*, and *Celebrity Profiles* as well as print, *Skin & Ink Magazine* and *People Magazine*. Celebrities include; Billy Bob Thorton, Henry Winkler, John Ritter, Estelle Harris, Francis Fisher, Kathleen Helmond, Judith Light, Jerry Stiller, Gary Busey, Lou Rawls, Bill Campbell, Nathan Lane, Chris Leary, Ernie Hudson, Dot Marie Jones, and Heidi Hamilton.

CHAD HARTMAN

SCHOOL DIRECTOR

Chad Hartman has over a decade of diverse experience within the field of education. Originally from Ohio, he received a Bachelor's degree in International Business from Eckerd College in St. Petersburg, Florida and also holds a Master's degree in Education from Pepperdine University in California. His higher education experience includes serving as Director of Education at Daymar College in Newport, Kentucky and as Operations Supervisor during

the establishment of the Center for Professional Development at the Southern California campus of the University of Phoenix. His recent experience is in the area of accreditation with the Accrediting Council for Independent Colleges and Schools (ACICS) in Washington D.C. where he worked with campuses from Taiwan to Turkey. He comes to MUD from Florida Technical College where he was Compliance Manager for six campuses. In addition to higher education, he has served in the field of public elementary education in both Los Angeles and Tampa Bay.

BYRD HOLLAND

MAKE-UP ARTIST EMERITUS

Byrd Holland is a recognized professional make-up artist and a member of Local 706, The Make-Up Artists and Hairstylists Union IATSE. His career spans 40 years in television, theater, and print. Mr. Holland's film credits include working as Department Head for productions such as *Executive Action*, *The Spectre of Edgar Allan Poe*, *I Crossed the Color Line*, *Rabid*, and *Journey to the Center of Time*. Mr. Holland's television credits include *The Alamo: Thirteen Days To Glory*, *Six Against the Rock*, *Crazy Times*, *Gunsmoke: Return to Dodge*, *Crisis in Midair*, *The Bill Cosby Variety Show*, *The Rock & Roll Years*, and *American Bandstand*. In addition, Mr. Holland worked as the Department Head for *Hard Copy* for four years. Over the course of his career, he has worked with prominent actors, musicians, and entertainment personalities that include John Travolta, Danny DeVito, Cloris Leachman, Tom Hanks, Burt Reynolds, Natalie Cole, Paul McCartney, Michael Jackson, Hal Linden, Jonathan Winters and James Arness. He has also worked with Jimmy Carter, Senator and Mrs. Bob Dole, and Governor Pete Wilson.

TATE HOLLAND

CEO, PRESIDENT

Tate Holland has worked in make-up education and cosmetic sales, manufacturing and distribution for the last 18 years. He is also an experienced Administrator and School Director. Along with his school responsibilities, Mr. Holland is active in local community affairs. He is a former President of CAPPS, the California Association of Private Postsecondary Schools, the Burbank Chamber of Commerce, and the Burbank Downtown Business Improvement District. He is also a member of the Measure K Budgetary Oversight Committee for the Newhall School District. Mr. Holland holds a Bachelor of Arts in International Studies from the American University in Washington, DC.

VERONICA LANE

INSTRUCTOR

Veronica Lane has been a professional make-up & hair artist for over 20 years. She is a graduate of Theodore Roosevelt High School in Los Angeles, Creative Cosmetics Makeup School, and received her cosmetology license from Cerritos Community College in 1992. In 1989 she answered an ad in the newspaper for a makeup sales position at the Max Factor Museum and Boutique where she first got her taste of makeup and design, and paved the way for many more opportunities to come. She went on to work for the world-renowned hair company, Sebastian International, in the 1990's where she taught seasonal makeup collections throughout the United States and Canada. Throughout her career she has worked in film, television, reality television, commercials, fashion shoots, advertising, press junkets, and red carpet events. She loves to teach others and share her knowledge of the industry. Her client list includes: L'ANZA healing hair care, K-Swiss, Wal-Mart, Target, Montage Laguna Beach, Kodak, BBC America, Best Buy, Pet Armour, Mazda, McDonalds, Oxygen Network, Vybemobile, Toys R' Us, Giada at Home, *Ellen DeGeneres Show*, Megan Mullaly Show, the ESPY's and many more. As a freelance make-up artist working for 20 years, she continues to be a force in a very competitive industry.

KAT LASKEY

INSTRUCTOR

Kat Laskey is a native of Miami, Florida where she began her make-up career in 2004. After obtaining her GED from the state of New Jersey she went on to graduate with her BFA from Florida International University where she studied Stage Make-up in their theater department. She has received additional training from The Powder Group, the Joe Blasco Makeup Artist Training Center and Temptu, and has worked for and trained with MAC Cosmetics and MAC Pro in Chicago. Currently residing in Los Angeles, Ms. Laskey freelances as a make-up artist for print, music videos, commercials, film, and television, and provides on-site hair and make-up services for weddings and red carpet events.

MIKE MCCracken

INSTRUCTOR

Michael Shawn McCracken is a second generation Special Makeup Effects Artist living in Los Angeles. Michael began working professionally in the film industry while still attending high school. He has over 30 years' experience in makeup effects for film, television, stage and opera. Michael has received 2 EMMY nominations and was honored with an EMMY Award in 2007. Michael learned makeup effects from his father. Michael's father was taught and mentored by the Academy Award winning Makeup Artist, John Chambers. As a Makeup Effects Artist, John Chambers set the high standard for Makeup Effects and was instrumental in

advancing the art of makeup. Michael has continued in that proud tradition. Additionally, for the past several years, Michael has taught classes in advanced prosthetics for the Joe Blasco schools in Hollywood, CA and Orlando, Fla., as well at M.T.I. International makeup school in Thailand, and is now with Make-up Designory. Michael is proud to note that he was selected from an open competition within the industry to design and sculpt the Makeup Artist and Hairstylist Guild Award. This award is given out by the Make-up Artist Union, honoring the top makeup artists and hair stylists from around the world for outstanding achievements in motion pictures, television, commercials and live theater.

GILBERT ROMERO

ASSOCIATE DIRECTOR OF EDUCATION

Gil Romero has been an educator with Make-up Designory for over 15 years. He is a graduate of Willow Park High School in Apple Valley, CA, Cinema Make-up School in Los Angeles, CA and Make-up Designory. Additionally, he received training in make-up design and artistry from UCLA Extension and Schell Sculpture Studio, and has continued to further his own educational experiences by taking courses in management and instructional methodology through UCLA Extension, University of Phoenix, Victorville Community College, Skillpath and the Coalition of New York State Career Schools. Mr. Romero has lectured and demonstrated make-up techniques including injury simulation, the process of prosthetic construction and prosthetic application on behalf of MUD, both nationally and internationally. In 2009, he co-authored the second edition of *Make-up Designory's Character Make-up textbook*. As a professional make-up and special make-up effects artist, Mr. Romero has had extensive experience in film and television since 1995. His work has been seen on television shows and films including *The Unit*, *Scrubs*, *Prison Break*, *Untold Stories of the E.R.*, *The Sarah Silverman Show*, *The Late, Late Show with Craig Ferguson*, *The Shield*, *America's Next Top Model*, *Midnight Movie*, *Five Fingers* with Laurence Fishburne, *Route 666* with Lou Diamond Phillips, Rob Zombie's *House of 1000 Corpses*, tattoo transfers for Sherri Moon-Zombie in *The Lords of Salem* and effects for the short film *Wounded Embark of a Lovesick Mind* by author/illustrator and film director Gris Grimly. In addition to his film and television work, he has produced prosthetic make-ups and effects for Universal Studios' Hollywood and Tokyo live-action stunt show *WaterWorld*, the Anubis puppets for *The Mummy II: Chamber of Horrors*, *Busch Gardens Howl-O-Scream* event character "Jack", FuseTV/ Fangoria *Chainsaw Awards*, Lady Gaga and other live musical performers, and specialty trauma simulations for companies and professional organizations including one of the largest and most technologically advanced burn centers in the U.S., the Integris Burn Center.

GINA SANDLER

INSTRUCTOR

Gina Sandler has been a professional make-up artist for over 20 years. After graduating from Heritage High School in Conyers, Georgia, she moved to Los Angeles to work as a scenic artist in

the film and television industry. She is a graduate of Joe Blasco Makeup Artist training center in Hollywood and has worked as a make-up artist extensively in commercials, print advertising, and editorials. Ms. Sandler commercial client list includes: *Magnum Ice Cream bars*, *Canon*, *Simple Skin Care*, *Mercedes-Benz*, *EA Sports*, *Ford*, *Lincoln*, *Nike*, *Unilever*, *Taco Bell*, and *Seiko Watches*. Her print advertising clients include: *Sony*, *Billabong*, *Jaguar*, *Nikon*, and *Pepsi*. Ms. Sandler has also completed editorial work for publications that include *Vogue* online, *Detour*, *Glamour*, *LA Times Magazine*, *Paper*, *Shape*, *Arena*, and *Spin*. She continues to expand her artistic skills by taking extensive visual art workshops in sculpting, painting and drawing.

RAY SHAFFER

INSTRUCTOR

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

KARRIEANN SILLAY

INSTRUCTOR

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

KAREN STEIN

INSTRUCTOR

Karen Stein has been a professional freelance make-up artist for over 12 years. In order to learn her trade, she studied with professionals from Make-up Forever, Bobbi Brown, Temptu, MAC, and Make-up Designory. She recently was Department Head for the Hulu comedy Quick Draw, and has worked on television shows for Comedy Central, TLC, Food Network, PBS, DIY Network, BBC, History Channel, and GSN as well as the award-winning horror film, Babysitter Wanted. Her commercial work includes spots for Walmart, Guitar Center, and Realtor.com. Ms. Stein is a graduate of Berkmar High School in Lilburn, GA and received her BFA in theatre from Emerson College in Boston, MA.

PAUL THOMPSON

DIRECTOR OF EDUCATION

Paul Thompson is the Director of Education at Make-up Designory and is a professional make-up artist with 24 years of experience, and an educator with 18 years of experience. He graduated high school in California at La Quinta High School, and then attended Orange Coast College and UCLA extension classes to learn the art of make-up. In addition to his make-up education, Mr. Thompson has completed courses in curriculum design and writing with the University of Phoenix, completed all course work required for a designated subjects vocational teaching credential at UCLA, and completed all course work to achieve a full teachers license in the State of New York. Over the course of his career he has been licensed to teach in California, Florida and New York. Mr. Thompson founded Creature Creations, a special make-up effects company specializing in television, commercial and theme park projects. One project resulted in the creation of the very first silicone bodysuit for Luke Perry in *Robin Cook's Invasion*, an NBC mini-series. He also supervised film and television projects for the MUD/FX Group, a special make-up effects shop he co-founded. Mr. Thompson has held a number of educational specialist positions at several professional make-up schools including UCLA extension, and has lectured all over the world for major cosmetic companies such as MAC Cosmetics, Max Factor & Company, and Kryolan Cosmetics. Currently, he is responsible for the educational quality of the Los Angeles, New York and European MUD campuses which includes overseeing curricula, educational materials, and the recruitment and training of all faculty members. In addition to managing the development of curriculum for MUD's main campuses, seminars and company training programs, he also manages MUD's publishing endeavors. Mr. Thompson authored MUD's character textbook *Character Make-up*, published in 2005 and co-wrote the second edition, published in 2009. Over the course of his career, he has worked with many prominent actors, musicians, and entertainment personalities including Janet Jackson, Whoopi Goldberg, James Earl Jones, Jackie Chan, Matthew Broderick, Christopher Reeve, Jonathan Taylor Thomas, Cheech Marin, Pauly Shore, Traci Lords, John Dye, George Hamilton, Clint Howard, and Mark Kriski.

MARY ANNE TOCCALINO

INSTRUCTOR

Mary Anne Tocalino has been a professional make-up artist and consultant for the cosmetics industry for over 30 years. Since 1997, she has worked to develop a strong background in commercials, industrial videos, and print, for clients like Chrysler, General Motors, The Detroit Pistons, Merrill Lynch, Audi, K-Mart, Benetton, and Domino's Pizza. Ms. Tocalino has worked for major cosmetics companies including Lancôme, Ralph Lauren, Rene Guinot, Sothys, La Prairie, Dermalogica, MOP, Giovanni, and Sebastian. Her more recent fashion credits include Lux Life Fashion Evolution 2007 in Miami, Florida. Ms. Tocalino has also owned and operated her own business for over nine years. Her film and television credits include work as a Make-Up Supervisor for *Jelly* at the 2008 Sundance Film Festival, *The Big Story*, and *The Faith Hill Special* (NBC). She has worked with personalities such as Michael Jackson, Gary Oldman, Lily Tomlin and Rachel Hunter. Ms. Tocalino is a graduate of Radford Union High School in Radford, MI, Joe Blasco Makeup Artist Training Center in Hollywood, CA and Make-up Designory. Ms. Tocalino has her A.A. in Humanitarian Arts from Oakland University in Oakland, MI and an Esthetician's Degree from Virginia Farrell in Royal Oak, MI. Additionally, she has received make-up training from Lancome, MAC, Dermologica, Giovanni, Arbonne, Estee Lauder, Bumble & Bumble, and Toni & Guy; additionally, she has instructional methodology training from UCLA Extension and the Coalition of New York State Career Schools.

ADMINISTRATIVE STAFF

Donna Acosta	Admissions Advisor
Monica Ortiz	Admissions Advisor
Laura Valenziano	Registrar/Associate School Director
Sharon Rivera	Financial Aid Advisor
Christy Ruoff	Financial Aid Director
Miriam Adamyan	Career Services Advisor
Michelle Martinez	Career Services Advisor
Erika McCollum	Office Manager/Title IX Coordinator
Mary Karaoghlanian	Housing Coordinator
Cindy Jacuk	Controller/CFO
Myken Wang	Store Manager





Authentic Experience

Student Life

Authentic Experience

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

Career Development

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

Industry Insight

At MUD you will get the inside scoop from the world's most talked about artists working behind the scenes of today's film sets, runway shows and productions. Through MUD's relationships in the entertainment and fashion communities, you will enjoy regular group conversations with industry game changers during outstanding Industry Speaks events.

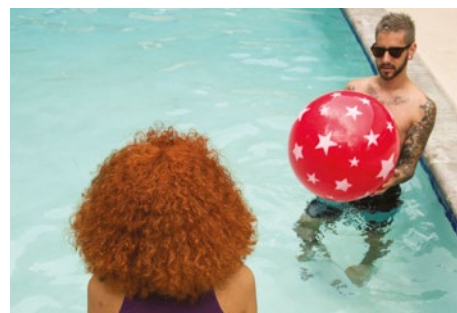
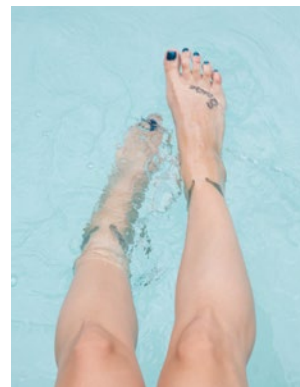
Student Discounts

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

International Students

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

Are you interested in working on major film, television or theater productions? Would you like to do make-up for music video and commercial shoots, or for fashion editorial and print advertising? Or would you rather own your own business, or consult for a high-end cosmetic brand? Whatever path you choose, we have been there, and we can help you get there too.



Local Area Resource Guide

Downtown Burbank is framed by the Verdugo Mountains and maintains its small-town appeal in spite of being a part of Los Angeles' sprawling metropolis. Strolling Burbank's pathways you can enjoy a variety of entertainment such as movies, a diverse range of restaurants, shopping, and services.

FRIENDS OF MUD

Make-Up Designory (MUD) is a vibrant part of the Burbank community. Many of the surrounding restaurants and businesses help support MUD's students by offering discounts and perks; they are the FRIENDS OF MUD.

Below are a few of the places where you will enjoy the benefits of being a MUD student.

DINING

The area surrounding MUD features a diverse array of restaurants to satisfy any mood. From a quick bite to an evening out, here are some of the places that offer discounts to MUD students.

ANOTHER BROKEN EGG

250 E. Olive Ave., Suite 110
American café (breakfast and lunch)

BURBANK BAR & GRILLE

112 N. San Fernando
American food and bar

CHIPOTLE

135 E. Palm Ave.
Mexican grill

THE FRENCH CREPE CO.

108 E. Palm Ave.
Specialty crepes

GORDON BIERSCH

145 S. San Fernando
Brewery & restaurant

GOURMET 88

230 N. San Fernando
Chinese food

GRANVILLE

121 N. San Fernando
Upscale American café

INDIA'S TANDOORI

142 N. San Fernando
Indian cuisine

KNIGHT GREEK

138 N. San Fernando
Greek cuisine

NORTH END PIZZA

212 E. Orange Grove Ave.
Boston style pizza

OCTOPUS JAPANESE RESTAURANT

227 E. Palm Ave.
Sushi

PINKBERRY

120 E. Palm Ave.
Frozen yogurt

STORY TAVERN

150 S. San Fernando
Hip tavern

THE GREAT GRILL

126 N. San Fernando
American cuisine

THE MELT

313 N. San Fernando
Sandwiches/casual eatery

WILD CARVERY

150 E. Olive Ave.
Sandwiches, burgers, salads, coffee

YOGURTLAND

304 N. San Fernando
Frozen yogurt



SHOPPING

Downtown Burbank offers a variety of stores ranging from local-owned boutiques to well-known retailers. You will be able to find what you are looking for- whether it be a unique gift or a new outfit for yourself! The following shops offer special discounts to MUD students.

ACTIVE RIDE SHOP

328 N. San Fernando, Suite 1
Skate clothing, shoes, and skateboards

GAME PORTAL

136 E. Palm Ave.
Video Games

LEE'S BEAUTY SUPPLY

147 N. San Fernando
Cosmetics & beauty

ZAMBA

331 N. San Fernando
Women's clothing,
jewelery and gifts

SERVICES

Whether you need something printed, to pick up some aspirin or to relax after a busy day, here are a few more places you will enjoy the MUD student discount.

CITY SALON & SPA

234 N. San Fernando
Hair salon & spa

EDEN NAILS & SPA

243 E. Palm Ave.
Nail & spa services

RA SPA

119 N. San Fernando
Organic spa

PRINTING MATTERS

222 E. Olive Ave.
Commercial Printing

BANKS

Getting your finances in order is an important part of your success at MUD and beyond. These banks offer discounts on their checking accounts for students.

BANK OF AMERICA

142 E. Olive Ave.

BANK OF THE WEST

100 S. San Fernando

WELLS FARGO BANK

900 N. San Fernando





LOS ANGELES RESOURCES

While not a part of the FRIENDS OF MUD program, the following resources are a quick reference for MUD students in need of child care services, medical care or other public services.

DAY CARE CENTERS

A RAINBOW SCHOOL (CONTACT CATHY)

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

MEDICAL & DENTAL CARE

LOS ANGELES CHRISTIAN HEALTH CENTERS

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

SABAN COMMUNITY CLINIC

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

SABAN COMMUNITY CLINIC

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

HOLLYWOOD WALK-IN CLINIC

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

WESTERN DENTAL CENTERS

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

PROVIDENCE ST. JOSEPH'S MEDICAL CENTER

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

LOS ANGELES FREE OR LOW-COST CLINIC

Hollywood Wilshire Health Center
5205 Melrose Ave. (corner of Wilton)
Los Angeles, CA 90038
323-653-1990
Mon-Thurs 8:30 am-5:00 pm
Walk-in/Sign-in 7:30 am-8:00 am & 12:30 pm-1:00 pm
Friday 8:30 am-5:00 pm
Walk-in/Sign-in 12:30 pm-1:00 pm
No walk-ins Friday mornings
To schedule an appointment at any of the Free Clinic Health Centers, please call 323-653-1990, Monday through Friday from 7:30 am to 5:00 pm.

WEST OAKS URGENT CARE CENTER

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

CALIFORNIA DENTAL GROUP

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

PUBLIC SERVICES

BURBANK POLICE DEPARTMENT

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

BURBANK FIRE DEPARTMENT

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

BURBANK PUBLIC WORKS DEPARTMENT

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

TRANSIT

MTA (LA BUS/TRAIN SYSTEM)

800-COMMUTE or www.mta.net

BURBANK BUS

818-246-4258 or burbankbus.org
City Cab
800-CITY-CAB

Housing and Transportation

Make-up Designory (MUD) would like to help students traveling from outside Southern California make an easy transition to living in Los Angeles. MUD maintains furnished student dorm style housing at the Avalon Burbank Apartments across the street from the school. A \$500 deposit is required to reserve a spot in housing and will be applied to the \$1200 security deposit. Rent is \$1200 per month and there is a \$200 maintenance and cleaning fee. Housing is provided on a first-come, first-served basis. MUD has also put together a list of resources where you can begin your search for other housing options. If you need housing assistance speak with the Housing Coordinator for a list of the most current options available. Cost of housing in the Los Angeles area can vary greatly. In Burbank, on average, you should expect to pay approximately \$2400 per month. MUD recommends those of you flying into Los Angeles choose the Bob Hope Airport in Burbank as it is located about five miles from the school. If you choose to fly into LAX (Los Angels International Airport), www.Shuttle2LAX.com is a good choice as they have a flat rate of \$20.00 from the airport to the school. Please call 888-920-2220 for details. If you are planning on using a car as your primary means of transportation to and from school you may purchase parking permits from the City of Burbank for \$50.00 per calendar month. Permits are only necessary for day students, and pricing is subject to change without notice.

HOUSING RESOURCES

LONG TERM HOUSING RESOURCES

WESTSIDE RENTALS

Is a rental-finding service that provides listings for 16,000 apartments and homes throughout Southern California. Westside Rentals charges a small fee to utilize all of their search features, including one-on-one rental advice. 310-395-7368 www.westsiderentals.com

MY CHEAP APARTMENTS

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

1200 RIVERSIDE APARTMENTS

Conveniently located near Burbank's Entertainment Industry, the Burbank Airport, the Los Angeles Equestrian Center, Universal City, and Griffith Park. 1200 Riverside Apartments is close to the freeway and accepts small dogs. 1200 Riverside Drive, Burbank, CA 91504 818-843-2441 www.liveatalliance.com/1200riverside

RANCHO LOS FELIZ

Is a corporate-type housing complex. It is approximately four miles from the school and there is direct bus service to the school. Furnished efficiencies and studios are available by the month. 3205 Los Feliz Blvd., Los Angeles, CA 90039 323-663-2626 www.rancholosfeliz.com

TOWN CENTER APARTMENTS

Offers luxurious living located in the heart of the Media Center, just minutes from major studios, shopping, dining, and recreation. One bedroom, one bedroom loft, two bedroom flats, and two bedroom townhouses style apartments are available as are fully furnished options. Ask for MUD discounts and short-term leases. 933 Andover Drive, Burbank, CA 91505 818-845-2220 www.burbankaptsTCA.com

OAKWOOD CORPORATE HOUSING

In Toluca Hills and is a beautiful, resort-like property that offers furnished apartments, approximately three miles from the school. Ask for Lila Cross to receive MUD discounts. 3600 Barham Blvd., Los Angeles, CA 90068 323-878-2100 www.oakwood.com

AVALON BURBANK

Is an excellent choice for housing in the Burbank area. These luxury apartments are located in a great neighborhood, approximately 1 block from the school. 350 S. San Fernando Blvd., Burbank, CA 91502 866-430-4243 www.avaloncommunities.com

SHORT TERM HOUSING RESOURCES

THE BURBANK EXTENDED STAY INN

A small apartment complex that offers weekly and monthly rates for fully furnished studio apartments. All apartments include stove, refrigerator, kitchen utensils, linens, and weekly maid service. Be sure to ask for the MUD discount. 2021 W. Olive Ave., Burbank, CA 91506 818-848-9048 www.esinns.com

HOLIDAY INN BURBANK

Offers daily to monthly rates and is conveniently located across the street from the school. 150 E. Angeleno Ave., Burbank, CA 91502 818-841-4770 www.holidayinnburbank.com

FURNITURE RENTALS BROOK FURNITURE RENTALS

877-285-RENT www.bfr.com
Cort Furniture Rentals
800-962-CORT www.cort.com
Fashion Furniture Rental
888-432-4196
www.fashionfurniture.com



School Services

FINANCIAL SERVICES

The Make-up Designory (MUD) Financial Aid Department can provide information and assistance to students concerning a variety of finance options for their education. The primary purpose for financial aid is to provide assistance to students who may not be able to afford to attend classes through their own means.

MUD understands that financing an education can be one of the most complex issues that students face. For this reason, MUD's Financial Aid staff is available for all students and families who would like to discuss their financing options. Additional assistance and updates can be found at MUD's Financial Aid website: mudfinaid.com. Prospective students should be sure to select the campus at which they intend to enroll for correct information.

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

FEDERAL FINANCIAL AID

Federal aid is available for qualified students who are enrolled in eligible programs. MUD highly recommends that all students take advantage of any federal aid for which they may be eligible. To apply, complete a Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov. Make-up Designory's Los Angeles Campus school code is 040924. Detailed information on financial aid assistance can be accessed on the school's Financial Aid website: mudfinaid.com.

PRIVATE STUDENT LOANS

Before looking into private student loans, prospective students should investigate federal student aid. Federal student aid may be more favorable than the provisions of private education loans such as providing a range of flexible repayment options including but not limited to, income-based repayment and income-contingent repayment plans, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income. If a student has exhausted all of his or her financial aid options (grants, scholarships, federal loans, etc.) and still needs money for school, he or she may want to apply for a private loan. These loans are generally based on credit worthiness rather than financial need. Please visit the school's Financial Aid website: mudfinaid.com to view the preferred lender list and detailed information.

INSTITUTIONAL FINANCING PROGRAM

Institutional financing is available to students who qualify and enroll at Make-Up Designory's Burbank Campus. Institutional financing is not available for enrollment at Make-up Designory's New York campus.

Students enrolling in a FAFSA-eligible program may apply for institutional financing for the remaining tuition and lab fee costs not covered by federal or private financial aid funding. FAFSA and private funding must be applied for first. Upon confirmation by the Financial Aid Office that the student could not secure all of his or her funding through FASFA/private funding, the student may apply for an institutional loan by completing a credit application.

Students enrolling in a course or non-FAFSA eligible program may apply for institutional financing for tuition, lab fees and supplies. The student may apply for an institutional loan by completing a credit application.

Must be at least 18 years or older at time you apply. Eligibility requirements include having a valid social security number and demonstrating a willingness and ability to pay which includes: having an established credit history; debt to total income evaluation; review of payment history on other types of credit including student loans. Student may apply with a cosigner to meet eligibility requirements.

The interest rate is fixed at 10%. Minimum monthly payment is \$100 per month with a repayment period between 5 – 10 years. Monthly payment and repayment period will vary based on amount being financed. Repayment begins 30 days after student's enrollment start date. There is no origination fee, no prepayment penalty and there are no deferment options available for this loan. A late fee is charged when payment is received 10 or more days late.

Borrowers may apply to release their cosigner from the loan after they make 12 on-time principal and interest payments and meet credit requirements. Releasing the cosigner will not change the interest rate on the loan.

Truth in Lending Act (TILA) disclosures will be provided as applicable. MUD's institutional loan is serviced by Tuition Financing Corporation (TFC), all payments must be paid directly to TFC.

FINANCIAL AID FOR INTERNATIONAL STUDENTS

Prospective students from other countries should contact the Ministry of Education or Department of Education of their native government. Many of these agencies provide financial assistance to individuals who wish to study abroad, particularly in career fields for which training is not readily available in their home country. MUD is ready to assist any agency in evaluating our qualifications to be recognized as a viable vendor.

For citizens of the UK, you may find information on financial assistance to support your learning by visiting www.skillsfundingagency.bis.gov.uk or calling 0845 377 5000.

VETERANS BENEFITS

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

TUITION

Students enrolling at MUD are responsible for meeting the financial commitments required in order to attend school. At MUD, the enrollment process is not complete until a student can confirm that he or she is financially capable of covering the costs of school registration, tuition, and supplies. Students must also demonstrate that they can cover the mandatory costs of make-up kits and materials, which are separate from school charges. Payment is not due until the first day of class, however, MUD asks that that tuition for all courses and, at minimum, half of the tuition of programs is paid two weeks prior to the first day of class to ease the transition into school; the second half of the tuition for programs is due at the 50% midpoint of the program. Payments for supplies are considered separate from tuition payments, and should be payable directly to the MUD student store. Students who require financial assistance with their tuition are encouraged to contact the Financial Aid Office as soon as possible.

PAYMENT

MUD accepts business or personal checks, money orders, cashier's checks, traveler's checks, and major credit cards. Payments can be made via PayPal using ar@mud.edu. MUD also accepts cash, but strongly discourage any cash payments in excess of \$1,000.00. In addition, MUD currently accepts vouchers from Vocational Rehabilitation and Veterans Affairs (VA) benefits. Please make all checks payable to Make-up Designory. If students prefer to pay for materials up front along with tuition, please note that it is included when writing the check. Once the check has cleared (approximately one week), the student will be given a credit in the form of a Student Materials Card, which can be used to purchase supplies in the MUD shop. Students can call the MUD shop to see if their Student Materials Card is available for pick up, but should allow enough time for checks to clear.

STORE CREDIT

Students receiving financial aid assistance or third party funding for supplies may have their funds sent directly to the school. MUD will issue a Student Materials Card for purchase of supplies at the MUD shop. If a student requires a refund check, he or she should visit the Administrative Office and fill out a Refund Request form. If an unclaimed refund remains on the student's account at the time of his or her graduation, a refund check will automatically be issued to the appropriate party in order to close the student's account.

CAREER SERVICES

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

THE MUD JOB BOARD

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

PROFESSIONAL DEVELOPMENT LECTURES

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

Some of the recent speakers include:

Lora Arellano	Tami Lane
Tym Baucharern	Madeline Leonard
Denika Bedrossian	Brad Look
Kevin James Bennett	Todd Macintosh
Kelsey Berk	Viviana Martin
Fred Blau	Bart Mixon
Barney Burman	Peter Montagna
Rob Burman	Kyrsta Morehouse
Lois Burwell	Christopher Nelson
Sue Cabral-Ebert	Alex Noble
Jeff Dawn	Douglas Noe
David DeLeon	Craig Reardon
Dave Dupuis	Randy Sayer
Nicole Faulkner	Chloe Sens
Rob Freitas	Robert Short
John Goodwin	Bruce Spaulding Fuller
Joel Harlow	Thomas Surprenant
Gavin Hignight	Christien Tinsley
Heidi Holicker	Jill Tomandl
Darren Jinks	Todd Tucker
Steve Johnson	Vincent Van Dyke
Stefan Kapicic	James Vincent
Robert Kato De Stefan	Mark Viniello
Rachel Kooyman	Michael Westmore
Barry Koper	Crystal Wright
Eryn Krueger Mekash	Louie Zakarian

PERSONAL SUPPORT

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

ADDITIONAL ASSISTANCE FOR ABILITY TO BENEFIT STUDENTS

The progress and success of our students is of the utmost importance to MUD faculty and staff. For this reason, we devote extra attention to the arrangements we make for our students who are enrolled through our Ability to Benefit (ATB) program. Out Student Services Department is prepared to aid students who are having difficulties, whether they are academic, health-related, or behavioral issues. While most of our ATB students have been highly successful, we make special note of those who might need extra assistance; when possible, we try to actively seek them out, and direct them toward the appropriate resources, where they can get the help they need.

The following resources are located within proximity to the school:

ACADEMIC ASSISTANCE

Achievement Center
1528 Canada Blvd, Suite #103, Glendale, CA, 818-551-0055

MENTAL HEALTH AND COUNSELING

LA Free Clinic
8405 Beverly Blvd, Los Angeles, CA, 323-653-8622 Ext. 1755

VICTIMS OF ABUSE OR VIOLENCE

YWCA of Glendale DV Project
1007 S. Central Ave, Glendale CA, 818-242-1106

LEARNING RESOURCE CENTER

MUD is dedicated to providing all students and graduates with access to a comprehensive source of research material related to the field of make-up artistry. The research conducted in the Learning Resource Center is essential becoming familiar with the professional make-up industry. For this reason, faculty and staff actively promote the frequent use of the materials and resources available. In the MUD Learning Resource Center, students can review notes, study course materials, and conduct research on award-winning make-up artists, popular products and specialized techniques. Students may use the computer workstations to access the Internet and review photographs of work. The Learning Resource Center is equipped with computer workstations with networked printing capabilities using standard inkjet printers and photocopy machines. These printers and copiers allow any student or graduate an on-campus option to reproduce images or source materials that may provide inspiration in the classroom or for professional assignments. Each workstation with a desktop PC includes software such as Microsoft Office applications Word, Excel and PowerPoint, as well as photo viewing and editing programs. The Learning Resource Center also provides MUD students and graduates with wireless Internet connectivity with access points located throughout the campus.

AMERICANS WITH DISABILITIES ACT POLICY

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

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

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

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

DIRECTORY OF INFORMATION

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

SERVICES AND SUPPORT

Academic Advising
ADA Compliance Coordination
Address Changes
Admissions Information
Attendance Information
Billing Information
Career Advising
Certificate or Diploma Inquiries
Cosmetic Company Discount Letter
Course or Program Changes
Enrollment Verification Letter
Financial Assistance
Graduate Employment Assistance
Housing Assistance
I-20 and Visa Inquiries
Leave of Absence
Parking Information
Teacher Reference Letter
Title IX Questions or Complaints
Transcript Request
Tuition and Payments
Tutorial Services

PLEASE VISIT

Lead Instructor
School Director
Registrar
Admissions
Registrar/Instructors
Accounting
Career Services
Registrar
Registrar
Admissions
Registrar
Financial Aid
Career Services
Admissions
Admissions
Registrar
Reception
Instructors
Title IX Coordinator
Registrar
Accounting
School Director/Lead Instructor
Admissions
Admissions/Registrar

Veterans Benefit Information
Withdrawal from Program or Course

Admissions

ENROLLMENT PROCESS

In order to enroll in any Make-up Designory (MUD) course of study, students must first complete a Student Application Form and submit a registration fee of \$100.00. All prospective students must also submit proof of high school graduation or equivalent. Acceptable items for documentation for prospective students who attended secondary school in the U.S. include a high school diploma, G.E.D or Bachelor's Degree. Prospective students who attended secondary school outside of the U.S. must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/ customary secondary education in their native country (all records covering secondary school work must be submitted for evaluation to determine that acceptable minimum requirements have been met); the equivalent of a Bachelor's degree will also be accepted. Transcripts supplied as documentation must be original and/ or school-submitted documents. Students in all courses must be 18 or have parental consent. Students who are 18 years of age, and are not able to provide proof of high school completion or the equivalent may be eligible for admittance in the Fashion Make-up Artistry or Film & Television Make-up Artistry programs or any of our individual courses by passing a basic skills test through our Ability to Benefit (ATB) program. These tests may be taken online or scheduled through our Admissions Office and are administered by an authorized agent of Wonderlic Basic Skills Tests. In order to pass, prospective students must obtain a minimum score of 200 in Verbal and 210 in Quantitative.

As a part of the enrollment process and before securing a seat in class, all potential students are required to complete an interview process. The interview process includes a formal conversation with an Admissions Advisor and extends into interaction with other departments via phone conversations, e-mail correspondence, and in-person meetings. During the formal conversation, Admissions Advisors will gain pertinent information from the prospective student to determine educational and career goals. It also allows the prospective student to ask Advisors questions about the school and discuss expectations. The rest of the interview process is based on interaction with the faculty and staff at MUD; this helps to determine if the prospective student is a good fit for school. MUD has set a

high level of standards for students and graduates and it is important that the student body accurately reflect that by demonstrating a professional demeanor and good communication skills. If MUD determines that any part of the interview process has not met their expectations, they reserve the right to deny enrollment based fully or in part on the decisions from the interview process.

Student Information Forms may be obtained at the Administrative Office or through an Admissions Advisor, at the back of this catalog, or may be completed online at www.mud.edu. MUD class size is limited, and availability is determined on a first-come, first-served basis. For this reason, students are encouraged to enroll as soon as possible to ensure they get their first-choice date.

In order to complete the enrollment process, students must confirm that they have secured their finances to attend school. MUD offers a number of methods by which tuition can be paid and the Financial Aid and Admissions Departments will assist each student in finding the method that best suits him or her. Tuition is not due until the first day of class, however MUD asks that the first tuition payment is made two weeks prior to the start of classes to help make the transition to school easier. For those students who have secured their own funding, tuition for all courses require payment in full prior to the start of class; programs require at least 50% of tuition to be paid prior to the start of class and the remaining balance to be paid at the midpoint of the program. In addition, students must return all signed enrollment agreements and supporting documents. MUD provides courses and training in English only. MUD courses and training are not available in additional languages.

NON-DISCRIMINATION POLICY

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

TRANSFER OF CREDIT POLICY

Upon evaluation, Make-up Designory will allow a transfer of credit from courses taken at either our New York or Burbank campuses and authorized MUD Studios and Partner Schools. Students may only add on classes to comprise programs that are longer in length than the initial enrollment; transfers to programs that are shorter in length from the initial enrollment are not permitted, however students may discontinue attendance via the school's withdrawal policy, and the school's refund policy will be applied.

In order for students wishing to transfer hours from a MUD Studio or Partner School to bypass Beauty 101 and matriculate into a program at MUD, the student must have completed Level I and Level II studio courses. For students who have completed less than Level II, but at least Level I, a tuition credit will be granted equal to 84 hours at the current hourly rate of tuition, but the student must successfully complete the Beauty 101 portion of the program's curriculum. Graduates of Bellus Academy's MUD Make-up Artistry course will be allowed to bypass Beauty 101, be given a credit for 210 hours of coursework, and matriculate directly into a program at a Make-up Designory.

Prospective students who are eligible for Veteran's Affairs funding are required to submit transcripts from all previous post-secondary educational institutions for evaluation by Make-up Designory. Previous school transcripts will be evaluated and credit will be granted as appropriate and are not limited to MUD's Los Angeles and New York Campuses, authorized MUD Studios and Partner Schools.

In order to qualify for evaluation of a transfer of credit, courses that are being transferred in must be eligible for a certificate of completion from the school of origin. At minimum, 25% of the credits required for the program's completion must be taken at the school awarding the Diploma. Previously taken courses will be noted in the student's file and the cost of the program will be adjusted according to the number of hours being transferred in and the current hourly rate of tuition. Approvals of transfers of credit are at the sole discretion of Make-up Designory. No credit is awarded for experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

MAKE-UP KITS AND MATERIALS

It is the student's responsibility to purchase the required materials before the first day of class. Students are not required to purchase their supplies from the student store. The actual total cost of materials may vary, depending upon whether students have already purchased, or already own materials prior to registration. However, actual costs for materials will not exceed the approximations provided. Students using financial aid funds to pay for their supplies are issued a Student Materials Card one week prior to the start of class. Students may opt out of receiving a Student Materials Card by notifying their Financial Aid Advisor in writing. A detailed list of supplies needed for each class can be found at: supplies.mud.edu.

ORIENTATION

Orientation is held for new students prior to the start of class so that they may have a chance to meet the Administrative Staff, discuss what to expect as a new student, and tour the school. Orientation is not mandatory, but is highly recommended for newly enrolled students and their families or friends who may have questions about any of the school's policies or operations. It is beneficial to the students to bring a pen and paper to their scheduled orientation as there is important information discussed and forms to fill out; some students may be called upon to complete paperwork in the Administrative Office during this time. Students should make an appointment with the MUD Shop to buy supplies prior to orientation. It is not recommended that students wait until orientation to buy supplies as the MUD Shop can be quite busy with other students making last minute purchases. Orientation is typically held on the business day prior to the start of class. Once a student has been admitted, his or her Admissions Advisor will be in touch regarding the specific date and location of orientation.



International Students



STUDENT VISAS

This school is authorized under federal law to enroll nonimmigrant students. Make-up artistry is a visual art, however, minimal English language proficiency is required. Proficiency is evidenced by a U.S. High School Diploma, GED or the equivalent in a country where English is a primary language. For students who completed secondary school in a country where English is not a primary language, evidence of the successful completion of a secondary school- level English course or a minimum TOEFL score of 50 will be required. MUD is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the school. The school's I-20 document is only valid for an M-1 visa, and can only be provided for the period of time during which the student is registered at MUD. The M-1 visa is for students only, and does not authorize external work experience.

ENROLLMENT PROCESS

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

After a student receives the MUD enrollment package and I-20 document, he or she must pay a Student and Exchange Visitor Information System (SEVIS) visa processing fee (I-901) of \$200.00 U.S. dollars through the U.S. State Department website: <https://www.fmjfee.com/index.jhtml>. After paying the fee, students should print and retain a receipt as proof of payment. This fee must be paid before the student appears at the U.S. Embassy.

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

by phone or e-mail, to let them know that they are ready to attend school. MUD urges all students who have questions about their embassy appointments or about preparing for their trips to contact the Admissions Advisors.

Once a student has arrived in the U.S. at an American Port of Entry (airport, seaport or border gate), he or she will need to furnish both a passport and I-20 documentation to U.S. Customs. The Customs official will stamp the student's passport with the arrival date. MUD will be notified through the SEVIS database that the student has entered the U.S. Students are required to report to school no later than 10 days after arrival. MUD realizes that it may take students some time to get situated and adjust to new surroundings; however, a student must appear at the school and MUD must verify a student's arrival in the SEVIS database within 10 days in order to avoid incurring problems with the student's visa status.

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

M-1 VISA SPECIFICS

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

INTERNATIONAL STUDENT RESPONSIBILITIES

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

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

MUD ADMINISTRATIVE OFFICE RESPONSIBILITIES

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

- Publishing the initial I-20 form
- Updating SEVIS records after a student has arrived and checked in with his or her

- Admissions Advisor
- Reporting courses or program changes
- Reporting a leave of absence (LOA)
- Reporting poor attendance and grades
- Reporting program completion

TRANSFERRING SCHOOLS OR EXTENDING VISAS

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

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

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

SCHOOL BREAKS AND HOLIDAYS

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

GRADUATES

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

MUD INTERNATIONAL STUDENT SERVICES

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

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

INTERNATIONAL STUDENT CAREER SERVICES

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

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

GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

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

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

HELPFUL LINKS FOR INTERNATIONAL STUDENTS

Make-up Designory (MUD) website:
<http://www.mud.edu>

For information about embassies and consulates in most countries, please visit the U.S. Department of State website:
<http://www.usembassy.gov>

For information about visas, transfers and travel, please visit the U.S. Citizenship & Immigration website:
<http://www.uscis.gov/portal/site/uscis>

Prior to an embassy appointment, students can pay their SEVIS fees and print a receipt at the SEVIS I-901 Processing Fee website:
<http://www.fmjfee.com/i901fee/>

School Policies

RULES OF CONDUCT

Make-up Designory (MUD) knows that the students, instructors, and administrators who meet in school today are the professionals who will be working together in the future. This is why they work hard to maintain an atmosphere of respect and courtesy. MUD asks that their students treat the school environment like a professional environment and maintain proper personal and professional hygiene at all times. MUD students are also expected to maintain their workstations and classroom at a professional level of presentation. Students are required to clean their equipment, stations, and mirrors at the end of each day of class. In addition, each instructor will outline any additional rules that are pertinent to his or her classroom, including cell phone usage, eating in class, chewing gum, and more.

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

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

Students are required to complete homework assignments in addition to daily class assignments. Each instructor will assign the homework, along with its due date. Homework turned in on time will receive full credit. Homework turned in late will receive half credit. If a student is absent on the day homework is due, he or she may turn in the assignment for full credit on the first day back from the absence. If the student is missing assignments or tests or has missed class time, the instructor will provide him or her with a plan to help get caught up and additional practice or testing periods can be scheduled. Students who are required to make up missed assignments, tests or time are encouraged to do so while they are still attending class. Final grades are posted on a designated board located in one of the student areas no more than five business days after the course completion.

Each MUD student must read and accept these written Rules of Conduct.

DRUG AND RULES OF CONDUCT VIOLATION POLICY

At the discretion of the administration, a student may be placed on a two-week probation, given a suspension, or dismissed, and his or her enrollment terminated, for violating the school's published Rules of Conduct. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; bringing weapons to school; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and if applicable, the Return of Title IV Funds Policy, for more information. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

Eligibility for federal student aid may be affected if the student has a drug-related conviction but can be reinstated at an earlier date with the completion of an acceptable drug rehabilitation program. For more information on federal student aid eligibility and/or acceptable drug rehabilitation programs, please see the Financial Aid Office or refer to the school's Financial Aid website: mudfinaid.com

DISCIPLINARY APPEALS PROCESS

MUD students have the right to appeal any disciplinary action in writing. Written appeals will be reviewed and evaluated by the School Director. The appeal must be received within 3 days of the initial action, and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the School Director shall issue a written response within 3 days.

ATTENDANCE POLICY

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

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

Students not meeting the minimum attendance requirement of 90 percent may be subject to administrative action up to and including termination. At the discretion of the School, students that do not meet, or are in jeopardy of not meeting, the attendance standard may be required to attend unscheduled hours to remediate lesson material or practical applications as deemed necessary by the course Instructor or a Lead Instructor.

CANCELLATION OF CLASS

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

GOOD HEALTH AND VACCINATION POLICY

MUD asks that students refrain from coming to school when in poor health as illness can spread quickly in tight quarters. However, there are no excused absences and missed class time will be recorded. Students are allowed to miss 10% of a course or program (depending on the student's enrollment), so it is important to attend class when healthy so absences can be used for emergencies (this averages out to be one half day of class per week or one full day of class every 2 weeks). Vaccination records are not required to attend, but MUD stresses the importance of routine vaccinations.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

- **Qualitative Standard: Achieve standard of C (70 percent) in preceding course(s)**
Students must have a grade of C or better in each course prior to the evaluation point.
All grades from completed classes, current classes, repeated courses, failed courses, withdrawals and transferred hours are taken into account.
- **Quantitative Standard: Attend a cumulative 90 percent of the program hours**
Students cannot miss more than 10% of their total hours scheduled up until the evaluation point. All attended hours are included in making this calculation.
- **Quantitative Standard: Pace of progression must be at 67 percent**
Students must be finishing courses in their chosen program at a rate that will allow them to complete their program with the 150 percent maximum time frame.

GRADING POLICY

All MUD courses use a standard grading scale.

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

INCOMPLETE / WITHDRAWAL / FAIL GRADES

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

COURSE EVALUATION PERIODS

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

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

PROGRAM EVALUATION PERIODS

Satisfactory Academic Progress (SAP) is measured at the 25 percent and 50 percent points of a student's enrollment. If a student's academic success is in jeopardy, additional evaluation points as outlined in "Course Evaluation Periods" above may be identified. Evaluations for Satisfactory Academic Progress are conducted as follows:

- Master Make-up Artistry Program <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 812 <i>203 clock hours</i> <i>406 clock hours</i>
- Multimedia Make-up Artistry Program <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 602 <i>151 clock hours</i> <i>301 clock hours</i>
- Film & Television Make-up Artistry Program <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 420 <i>105 clock hours</i> <i>210 clock hours</i>
- Fashion Make-up Artistry Program <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 392 <i>98 clock hours</i> <i>196 clock hours</i>
- Beauty 101, Special Make-up Effects 201 & 301 <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 210 <i>53 clock hours</i> <i>105 clock hours</i>
- Beauty 201 <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 105 <i>26 clock hours</i> <i>53 clock hours</i>
- Beauty 301 <i>25 percent evaluation:</i> <i>50 percent evaluation:</i>	Total clock hours: 77 <i>19 clock hours</i> <i>39 clock hours</i>

SATISFACTORY ACADEMIC WARNING,
TERMINATION AND PROBATION

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

FINANCIAL AID PROBATION AND REINSTATEMENT

If at the 50 percent evaluation point, a student is not meeting SAP, he or she will lose Title IV financial aid eligibility for the remainder of the payment period. The student may have his/her financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Please see, “APPEAL PROCESS” for more information on this procedure. If probation status is granted, the student is placed on Financial Aid Probation for one payment period and Title IV aid will be reinstated.

APPEAL PROCESS

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

CHANGING PROGRAMS

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

REINSTATEMENT OF ENROLLMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supporting documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the decision within 3 business days following the receipt of the request.

REPEATING COURSES

Students may be permitted to repeat a course at the discretion of the School Director or the Director of Education. Students who wish to receive approval to repeat a course will be responsible for purchasing supplies for the repeated course. At the School Director’s discretion, tuition may be waived. Also at the School Director’s discretion, if the repeated course falls within the maximum time frame, the grades for the repeated course can be averaged with the grades from the prior attempt at the course; the new final grade will be used in calculating SAP.

MAXIMUM TIME FRAME

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

Students enrolled in the Fashion Make-up Artistry and Film & Television Make-up Artistry programs are allotted a maximum of 18 weeks to complete all course work. Multimedia Make-Up Artistry program students are allotted 27 weeks and Master Make-Up Artistry program students are allotted 36 weeks. Students enrolled in the Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301 courses have a maximum of 9 weeks to complete all coursework, and Beauty 201 & 301 students have 5 weeks.

SAME AS OR STRICTER THAN

The school’s SAP Policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid. The 50 percent point evaluation marks the end of the payment period and will be used to measure SAP for Title IV aid purposes.

ACADEMIC YEAR DEFINITION

900 clock hours and 26 weeks
35 clock hours per week

PROBATION AND
TERMINATION POLICY

All MUD students are expected to maintain specific standards of Satisfactory Academic Progress (SAP) and meet the school’s attendance policies. Students who fail to meet these standards will be subject to administrative action up to and including probation and termination. Students may also be subject to administrative action for violation of the school’s published Rules of Conduct. Students who are terminated may appeal the decision. Please see, "APPEAL PROCESS" for more information. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; bringing weapons to school; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and, if applicable, the Return of Title IV Funds Policy, for more information. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

GRADUATION REQUIREMENTS

- In order for a student to graduate, he or she must:
- Achieve a grade of 70 percent (C) or better in each course
 - Attend 90 percent of the scheduled hours
 - Satisfy all financial obligations to the school
 - Satisfy all administrative obligations

Students enrolled in individual courses are required to complete their course with a grade of 70 percent (C) or better and must attend

a minimum of 90 percent of the scheduled course hours in order to graduate. Upon completion of these requirements, a certificate shall be awarded. These courses include: Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, and Special Make-Up Effects 301.

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

Students that fail to meet the school’s graduation requirements for a course will receive a failing grade; students who fail to meet the school’s graduation requirements for a program receive a status of incomplete. Grades and status will not be changed until the student meets the minimum standards required for graduation. A student that fails to meet the graduation requirements for his or her program must return immediately following their scheduled program end date and complete all missing program requirements within 10 business days. If a student does not meet graduation requirements within the 10-day period, the student may petition the School Director for an extension prior to the end of the 10-day period. In any and all situations, students cannot exceed the maximum timeframe. Completion of these minimum requirements cannot exceed 1.5 times the original program length. Students who do not report to the school within 10 days of their scheduled program end date to complete will be unofficially withdrawn from the school and the unofficial withdrawal policy will be applied. Non-graduates are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance. Non-graduates include students who have a Terminated, Withdrawn, Dropped or Incomplete status.

Students should make arrangements with their instructor prior to the scheduled end date to make up missed work. All missed work must be documented accordingly. Please note that assignments turned in late without a legitimate excuse (e.g. absence) will only be given half-credit.

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

LEAVE OF ABSENCE (LOA) POLICY

In the event that a student is not able to attend class for an extended period of time, he or she may apply for a LOA, which must be granted by the School Director prior to the start date of that absence. Please note that the School Director may approve or deny the student’s LOA request at his or her discretion. The maximum LOA or absences may not exceed 60 days. LOA applications are available at the MUD Administrative Office.

Students must return to the school and resume their courses at or before the point where they left off on or before the LOA expiration date. Should a student fail to return to the school within the time allotted for the LOA, the leave shall expire and the student's incomplete grade will be converted to a failure.

LAST DAY OF ATTENDANCE

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

DATE OF DETERMINATION

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

OFFICIAL AND UNOFFICIAL WITHDRAWALS

A student is considered to be "Officially Withdrawn" from the school when he or she notifies the administrative office in writing of his or her intent to terminate a program. Students who "Officially Withdraw" will receive a grade of "W" for all courses not completed.

Students who do not notify the Administrative Office in writing of intent to withdraw from the school and are absent from classes with no contact for more than 10 business days are considered to be "Unofficially Withdrawn." Students who "Unofficially Withdraw" will receive a grade of "F" for all courses not completed.

CONSEQUENCES OF WITHDRAWAL

MUD is committed to the success of our students, and to helping students stay in school and reach their educational goals. It is our Financial Aid Office's intent to inform federal aid recipients to seriously consider the implications of the Return of Title IV Funds Policy. MUD urges students who are having difficulty in their classes to seek assistance from their instructors. With this in mind, it is important to note that Title IV recipients who withdraw from their programs may become liable for unpaid institutional charges that are due to the school. Federal grant recipients who withdraw from their programs prior to completing 60 percent of the enrollment period may owe a repayment to the U.S. Department of Education. Any balance due to the school as a result of withdrawal is due within 45 days of

a student's LDA. Students who owe a balance to the school must pay that balance before registering for future classes. Additionally, withdrawn students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

CANCELLATION AND REFUND POLICY

Students who want to cancel and request a refund in writing within seven days of their first day of attendance at Make-up Designory will be refunded the registration fee and tuition paid, in full. After the seven days have elapsed, the registration fee becomes non-refundable and the school's established refund policy is effective.

In addition, students may withdraw from a course or program after instruction has started and receive a pro-rated refund for the unused portion of the tuition as well as other refundable charges if the student has completed 60 percent or less of the course or program. In this case, the student's Last Day of Attendance (LDA) is the date from which the school will calculate the pro-rated refund. The student will be charged for all days up to, and including, the LDA. The LDA is defined as the last day that the student attends the course or program.

All refunds will be paid within 45 days of the Date of Determination.* MUD will also refund payments collected from a third party. Should MUD cancel or discontinue a course or educational program, the school will issue an appropriate refund of all charges. All refunds will be paid within 45 days of the cancellation date.

**For more information about calculating this date, please see Date of Determination Policy.*

RETURN OF TITLE IV FUNDS POLICY

The U.S. Department of Education has established the Return of Title IV Funds (R2T4) Policy to determine the amount of federal student aid earned when a student withdraws prior to completing his or her program. The R2T4 policy applies to Title IV recipients. It includes Title IV Aid that was disbursed, or aid that could have been disbursed, during the enrollment period.

If a Title IV Funds recipient withdraws, the amount of Title IV assistance that the student has earned up to that point is determined on a pro-rata basis, through 60 percent of the enrollment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the enrollment period as of the date of determination of the date of withdrawal, by the total number of clock hours in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, he or she has earned all of the Title IV funds due for the enrollment period. For example, if the student completes 30 percent of the enrollment period, he or she has earned 30 percent of the assistance they were originally scheduled to receive in the enrollment period.



Students who withdraw prior to receiving their federal funds may be entitled to a post-withdrawal disbursement. In order to qualify, these students must meet current required conditions for a late disbursement within the allotted eligibility period.

PROCEDURE FOR NOTIFYING STUDENTS OF REPAYMENTS OWED TO THE U.S. DEPARTMENT OF EDUCATION

If it is determined that a student owes a repayment of grants to the U.S. Department of Education, that student will receive a letter notifying him or her of this debt within 30 days after determination of the withdrawal. The student has 45 days to respond to the notice that he or she owes an overpayment. The student must either repay the amount in full to the school or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to respond within the 45-day time frame, fails to repay the overpayment, or fails to make payment arrangements, that student will lose his or her eligibility to receive future federal financial aid at any institution.

REFUND DISTRIBUTION

Make-up Designory (MUD) will return unearned Title IV funds no later than 45 days from the date of determination that the student has withdrawn. Funds will be returned in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

DEFINITION OF CLOCK HOURS

MUD defines a clock hour as 50 minutes.

COMPLAINT POLICY

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

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

SEXUAL HARASSMENT/SEXUAL VIOLENCE COMPLAINTS

All student grievances related to sexual harassment or sexual violence allegations should be reported to the Title IX Coordinator and handled in compliance with the "Sexual Harassment and Sexual Discrimination" policy found in this catalog.

MUD SHOP RETURN POLICY

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

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, 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 determined there was a significant decline in the quality or value of the program more than 120 days before closure.

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

In accordance with FERPA guidelines, Make-up Designory (MUD) has established designated directory information in the school's student records. Directory information is defined as information that is not generally considered to be harmful or an invasion of privacy.

This school's directory information includes students' names, dates of attendance, receipt of Certificate or Diploma, enrollment status (e.g. graduate or full-time), and courses of study. Student records and personal information beyond that which is classified as directory information may not be released without the express, written consent of the student. Each student will be required to complete a release form that grants authorization to a specific person or persons to whom information beyond directory information may be released. This may include, but is not limited to, a parent, legal guardian, or co-borrower.

RECORD RETENTION

Student records are kept on campus in fireproof cabinets up to five years after graduation. After five years, records are moved to an off-campus storage facility. All student transcripts are maintained indefinitely via electronic storage. Any students or graduates requiring access to their records should contact the Registrar's Office.

CAMPUS SECURITY POLICY AND CRIME STATISTICS

MUD is committed to providing students with a safe and secure environment. They also strive to keep parents well informed about our campus security. For these reasons, MUD distributes an annual campus security report to current students and employees. This public report can be accessed on the school's website:

<http://fao.mudfinaid.com/fao/campus-security-la>

TITLE IX POLICY

Make-Up Designory is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training. Students are offered this training at Orientation; Employees are offered training upon hire and then yearly thereafter. The School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

Make-Up Designory's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against

students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

KEY DEFINITIONS

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- 1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
- 2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
- 3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at the School as such acts are inappropriate and create an environment contrary to the goals and mission of the School. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

Sexual assault includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse of threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

Stalking means engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

COMPLAINT/GRIEVANCE PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator listed below as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

TITLE IX COORDINATORS

Student Liaison- CA Campus
Erika McCollum, Office Manager
129 S. San Fernando Blvd., Burbank, CA
818-351-3421 • emccollum@mud.edu

Student Liaison- NY Campus
Sydney Lee, Career Services Advisor
65 Broadway, 15th Floor, New York, NY
917-962-8751 • slee@mud.edu

Employee Liaison
Colleen McCormick, Human Resources Coordinator
25311 Avenue Stanford, Valencia, CA
661-481-3154 • cmccormick@mud.edu

The School ensures that its employees designated to serve as Title IX Coordinators have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

INVESTIGATION OF COMPLAINTS

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

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

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

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RETALIATION PROHIBITED

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

REPORTING REQUIREMENTS

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

ADDITIONAL INFORMATION

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Additional information regarding MUD's Sexual Harassment and Discrimination Policy (Title IX) is in the School's Annual Security Report which can be found on the School's website: <http://mudfinaid.com/campus-security-la>. A hard copy of the report is available in the School Director's office.

CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY

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

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

EVACUATION PROCEDURE

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

MISSING PERSONS POLICIES AND PROCEDURES

Students who are missing from class for three days, and have no contact with the school or classmates, are contacted by the Registrar or School Director; additionally, if a student is concerned about another student's well-being, they should notify the School Director, and the same contact will be made. Students are given two days to respond; if there is still no contact from the student, contact will be attempted again by administration. If a total of five days have passed and there has been no contact with the student from faculty, administration, or classmates, the student will be considered “missing” and his or her designated emergency contact will be notified. This person is selected by the student and is listed on the Student Permanent Information Record, collected on the first day of class (the information is registered and confidential). Students under 18 may list additional contacts on the record, however if not emancipated, custodial parents will be notified. If there is still no contact after 24 hours, emergency law enforcement will be informed of the student's “missing” status.

Students who live in student housing may be subject to an expedited timeline should he or she be absent from class and not seen or heard from by roommates. Expedited timelines will also be in effect if an immediate threat or danger is suspected.

STUDENT RIGHT TO KNOW

In compliance with the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542), it is policy to make available our completion rate for full-time, first-time students who completed their programs within 150 percent of normal time for completion. This rate does not represent the success rate of the entire student population. The current rate can be accessed on the school's website: <http://fao.mudfinaid.com/fao/node/20>

PLANS FOR ACADEMIC IMPROVEMENT

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

PEER TO PEER FILE TRANSFER POLICY

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

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

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

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

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

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

ACCSC

Accrediting Commission of Career Schools and Colleges

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at www.accsc.org.

Completion and Placement Data



COMPLETION AND PLACEMENT INFORMATION

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



ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

ANNUAL REPORT

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



GRADUATION RATES

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

PROGRAM NAME	REPORTING TIME FRAME	TOTAL STARTS	UNAVAILABLE	GRADUATES	GRADUATION RATE
Fashion Make-Up Artistry	Dec. 2015 - Nov. 2016	40	0	36	90%
Film & Television Make-Up Artistry	Dec. 2015 - Nov. 2016	7	0	6	86%
Multimedia Make-Up Artistry	Sep. 2015 - Aug. 2016	96	1	87	92%
Master Make-Up Artistry	Jul 2015 - Jun. 2016	107	0	93	87%



EMPLOYMENT RATES

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

PROGRAM NAME	REPORTING TIME FRAME	NUMBER OF GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	GRADUATES EMPLOYED IN THE FIELD	EMPLOYMENT RATE
Fashion Make-Up Artistry	Dec. 2015 -Nov. 2016	36	23	18	78%
Film & Television Make-Up Artistry	Dec. 2015 -Nov. 2016	6	2	2	100%
Multimedia Make-Up Artistry	Sep. 2015 -Aug. 2016	87	77	59	77%
Master Make-Up Artistry	Jul 2015 -Jun. 2016	93	85	65	76%



Multimedia Make-up Artistry Program

Gainful Employment Disclosures

Undergraduate certificate in Multimedia Make-up Artistry Program // Program Length: 18 weeks

Students graduating on time

77% of Title IV students complete the program within 18 weeks¹

Program Costs*

\$14,395 for tuition and fees

\$3,285 for books and supplies

\$24,432 for off-campus room and board

\$26,636 for on-campus room and board

Other Costs:

Parking permits are available from the City of Burbank for \$51/ month. Limited parking is available for students in housing for \$80/ month.

Visit website for more program cost information: fao.mudfinaid.com/fao/content/multimedia-make-artistry-program-2017

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

54% of students who attend this program borrow money to pay for it²

The typical graduate leaves with

\$5,558 in debt³

The typical monthly loan payment

\$63 per month in student loans with 6.8% interest rate⁴.

The typical graduate earns

\$16,792 per year after leaving this program⁵

Graduates who got jobs

69% of program graduates got jobs according to the accreditor job placement rate⁸

Program graduates are employed in the following fields:

Makeup Artists, Theatrical and Performance:

<http://onetonline.org/link/summary/39-5091.00>

Licensure Requirements⁶

*Program has no licensure requirements in any state.

Additional Information:

In the calculation of room & board, board refers to a food budget that students are allotted. Food services are not provided by the school.

Additionally, our program prepares students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC code 41-2031) and "Skin Care Specialists" (SOC code 39-5094). More information on these progressions can be found at the Department of Labor's website at: www.bls.gov.

Date Created: 6/12/2017

These disclosures are required by the U.S. Department of Education

FOOTNOTES:

- 1 The share of students who completed the program within 100% of normal time (24 weeks).
- 2 The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- 3 The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- 4 The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
- 5 The median earnings of program graduates who received Federal aid.
- 6 Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
- 7 State Job Placement Rate: N/A
- 8 Accreditor Job Placement Rate: Name of the accrediting agency this placement rate is calculated for: ACCSC

Follow the link below to find out who is included in the calculation of this rate: <http://mud.edu/los-angeles>

What types of jobs were these students placed in?
The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Make-up Artist, Retail Salespersons and Skin Care Specialists

When were the former students employed?
This rate is based on graduates who were employed within 6 months of graduation.

How were completers tracked?
Completer/alumni survey (97% response rate)

Master Make-up Artistry Program

Gainful Employment Disclosures

Undergraduate certificate in Multimedia Make-up Artistry Program // Program Length: 24 weeks

Students graduating on time

71% of Title IV students complete the program within 18 weeks¹

Program Costs*

\$19,870 for tuition and fees

\$3,535 for books and supplies

\$33,533 for off-campus room and board

\$36,739 for on-campus room and board

Other Costs:

Parking permits are available from the City of Burbank for \$51/ month. Limited parking is available for students in housing for \$80/ month.

Visit website for more program cost information: fao.mudfinaid.com/fao/content/multimedia-make-artistry-program-2017

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

60% of students who attend this program borrow money to pay for it²

The typical graduate leaves with

\$4,912 in debt³

The typical monthly loan payment

\$56 per month in student loans with 6.8% interest rate⁴.

The typical graduate earns

\$16,792 per year after leaving this program⁵

Graduates who got jobs

84% of program graduates got jobs according to the accreditor job placement rate⁸

Program graduates are employed in the following fields:

Makeup Artists, Theatrical and Performance:

<http://onetonline.org/link/summary/39-5091.00>

Licensure Requirements⁶

*Program has no licensure requirements in any state.

Additional Information:

In the calculation of room & board, board refers to a food budget that students are allotted. Food services are not provided by the school.

Additionally, our program prepares students for the occupation of "Make-up Artist, Theatrical and Performance" (SOC code 39-5091) and for occupations where knowledge of make-up artistry is required such as "Retail Salespersons" (SOC code 41-2031) and "Skin Care Specialists" (SOC code 39-5094). More information on these progressions can be found at the Department of Labor's website at: www.bls.gov.

Date Created: 6/12/2017

These disclosures are required by the U.S. Department of Education

Footnotes:

- 1 The share of students who completed the program within 100% of normal time (18 weeks).
- 2 The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- 3 The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- 4 The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
- 5 The median earnings of program graduates who received Federal aid.
- 6 Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
- 7 State Job Placement Rate: N/A
- 8 Accreditor Job Placement Rate: Name of the accrediting agency this placement rate is calculated for: ACCSC

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When were the former students employed?
This rate is based on graduates who were employed within 6 months of graduation.

How were completers tracked?
Completer/alumni survey (99% response rate)



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

I. PERSONAL INFORMATION

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

How did you hear about us?

II. EDUCATIONAL BACKGROUND

School and College attended:
Students of all courses must be at least 18 years of age (or have parental permission) and have proof of a high school diploma, GED or the equivalent. International students must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/ secondary education in their native country; documentation will be translated and evaluated. Students who are 18 years of age, and are not able to provide proof of high school completion or the equivalent may be eligible for admittance in the Fashion Make-up Artistry or Film & Television Make-up Artistry programs or any of our individual courses by passing a basic skills test through our Ability to Benefit (ATB) program.

- I have one of the following:
- o High school diploma, date of graduation: _____
 - o GED, date of completion : _____
 - o Other : _____ date of completion: _____
 - o I do not have a diploma, GED or the equivalent, and I am interested in taking the Ability to Benefit test. (Option not available for all enrollments.)
 - o None of these options apply to me.

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

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

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

Please continue on the other side ➤



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